Processing E-Quotes for VSI Powered by B&H

The Quote process is used for finding specific products not found in the Punchout catalog.

1. Email a VSI representative directly at quotes@volsupplyltd.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. Log in to iBuy.

4. Click the VSI sticker under Creative Technologies.

5. Click Orders & Quotes to pull up your quote.

6. Enter the Phone Number and Quote Number provided by VSI in the fields.

7. Click Find Your Order/Quote.

8. Click Punchout.
   **NOTE:** Your quote will be transferred to a shopping cart.

9. Click Proceed to Checkout.

10. Click Place Order.