

Processing E-Quotes for Wesco

Wesco 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 Wesco Sales Contact for your campus: <ul style="list-style-type: none"> • Champaign-Urbana: Terry Gustafson, (217) 239-6554, tgustafson@wesco.com. • Chicago: Peter Haefliger, (847) 828-5603, phaefliger@eescodist.com • Springfield: Beverly Brown, (217) 875-7300, bbrown@wesco.com
2.	Inform the representative that you would like an e-quote and that you are from the University of Illinois. Provide your order details to the representative.
3.	Obtain your quote name. This information will be emailed to you.
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 EESCO, Wesco Distribution Inc. sticker under MRO/Facilities Punchouts .
7.	Select your campus location.
8.	Click Continue .
9.	Select Quotes from the navigation menu on the top right.
10.	Type your email address in the Please enter your email address to continue field.
11.	Click OK .
12.	Locate your quote name.
13.	Click the quote name.
14.	Select the check box(es) next to the item(s) you wish to buy.
15.	Click Add to Cart .
16.	Click Checkout located in the red box on the top right.
17.	Click Return to Requisition . The window will redirect to your updated iBuy shopping cart.
18.	Click Proceed to Checkout .
19.	Finalize and complete the order in <i>iBuy</i> .