Retrieving Quotes for Third Party Software via the Dell Punchout in myUF Market

Use this procedure in the Dell punchout within myUF Market to retrieve a quote created by Dell when buying third-party software and items from the Microsoft Select Plus Price List.

Create the quote by calling Rex Collins at 512 513-9169 or emailing to Rex_Collins@dell.com, ready with your manufacturer part number. Rex will create the quote and give you the Quote number and your Customer Number. You will need both to retrieve the quote.

Follow the navigation below which differs from the E-Quotes, to retrieve these quotes and add to a cart to order via myUF Market.

1. In the Dell punchout, click My Premier in the blue bar then View All My Premier:

2. In the EQuotes panel on the right, click the Detailed View button on the bottom right of the box:
3. Click the **Sales Created Quote radio button** on the left hand side and input the quote number and the customer number. Click on Search.

4. **Check the checkbox** beside the quote and click on the **Purchase link**.
5. Click on the **Create Order Requisition** green button.

6. Select the appropriate radio buttons and click on **Continue**.
7. Click on the **Submit Order Requisition button**.