

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, Donald Murray, directly by calling 512-513-9235 or email Donald.A.Murray@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 Quotes .
8.	Enter the quote number provided in the Search field.
9.	Click View Details on the appropriate quote.
10.	Click Create Order Requisition .
11.	Click Continue Securely .
12.	Click Submit Order Requisition . The window will redirect to your updated iBuy shopping cart.
13.	Click Proceed to Checkout .
14.	Finalize and complete the order in <i>iBuy</i> .