1. Click on the SHI Punch-out tile.
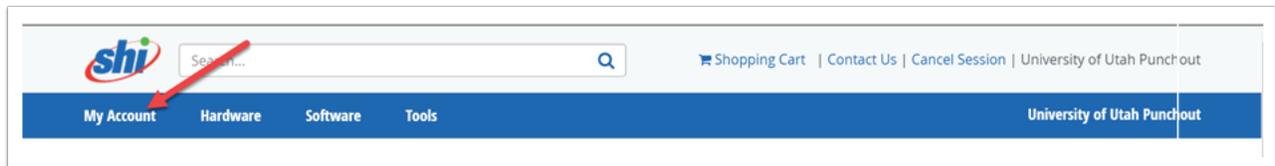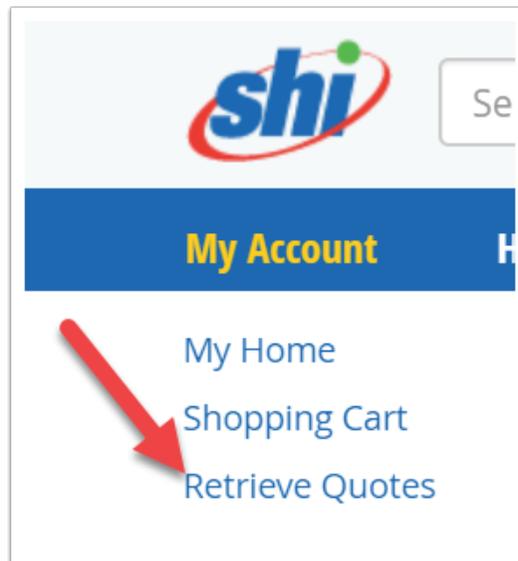
2. Click on the My Account link found on the left end of the upper toolbar.

3. Select Retrieve Quotes.

4. Add your quote number, your email, and click Search.