

Processing E-Quotes for Pier Group LLC in iBuy

Pier Group LLC may offer an additional discount for certain orders. Usually these are custom orders, or they are for a large quantity or a large dollar amount.

1. Email the University's Pier Group LLC representative, Jason Cocolanes, at jcocolanes@piergroup.com.

NOTE: Inform the representative that you would like an e-quote and that you are from the University of Illinois. Provide your order details in the email.

2. Obtain your quote number.
3. If you decide to purchase the items, ask the University representative to add your e-quote to the punchout catalog.
4. Log in to iBuy.
5. Click the **Pier Group** sticker under **Office/Computer Punchouts**.
6. Select **Activity**.
7. Locate your quote number under the **All Quotes & Orders** list.
8. Click the provided **Doc** number link to add the items to your cart.
9. Click **Copy to Cart as New**.
10. Click **Checkout to Punchout2Go**.

NOTE: The window will redirect to your updated iBuy shopping cart.

11. Finalize and complete the order in iBuy.