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.
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.

Next review the order and click the green Create Order Requisition button at the bottom right of your cart.
Answer these quick questions (these are example answers – you’ll answer for you):

**Shipping**

| SHIPPING | PAYMENT | VERIFY & SUBMIT ORDER REQUISITION |

* Indicates Required Fields

**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.

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

**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 DESCRIPTIONS. 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.

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

View/Print Cart
- [ ] Print Order Summary
- [ ] Print Order Details
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.

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
  o 45% off desktops – Optiplex
  o 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.