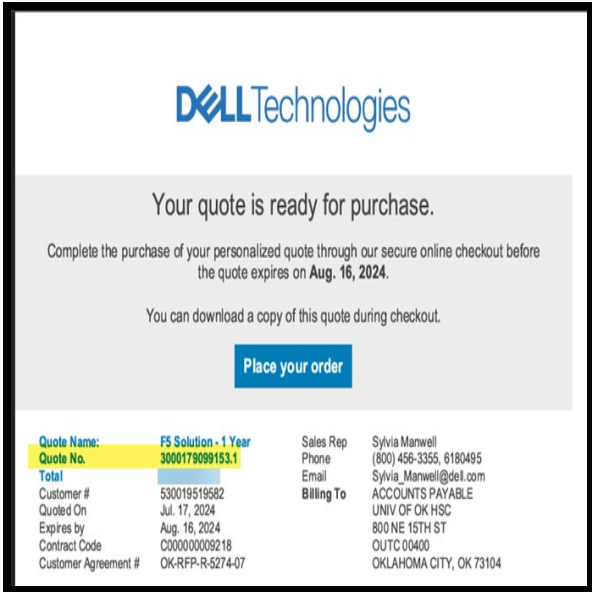
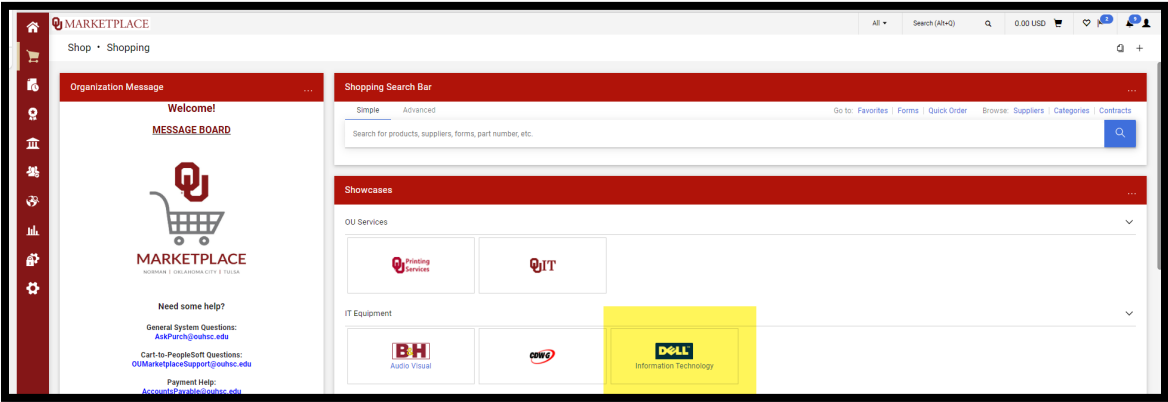
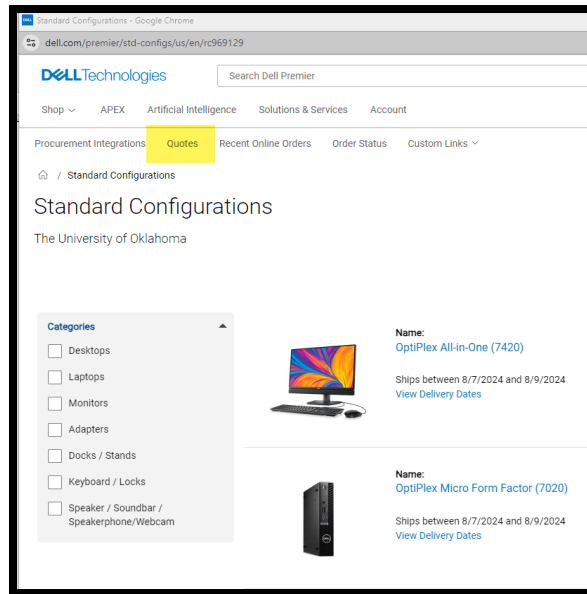
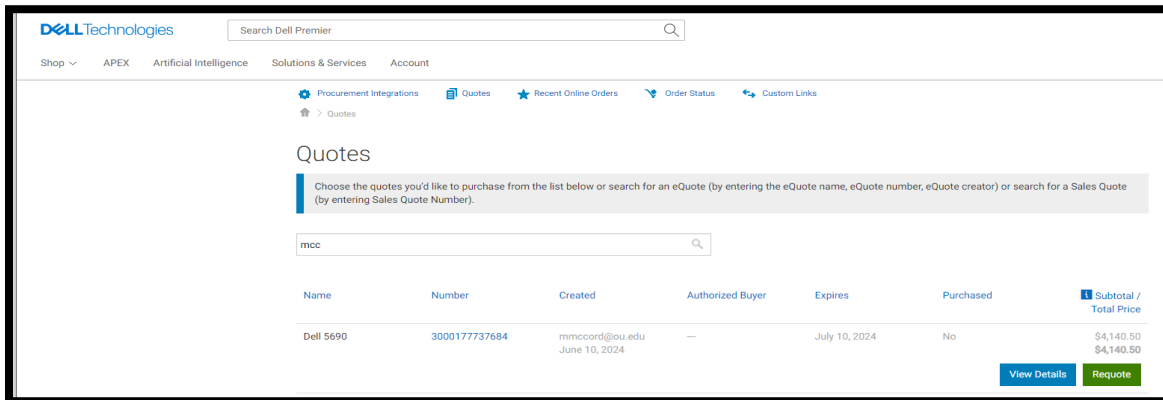




Step	Action																																
1	<p>Most punchout suppliers in the OU Marketplace have the option to retrieve quotes for specialty items or large quantity purchases generated by a sales representative. For example, a quote for a custom-built, non-standard computer (if approved by IT through the non-standard computer request process) can be obtained through a Dell representative and still ordered through the Marketplace by using the Dell quote number.</p>																																
2	<p>The supplier will normally provide a quote with a quote number, as shown in the example below. Navigate to the OU Marketplace either through the Compass.ou.edu link or PeopleSoft Financials.</p> <p>Hint: Do NOT use any links embedded in the email or quote directing you to place your order through an external website as these links will not direct you to the OU Marketplace.</p>																																
	 <table border="1" data-bbox="537 1079 1008 1226"> <tr> <td>Quote Name:</td> <td>FS Solution - 1 Year</td> <td>Sales Rep</td> <td>Sylvia Marwell</td> </tr> <tr> <td>Quote No.:</td> <td>3000179099153.1</td> <td>Phone</td> <td>(800) 456-3355, 6180495</td> </tr> <tr> <td>Total</td> <td></td> <td>Email</td> <td>Sylvia_Marwell@del.com</td> </tr> <tr> <td>Customer #</td> <td>530019519582</td> <td>Billing To</td> <td>ACCOUNTS PAYABLE</td> </tr> <tr> <td>Quoted On</td> <td>Jul. 17, 2024</td> <td></td> <td>UNIV OF OK HSC</td> </tr> <tr> <td>Expires by</td> <td>Aug. 16, 2024</td> <td></td> <td>800 NE 15TH ST</td> </tr> <tr> <td>Contract Code</td> <td>C00000009218</td> <td></td> <td>OUTC 00400</td> </tr> <tr> <td>Customer Agreement #</td> <td>OK-RFP-R-5274-07</td> <td></td> <td>OKLAHOMA CITY, OK 73104</td> </tr> </table>	Quote Name:	FS Solution - 1 Year	Sales Rep	Sylvia Marwell	Quote No.:	3000179099153.1	Phone	(800) 456-3355, 6180495	Total		Email	Sylvia_Marwell@del.com	Customer #	530019519582	Billing To	ACCOUNTS PAYABLE	Quoted On	Jul. 17, 2024		UNIV OF OK HSC	Expires by	Aug. 16, 2024		800 NE 15TH ST	Contract Code	C00000009218		OUTC 00400	Customer Agreement #	OK-RFP-R-5274-07		OKLAHOMA CITY, OK 73104
Quote Name:	FS Solution - 1 Year	Sales Rep	Sylvia Marwell																														
Quote No.:	3000179099153.1	Phone	(800) 456-3355, 6180495																														
Total		Email	Sylvia_Marwell@del.com																														
Customer #	530019519582	Billing To	ACCOUNTS PAYABLE																														
Quoted On	Jul. 17, 2024		UNIV OF OK HSC																														
Expires by	Aug. 16, 2024		800 NE 15TH ST																														
Contract Code	C00000009218		OUTC 00400																														
Customer Agreement #	OK-RFP-R-5274-07		OKLAHOMA CITY, OK 73104																														
3	<p>Once in the OU Marketplace, click on the supplier's punchout link.</p>																																
																																	
4	<p>In the navigation menu, there will be a section to retrieve Quotes. Please note that each supplier's website will have unique navigation options, and these suppliers update their websites regularly. The option to retrieve quotes may not always be in the same section, but it should be somewhere in their main navigation menu, like in the example below.</p>																																



- 5 From the quote screen, search for your quote by entering details from the quote such as the **quote name**, **number**, or **creator name**. When the quote appears, click on the **quote document**.



- 6 Review the quote details to ensure that they are correct and then **add** the items from the quote to your shopping cart. The step-by-step instructions to add items to your cart will vary by supplier.

Hint: When reviewing shipping information for your order, note that computer orders will always be shipped directly to IT and then delivery will be coordinated between IT and the ordering department.



Dell Technologies

← Quotes View eQuote

⚠ This quote has expired.

Dell 5690 Quote Number : 300017737684.1 Expiration Date: July 10, 2024

Contract Details

Contract name: University of Oklahoma, RFP-R-5274-07-OK
 Dell contract code: C000000009218
 Customer agreement number: OK-RFP-R-5274-07

Shipping Address

University of Oklahoma
 2750 Venture Drive
 Room 003
 Norman, Oklahoma, 73069

Delivery

Free Standard Get it by Thursday, August 29

Description and Notes (optional)

ⓘ No description or notes available

Summary

Precision 5690 - Build Your Own	
Specs	\$6,370.00
Quantity 1	-\$2,229.50
	\$4,140.50
Savings	
Items (1)	-\$2,229.50
Delivery	FREE
Total	\$4,140.50

- | | |
|----------|--|
| 7 | You will then be returned to your shopping cart in the Marketplace. Proceed with the normal steps to complete your Marketplace order. See the job aid titled OU Marketplace Requester & Shopper for more information on how to complete orders based on your role. |
| 8 | If you are unable to retrieve your quote through the Marketplace, contact the sales representative directly. The quote may have expired, or the items may no longer be available. Do NOT submit a regular requisition if the quote does not appear. If the quote is not valid in the punchout, it may no longer be valid at all, regardless of the order method. A regular Purchase Order using an expired/invalid quote may be rejected by the supplier or they may not honor the original pricing. |