How to access E-Quotes for ordering through the Dell Punchout

1) Log into Buyway and open the Dell Punchout

2) Click on “E-Quotes” within the Dell Punchout

3) Enter the email address of the person who received the quote and select “Retrieve E-Quote”

4) Select “Create Order Requisition” for the quote you want to order
5) Select “Create Order Requisition” again

6) Make Shipping selections and “Continue”

7) Then “Submit Order Requisition” to return the cart to Buyway. The products from your E-Quote are returned on the cart. Continue to process the cart in Buyway as usual and then “Place Order” to complete.