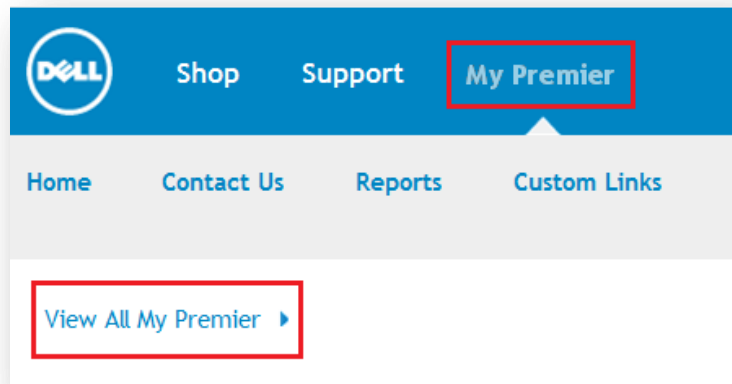
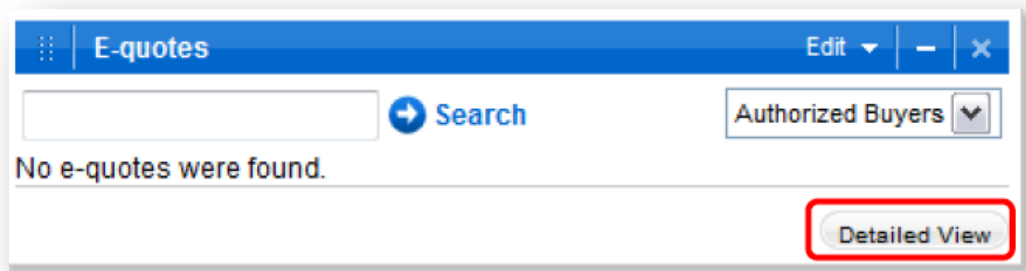


Instructions on how to access non-catalog Dell quotes from a punchout session

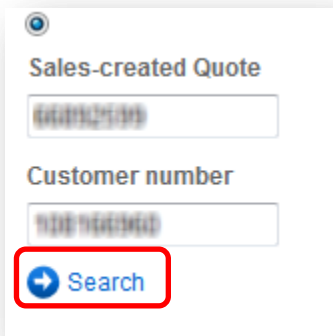
1. Punchout to your Dell catalog
2. Click **My Premier** then on **View All My Premier**. *(If this option is not available, contact your sales team to have it turned on)*



3. On the E-quotes tab click **Detailed View**. (For E-Quotes, enter the number and click **Search**)



4. Enter the **Sales-created Quote** and the **Customer number** from the quotation and click **Search**.



A search form with two input fields and a search button. The first field is labeled "Sales-created Quote" and contains the value "10007488100018". The second field is labeled "Customer number" and contains the value "1000000000". Below the fields is a blue button with a magnifying glass icon and the text "Search". The button is highlighted with a red rectangle.

5. Check the box to select the Quote and click **Purchase**

	Quote #	Name	Saved On	Expires On	Buyer	Saved By	Order Submitted	Price
<input checked="" type="checkbox"/>	10007488100018		11/18/2013	5/17/2014				\$3,938.45

[Purchase](#)

6. Click **Checkout**



A checkout summary page. At the top is a "Quote Summary" header. Below it is a message: "Please review the accuracy of this information before proceeding to checkout." Underneath is a "Quote Details" section with the following information: Dell quote number: 10007488100018, Dell customer number: 1000000000, Dell sales representative: COLLIN DENNIS, Dell sales representative phone: (800) 878-3305 - 41317, Date of quote: November 18, 2013 7:38 AM CST. Below this is a table with two columns: "Billing Address" and "Shipping Address". Both columns contain the same address: 1000000000, 1000000000, 1000000000, 1000000000, 1000000000, 1000000000, 1000000000, 1000000000. At the bottom right is a green button with a magnifying glass icon and the text "Checkout". The button is highlighted with a red rectangle.

NOTE: The Bill To and Ship To addresses will NOT be passed back on the order requisition.

7. Complete the **Shipping and Handling Method** and select “I WILL NOT export...” under **Trade Compliance** and click **Continue**

VERIFY >

SHIPPING VERIFY & SUBMIT ORDER ORDER SUBMITTED

* Indicates Required Fields

Continue

Shipping & Handling Method

Shipping Option

7 Business Days

* 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

8. Verify the requisition details and click **Submit Order Requisition**

VERIFY & SUBMIT ORDER REQUISITION

Secure Shopping Guarantee VeriSign Trusted

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.

Submit Order Requisition

View/Print Cart

[Print Order Summary](#)

[Print Order Details](#)

Shipping & Handling Information

Shipping & Handling Method
7 Business Days

Contact Information

Order Requisition Date and Time:
March 20, 2012 9:26 AM CST

Billing Information

Payment Method
Credit Terms

Contract Code
70137