

Processing E-Quotes for DELL

DELL 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. To obtain and retrieve a quote:

Step	Task
1.	Contact the University's DELL representative, Jenny Sproat, directly by calling 512-513-3046 or email Jenny.Sproat@Dell.com .
2.	Inform the representative that you would like a quote and that you are from the University of Illinois. Provide your order details to the representative.
3.	Obtain your quote number.
4.	If you decide to purchase the items, ask the representative to add your e-quote to the punchout catalog.
5.	Log in to <i>iBuy</i> .
6.	Click the DELL sticker under Office/Computer Punchouts .
7.	Click My Premier on the top left of the page.
8.	Select Custom Links .
9.	Select Non-Standard Quotes .
10.	Locate your quote number under the Non-Standard Quotes list.
11.	Click Add to Cart .
12.	Click Create Order Requisition .
13.	Select your shipping option.
14.	Select the appropriate trade compliance.
15.	Click Continue .
16.	Click Submit Order Requisition . The window will redirect to your updated iBuy shopping cart.
17.	Click Proceed to Checkout .
18.	Finalize and complete the order in <i>iBuy</i> .