

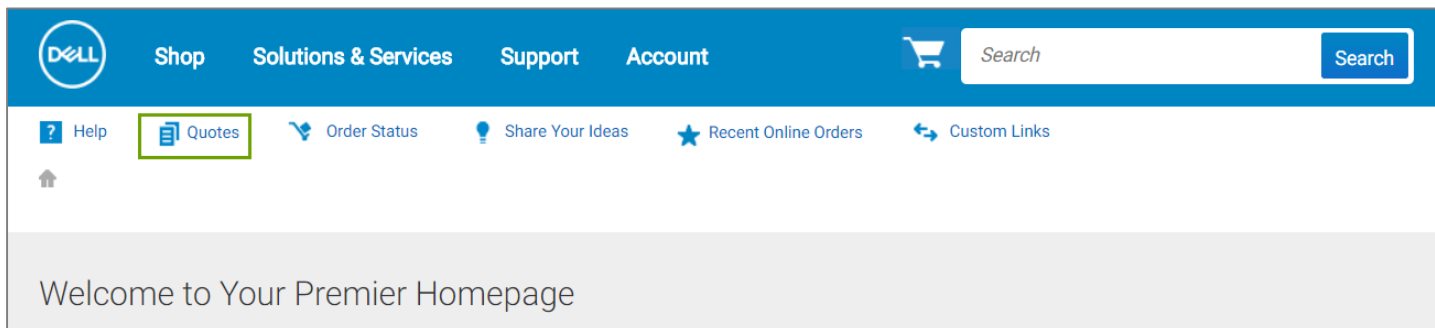
Punchout Quote to Order

Instructions for accessing a Non-catalog / Sales-created quote from Dell Punchout



Dell Punchout Quote to Order

1. Punchout to Dell catalog.
2. Click on the “**Quotes**” link located just below the top navigation.



Dell Punchout Quote to Order

3. Enter the **Sales-created Quote Number**. The new dynamic search box retrieves your sales quotes immediately.

Quotes

Choose the quotes you'd like to repurchase from the list below, or search for a quote by entering the quote name, creator, buyer, eQuote number*, or Sales Quote number* in the search field below
 /> To search for a quote by the quote number, you must enter all 9 or 13 digits.

Purchase Selected | 90165664/5

Name	Number	Created	Authorized Buyer	Expires	Purchased	Subtotal / Total Price
Sales Quote	90165664.5	SITTESTUSER23 February 5, 2018	—	February 19, 2018	No	£1,717.80 £1,717.80

[View Details](#)

4. Click **View Details** to access the sales created quotes and purchase.
5. Click **Create Order Requisition**.

If required enter the Customer Number

Purchase Selected | Search by quote name, number, creator or buyer

Name	Number	Created	Authorized Buyer	Expires	Purchased	Subtotal / Total Price
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Further validation is required to retrieve Quote #1234567890000. Please enter Customer Number.

Customer Number

[Retrieve Quote](#) [Find customer number](#)

Omit leading zeros when entering

Sales Quote

Quote number: 90165664.5

[Create Order Requisition](#) [Continue shopping](#)

Items	Quantity	Unit Price	Item total	
Inspiron 15 7566 Discounted unit price: £292.55	1	£373.63	£373.63	
			Subtotal	£373.63
			VAT	£142.35
			Total	£1,704.20

[Show full spec](#)

Item total	Created	Expires	Created by	Status
£334.40	February 5, 2018	February 19, 2018	SITTESTUSER23	Active

Internal Use - Confidential



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7. Complete the **Shipping and Handling Method** and **Trade Compliance**. Click **Continue**.

The screenshot displays the 'Shipping and Payment' checkout page. It features a progress bar at the top with three stages: 'Shipping and Payment' (active), 'Review', and 'Requisition Initiated'. The page is divided into several sections:

- Checkout:** Includes 'Order Contact' (Test Test, Dell Test) and 'Billing Information' (TEST TEST, ACQSHORT, ACQSHORT).
- Summary Table:** Shows Subtotal (\$1,159.37), Estimated Shipping (\$29.00), Estimated Tax (\$98.04), and Total (\$1,286.41).
- Shipping Information:** Includes a checkbox for 'Same as billing information' and a table of shipping addresses.

Name	Company name	Address	Edit	Delete
TEST TEST	ACQSHORT	1 Dell Way, Round Rock, TX 78682-7000	Edit	Delete
Test Test	Test	Test Line 1, Test Town, TX 11111	Edit	Delete

8. Verify the requisition details. Click **Submit Order Requisition**.

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Need help?



Premier Helpdesk

If you have any technical support questions, please contact the Dell Support Team:



Premier Helpdesk Mailbox
Global_B2B_Support@dell.com

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