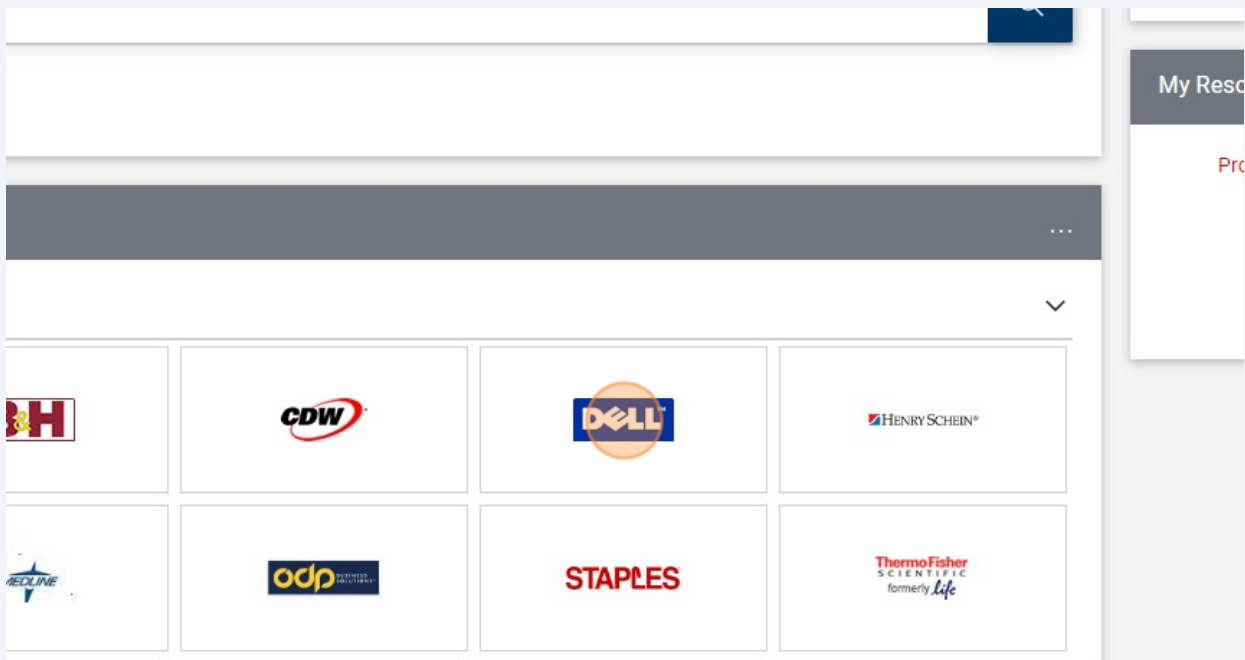


How to Place a Dell Order Using a Quote

After you've received a quote from IT, follow these instructions to place your order through the Dell punchout.

1 Navigate to Jaggaer.

2 Click the Dell punchout button.




3 Click the "Quotes" tab.

The screenshot shows the Dell Premier website interface. At the top left is the Dell Technologies logo. To its right is a search bar labeled "Search Dell Premier". Below the logo and search bar are navigation links: "Shop", "Solutions & Services", "Deals", and "Account". A secondary navigation bar contains "Procurement Integrations", "Quotes" (highlighted with an orange circle), "Recent Online Orders", "Help", "Order Status", and "Custom Links". Below this is a breadcrumb trail: "Standard Configurations". The main heading is "Standard Configurations" with a sub-heading "Lewis-Clark State College NASPO ValuePoint PADD 16200012 / WN11AGW". On the left, there is a "Categories" sidebar with checkboxes for "Desktops" and "Notebooks". In the center is an image of a server tower. To the right of the image, the text reads "Name: OptiPlex SFF (7010) w/ Autopilot" and "Ships between 9/11/2023 and 9/13/2023".

4 Type the Quotation number.

The screenshot shows the "Quotes" page on the Dell Premier website. At the top, there are three promotional banners: "solutions to enhance e-learning" with a "Shop Server Deals" button, "ready to keep you connected to both new and older tech" with a "Shop Accessory Deals" button, and "processing and graphics computing" with a "Shop Workstation Deals" button. Below these is a text box: "Choose the quotes you'd like to purchase from the list below or search for an eQuote (by entering the eQuote name, eQuote number, or Sales Quote Number)." Below the text box is a search bar with the placeholder text "Search by sales quote number or eQuote name, number, creator" and a magnifying glass icon. Below the search bar is a table with the following columns: "Name", "Number", "Created", "Authorized Buyer", and "Expires". At the bottom left, there is a breadcrumb trail: "Quotes".

5 Click "View Details."

Expires	Purchased	 Subtotal / Total Price
October 7, 2023	No	\$89.99 \$89.99

[View Details](#)

[Contact Us](#)

6 Click "Create Order Requisition."

Subtotal (1) : \$89.99 | Total : **\$89.99**

[Save New eQuote](#) [Create Order Requisition](#) [Continue shopping](#) ▼

Unit Price	Item total
\$99.99	\$99.99

Savings	\$10.00
Subtotal (1)	\$89.99
Estimated Shipping	\$0.00
Total	\$89.99
<hr/>	
Non Taxable Amount	\$89.99

7

Click "Continue Securely."

The screenshot shows a checkout summary table with the following items:

Savings	\$10.00
Subtotal (1)	\$89.99
Estimated Shipping	\$0.00
Total	\$89.99
<hr/>	
Non Taxable Amount	\$89.99

Below the table is a green button labeled "Continue Securely" which is circled in orange. To the left of the table, there is a yellow rectangular area.

8

Click "Submit Order Requisition."

The screenshot shows a checkout summary table with the following items:

Savings	\$10.00
Subtotal (1)	\$89.99
Estimated Shipping	\$0.00
Estimated Tax	\$5.40
Total	\$95.39

Below the table is a green button labeled "Submit Order Requisition" which is circled in orange. To the left of the table, there is text: "ation to receive the istomer Care." and "y clicking "Order and hange export". Below this text is a "Change" link. At the bottom left, there is a label "Item total" above a horizontal line.



From this point on, you'll enter your requisition information as you do for all orders.

9

Click "Proceed To Checkout."

The screenshot shows a shopping cart interface. At the top, there is a navigation bar with a dropdown menu set to 'All', a search bar labeled 'Search (Alt+Q)', a price indicator '89.99 USD' with a shopping cart icon, a heart icon with a '1' notification, and a user profile icon with a '170' notification. Below the navigation bar, there is a toolbar with a printer icon, a three-dot menu, an 'Assign Cart' button, and a 'Proceed To Checkout' button which is highlighted with an orange circle. The main content area is split into two columns. The left column contains a search bar with a magnifying glass icon, a dropdown menu, and a table with columns for 'Quantity' and 'Ext. Price'. The right column contains a 'Summary' panel with a right-pointing arrow. The 'Summary' panel has a 'Details' section with a dropdown arrow, containing the text 'For Diana Higgins' and 'Name' followed by a text input field containing '2023-09-07 0290719 01'. Below this is a 'Total (89.99 USD)' section with a dropdown arrow, containing the text 'Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.'

10 Click the pencil to enter your cost center and object code.

Billing Options

Accounting Date *no value*

Total (89.99 USD)

Shipping, Handling, and Tax charges are calculated on each supplier. The values shown here are for estimate budget checking, and workflow approvals.

Subtotal
Shipping
Handling

What's next for my order?

Next Step **IT Review**

Approvers **Cox, Gordon
Neely, Tyler**

11 Enter 55580 if \$999 or under, 56499 if \$1000 or over.

Edit Accounting Codes

Accounting Codes

Cost Center * Required

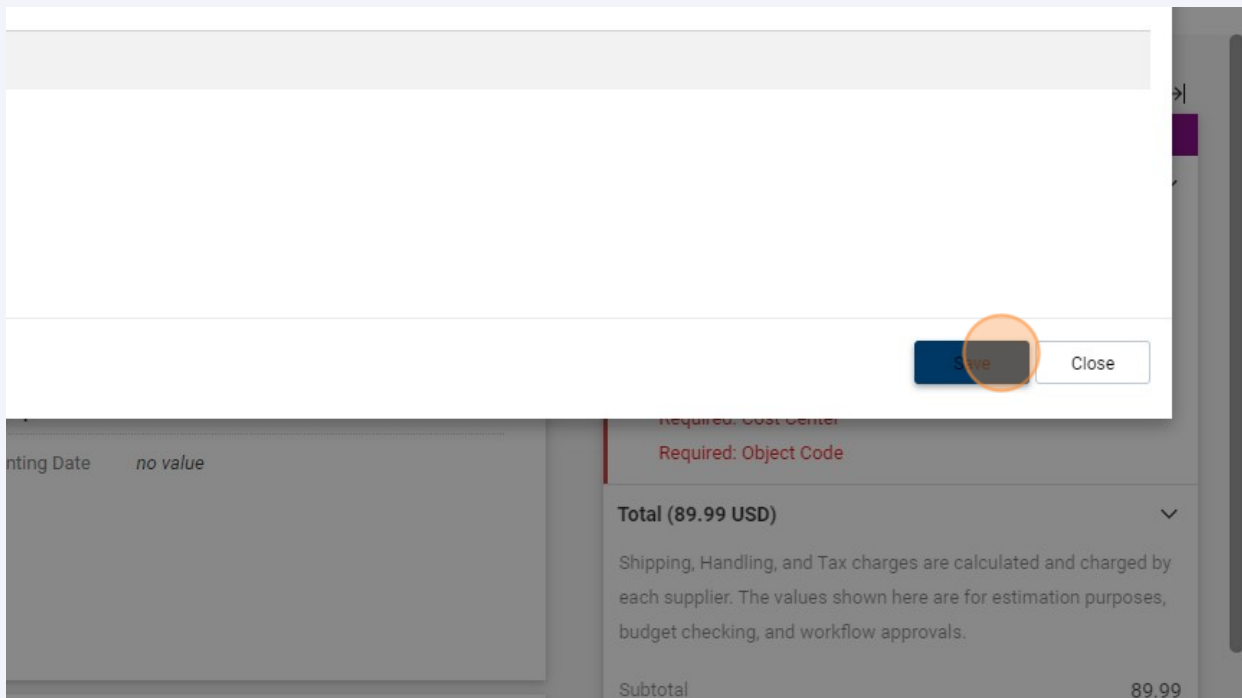
Object Code * Required

★ Required fields

ServiceAccount 0354315 Jaggaer Ethos

Delivery Options Ship Via Best Carrier-Best Way

12 Click "Save"



13 Click "Place Order"

