

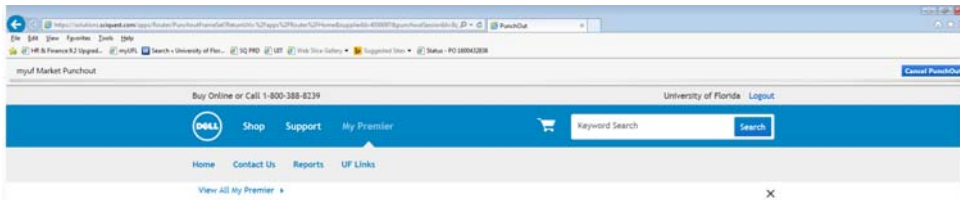
Retrieving Quotes for Third Party Software via the Dell Punchout in myUF Market

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](#).

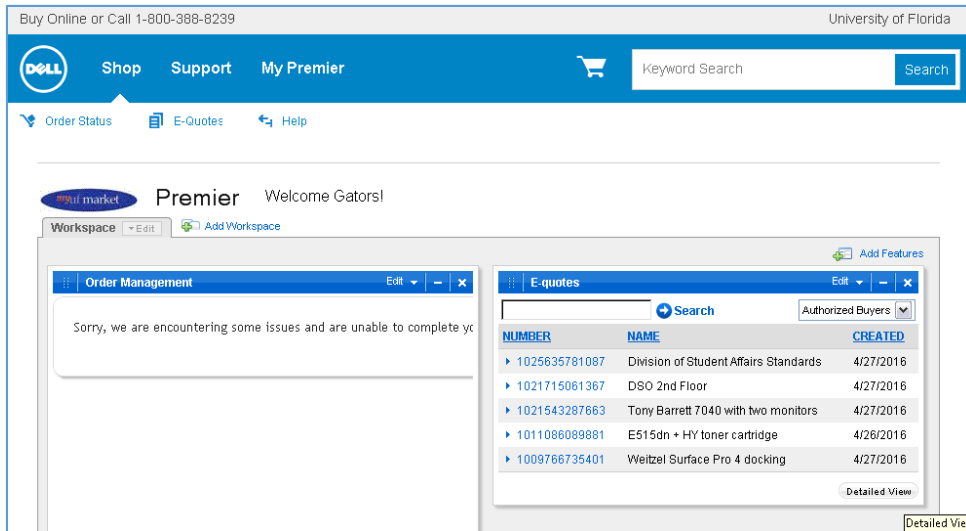
Create the quote by calling Rex Collins at 512 513-9169 or emailing to Rex_Collins@dell.com, ready with your manufacturer part number. Rex will create the quote and give you the Quote number and your Customer Number. You will need both to retrieve the quote.

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.

Buy Online or Call 1-800-388-8239 University of Florida

Dell Shop Support My Premier Keyword Search Search

Order Status E-Quotes Help

Workspace Add Workspace

E-quotes Detail View [Back to Workspace](#)

Display Options	Quote #	Name	Saved On	Expires On	Buyer	Saved By	Order Submitted	Price
<input type="checkbox"/>	728083786		4/27/2016	10/24/2016				\$139.99

E-Quote Search (name, number, authorized buyer)

Sales-created Quote (Quote format could be 9 digits ex. 645704350 or 15 digits 1000017568388.1)

Customer number

Search Clear

Show Only:

Apply Filter(s) Clear

Authorized Buyer

Purchase

4. Check the **checkbox** beside the quote and click on the **Purchase link**.

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Order Status E-Quotes Help

Workspace Add Workspace

E-quotes Detail View [Back to Workspace](#)

Display Options	Quote #	Name	Saved On	Expires On	Buyer	Saved By	Order Submitted	Price
<input checked="" type="checkbox"/>	728083786		4/27/2016	10/24/2016				\$139.99

E-Quote Search (name, number, authorized buyer)

Sales-created Quote (Quote format could be 9 digits ex. 645704350 or 15 digits 1000017568388.1)

Customer number

Search Clear

Purchase

5. Click on the **Create Order Requisition** green button.

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DELL Shop Support My Premier Search

QUOTE-TO-ORDER REQUISITION

* Indicates Required Fields

Quote Summary
Please review the accuracy of this information before proceeding to checkout.

Quote Details

Dell quote number:	1020427765224
Dell customer number:	145399703
Dell sales representative:	OLIVIA BUFFALO
Dell sales representative phone:	(800) 456-3355 - 80000
Date of quote:	April 27, 2016 7:21 AM CST

Billing Address	Shipping Address
UFB B ACCTSPAYABLE UNIV OF FLORIDA Dell Customer # 145399703 PO BOX 116400 ELECTRONIC INVOICING ONLY GAINESVILLE, FL 32611 6400 352 3921331	ELIZABETH BUCKHALTER UNIV OF FLORIDA Dell Customer # 145399703 1659 MUSEUM RD RM 364 GAINESVILLE, FL 32611 2097 352 3923261

[Create Order Requisition](#)

Description

Dell Multifunction Printer - E515dn			
Dell Limited Hardware Warranty	Qty	1	
Next Business Day Advanced Exchange, 1 Year			
Dell Part# 210-AEDT	Unit Price	\$139.99	
			TOTAL: \$139.99

6. Select the appropriate radio buttons and click on **Continue**.

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DELL Shop Support My Premier Search

Shipping

SHIPPING → PAYMENT → VERIFY & SUBMIT ORDER REQUISITION

* Indicates Required Fields

[Continue](#)

Shipping & Handling Method

Shipping Option
Shipping option refers to the time it takes for your order to arrive after it has shipped - it does not include the time it takes for to process and take your order to be prepared for delivery.

3-5 Business Days

* **Terms and Conditions of Sale**

I AGREE to Dell's [Terms of Sale](#).

I DO NOT AGREE to Dell's Terms and Conditions of Sale.

The Terms and Conditions of Sale contain very important information about your rights and obligations as well as limitations and exclusions that may apply to you. They contain limitations of liability and warranty information. They also contain an agreement to resolve disputes through arbitration, rather than through litigation. Please read them carefully.

* **Trade Compliance**

I WILL NOT export this order outside the United States.

I WILL export this order outside the United States.



The export of any product and software purchased from Dell must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding product(s) to be exported, their destination or their end-use.

[Continue](#)

7. Click on the **Submit Order Requisition** button.

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DELL Shop Support My Premier Search

VERIFY & SUBMIT ORDER REQUISITION  Secure Shopping Guarantee 

SHIPPING → PAYMENT → **VERIFY & SUBMIT ORDER REQUISITION**

Your Order Requisition is nearly complete. Please review the following details and edit if necessary. Select "Submit Order Requisition" (bottom right) to submit.

Unless you have a separately signed agreement between you and Dell that specifically applies to this order, by clicking on the "Submit Your Order" button, you agree to Dell's [COMMERCIAL TERMS OF SALE](#) (for purchases meant for internal use), or the [RESELLER TERMS OF SALE](#) (for purchases meant for resale), as well as Dell's [WARRANTY](#) and applicable [SERVICE DESCRIPTION\(S\)](#). THESE TERMS CONTAIN IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, INCLUDING LIMITATIONS OF LIABILITY. These terms are hereby fully incorporated into the transaction and are available in hardcopy from Dell upon request.

[Submit Order Requisition](#)

View/Print Cart

- [Print Order Summary](#)
- [Print Order Details](#)

Shipping & Handling Information

Shipping & Handling Method
3
-
5
Business Days

Contact Information

Billing Information

Payment Method
Credit Terms

Contract Code
70585

Order Requisition Date and Time:
April 27, 2016 1:41 PM CST