# Dell Premier

PunchOut Quote to Order

Instructions for accessing a Non-catalog / Sales-created quote from Dell PunchOut





Dell Quotes provided by **Dell Sales** 

#### **D&LL**Technologies

#### Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on Feb. 11, 2024.

You can download a copy of this quote during checkout

Place your order

Jane Smith **Quote Name: Dell Sales Quote** Phone (800) 456-3355. 3001018369278.1 Quote No. 80000 \$1.054.19 Total Email Jane.Smith@Dell.com 5500002699 TESTCOMPANY Quoted On Jan. 12, 2024 152 TOP DELL WAY ROUND ROCK. Expires by Feb. 11, 2024 TX 78682

#### Message from your Sales Rep

Hi John, Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell

Regards

Unit Price Quantity Subtotal Dell Latitude 5440 \$973.87 \$973.87 Subtotal: \$973.87 Special Financing with Dell Pay Pro Shipping: \$0.00 on qualified purchases^ \$0.00 Environmental Fee: Non-Taxable Amount: \$0.00 Taxable Amount: \$973.87 Estimated Tax: \$1,054.19

Special pricing may be available for qualified customers. Please contact your DFS Sales Representative for

Dell Latitude 5440 GCTO Base Single Pointing, No Palmrest Security Options Latitude 5440 Quick Start Guide ENERGY STAR Qualified \$1,054,19

A single email including all the quote information:

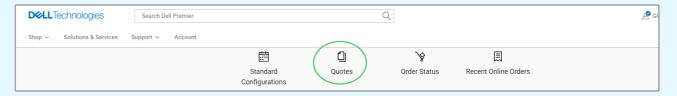
- 1) Quote Number
- 2) Pricing Summary
- 3) Product Configurations
- 4) Terms of Sale

· Screenshots are for demo purposes and may differ slightly. · Pricing shown are for demo purpose only.

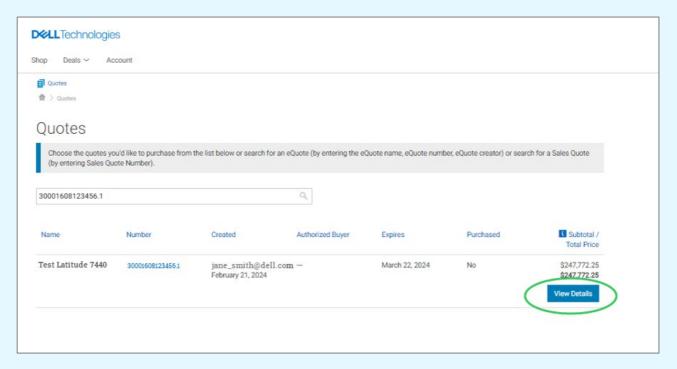


Step-by-Step Process

- 1. PunchOut to Dell catalog (For Global Portal stores, select the desired "Ship-to" country)
- 2. Click on the Quotes link



3. Enter the Quote Number provided by your Dell Sales Rep. The dynamic search box retrieves your sales quote immediately.





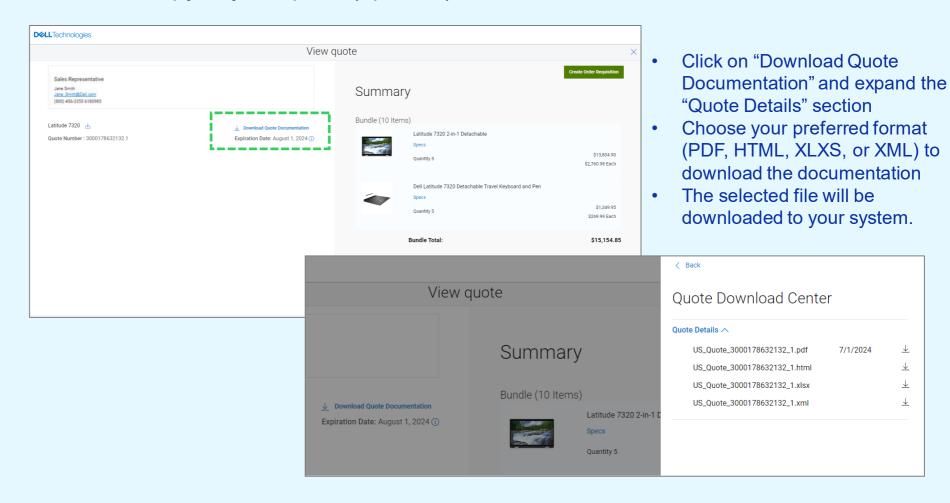
If required enter the Customer Number available on the quote.

4. Click View Details to access the sales created quote, download quote documentation and create Order Requisition.



Step-by-Step Process

### Download copy of your quote (optional)

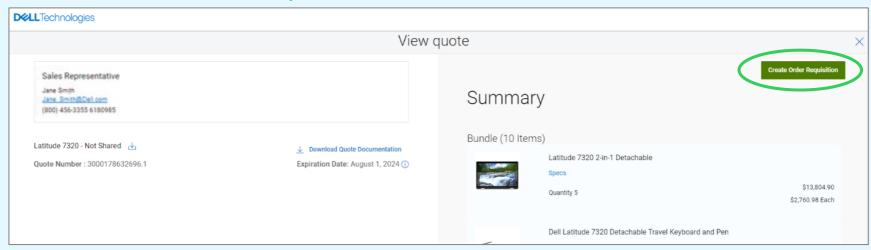




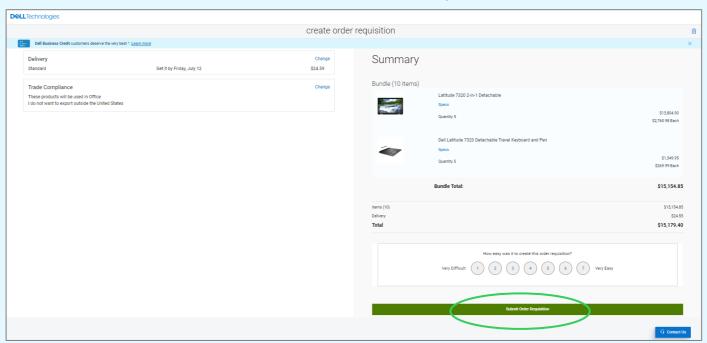
Please note that you can also generate the CSV version of the document by clicking the "Download" icon next to the quote name.

Step-by-Step Process

### 5. Click Create Order Requisition



6. Complete the required information and verify the requisition details.

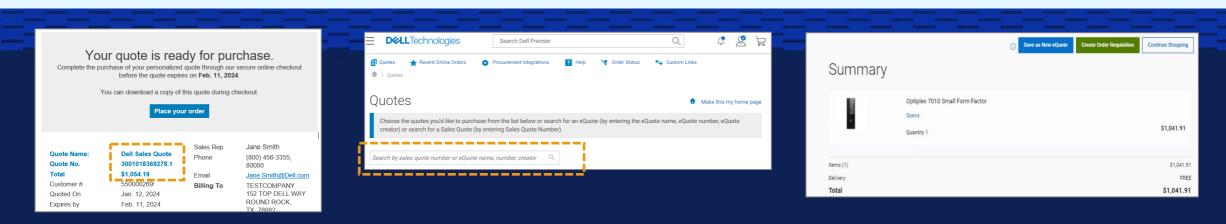


7. Click Submit Order Requisition



#### PUNCHOUT EXPERIENCE AT A GLANCE

- Use the Quote no. from the email
- PunchOut to Premier / Global Portal and, on the quote page, search for the quote no.
  (If required enter the Customer Number)
- Review your quote details, product configuration, and submit an order requisition



Your Dell account teams will continue to guide and collaborate with you on quotes. But instead of sending a PO to your Dell sales rep, you will securely order with your preferred payment method using your Dell PunchOut Catalog. This new process offers you greater order status visibility and faster processing times.

# Need Help?



### **Dell Premier Support**

If you have any technical support questions, please contact the Dell Support Team



Premier Helpdesk Mailbox PremierHelpdesk@dell.com

