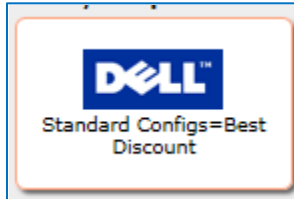


Retrieving eQuotes in the Dell Punchout Site

One can retrieve eQuotes through the Punchout via myUF Market and speed both the approval and ordering process for you and your department. If you have a Non Standard Quote (**not** and eQuote) please see the instruction guide for retrieving a Non Standard Quote on the myuf Market [Vendor FAQ page](#)

Before you begin, clear your cache and cookies (internet history). Then log into myUFL>myUF Market.

Click on the Dell Punchout in myuf Market.



If using Internet Explorer, you will be asked if you want to display only secure content or show all content; click show all content:



Then click Quick Links in the upper right hand corner of the page and select E-Quotes



Put in the email address of the person that did the eQuote and click Retrieve E-Quote.

The image shows a screenshot of a web form titled "Retrieve an E-quote". At the top, there are tabs for "Cart" and "E-Quotes". Below the title, there is a paragraph of instructions: "To retrieve your E-quote fill out the form and press 'Retrieve E-Quote' button. If your E-quote has expired it is no longer available and you will be returned to this page. E-quotes are available for 60 days from the date of creation." Below this is a search bar labeled "Find E-quotes". A red asterisk indicates required fields. The "E-mail address" field is filled with "sarakirk@ufl.edu". At the bottom, there is a blue button with a right-pointing arrow and the text "Retrieve E-Quote".

Retrieving eQuotes in the Dell Punchout Site

Find the eQuote number you need and click Create Order Requisition. If you need to be sure it is the right one, click the eQuote number to review the order; otherwise click the arrow under Create Order Requisition

Display
Select your viewable column headers. Your table will be modified based upon your selection.

E-quote Name Authorized Buyer Created By Created Date Sub Total

Filter by Authorized Buyer All Filter by Order Submitted All [Apply](#)

E-quote Number	E-quote Name	Authorized Buyer	Created By	Created Date	Sub Total	Total	Create Order Requisition	Delete
1016327006909	Desktop	Sara C Stanford	10/16/2012	\$1,014.24	Not Calculated			

Next review the order and click the green Create Order Requisition button at the bottom right of your cart

Your Current E-quote Number
1016327006909
[E-quote Help](#)

Summary View | [Detail View](#) [Print](#) [Email](#) [Add Item](#)

E-quote Name:	Desktop	E-Quote Description:	Desktop
Saved By:	Sara C Stanford sarakirk@ufl.edu	Phone Number:	(352) 392-1331
Saved On:	Tuesday, October 16, 2012	Purchasing Agent:	
Expires On:	Saturday, December 15, 2012	Notes/Comments:	
Premier Page Name:	University of Florida	Additional Comments:	



OptiPlex 9010 SFF	Remove Item	Qty	Unit Price
OptiPlex 9010 OptiPlex 9010 Small Form Factor w/ Standard PSU, Windows 7 Professional, No Media, 64-bit, English Adjust System		1 Update Total	\$1,014.24
		Sub-total	\$1,014.24
		Sub-total	\$1,014.24
		Tax	—

[Create Order Requisition](#)

[Print](#) [Email](#) [Add Item](#)

Retrieving eQuotes in the Dell Punchout Site

Answer these quick questions (these are example answers – you'll answer for you):

Shipping  Secure Shopping Guarantee 

SHIPPING PAYMENT VERIFY & SUBMIT ORDER REQUISITION

* Indicates Required Fields

[Continue](#)

Shipping & Handling Method

Shipping Option

No Charge - Lowest Cost 3-5 Day Delivery

* 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](#)

You get one more chance to be sure and then click the green Submit Order Requisition button.

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](#)

Order Requisition Date and Time:
October 16, 2012 11:32 AM CST

Retrieving eQuotes in the Dell Punchout Site

Now you'll be back in myUF Market to submit your requisition. You don't have to attach anything as the eQuote builds your requisition.

The screenshot shows the Dell Punchout Site interface. At the top, there's a navigation bar with various menu items like 'home/shop', 'search/export', 'approvals', etc. Below that, the page title is 'Cart - 33938774 - Draft Requisition'. The main content area shows a shopping cart for 'Sara Kiker-Stanford'. The cart contains one item: 'OptiPlex 9010 SFF: OptiPlex 9010 SFF; OptiPlex 9010 Small Form Factor w/ Standard PSU'. The unit price is 1,014.24 USD, the quantity is 1, and the total is 1,014.24 USD. There are buttons for 'Proceed to Checkout' and 'Assign Cart'. A message indicates that the item was retrieved from the supplier's website.

Product Description	Unit Price	Quantity	Total
Item added on Oct 16, 2012 OptiPlex 9010 SFF: OptiPlex 9010 SFF; OptiPlex 9010 Small Form Factor w/ Standard PSU Part Number 225-2594 Manufacturer Info 225-2594 - (Dell)	1,014.24 USD EA	1	1,014.24 USD

Process your requisition as normal, entering your chartfield information and shipping and billing information in the Proceed to Checkout section or Assigning your cart to a Requestor as appropriate. **If this is an asset remember to remove your Pcard information from the cart before you submit it.**

Questions? Call the Purchasing Helpdesk at 392-1335 or email purchasing@ufl.edu

Tips for maximum discounts when configuring machines:

- Start with UF Standard Configurations (second tab) base and make choices within wherever possible
 - 45% off desktops – Optiplex
 - 40% of Latitude family
- When you use the Systems tab and configure your own you achieve only about 17% discount on the Higher Education Discount.