

Step	Action
1	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.
2	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.
	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.
	Your quote is ready for purchase.
	Complete the purchase of your personalized quote through our secure online checkout before the quote expires on Aug. 16, 2024.
	You can download a copy of this quote during checkout. Place your order
	Quote Name: F5 Solution - 1 Year Sales Rep Sylvia Manwell Quote No. 3000179099133.1 Phone (800) 456-3355, 6180495 Total Email Sylvia Manwell@del.com Quoted On Jul. 17, 2024 Billing To Quoted On Jul. 17, 2024 UNIV OF OK HSC Expires by Aug. 16, 2024 800NE 15TH ST Contract Code C00000000218 OUTC OM040 Customer Agreement # OK-RFP-R-5274-07 OKLAHOMA CITY, OK 73104
3	Once in the OU Marketplace, click on the supplier's punchout link.
	MARKETPLACE Sho - Shopping Sho - Shopping Organization Message Welcome! Welcome! MESSAGE BOARD Organization Message Shopping Organization Message Organization Message
4	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.



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		Configuration dell.com/premier	/std-configs/us/en/rc969129						
		D%LL Techr	ologies Sear	rch Dell Premier					
		Shop ~ APE	X Artificial Intelligence	Solutions & Services A	count				
		Procurement Integr	ations Quotes Recent	t Online Orders Order State	is Custom Links ~				
			nfigurations			_			
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		The University of	of Oklahoma			_			
						_			
						_			
		Categories Desktops	•		Name: OptiPlex All-in-One (74	20)			
		Laptops			Ships between 8/7/2024	and 8/9/2024			
		Monitors		_	View Delivery Dates	_			
		Adapters							
		Docks / Sta	Locks	-	Name:	(7000)			
		Speaker / S	oundbar /		OptiPlex Micro Form F	actor (7020)			
		Speakerpho	ne/Webcam	Θ	Ships between 8/7/2024 View Delivery Dates	and 8/9/2024			
5	From the quote so	reen. sear	ch for vou	r auote bv	entering	details fr	om the auc	te such as t	he
-	quote name, nun	nber. or cr	eator nan	ne. When	the auote	appears	. click on th	e auote	
	document.	,					,		
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	D&LLTechnologies Searc	h Dell Premier			Q				
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		 Procurement Integrati Quotes 	ons 🗐 Quotes ★	Recent Online Orders 🛛 😵	Order Status 🔩 Custor	1 Links			
		Quotes							
		Choose the quotes	you'd like to purchase from	the list below or search for a	n eQuote (by entering the e	Quote name, eQuote nu	imber, eQuote creator) or searcl	n for a Sales Quote	
		(by entering Sales ((uote Number).						
		mcc			٩,				
		Name	Muselan	Quarteril	Authorized During	Parlan	Durchased		
		Name	Number	Created	Authorized Buyer	Expires	Purchased	Total Price	
		Dell 5690	3000177737684	mmccord@ou.edu June 10, 2024		July 10, 2024	No	\$4,140.50 \$4,140.50	
		Dell 5690	3000177737684	mmccord@ou.edu June 10, 2024		July 10, 2024	No View D	\$4,140.50 \$4,140.50 etails Requote	
		Dell 5690	3000177737684	mmccord@ou.edu June 10, 2024	_	July 10, 2024	No View D	\$4,140.50 \$4,140.50 etails Requote	
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	Contract Details Contract merclive of Oklahoma, RFP-R-5274-07-OK Dell contract code: 000000009218 Gustomer agreement number: OK:RFP-R-5274-07	Precision 5690 - Build Your Own Specs Quantity 1 Qu
	Shipping Address University of Oklahoma 2750 Venture Drive Room 003 Norman, Oklahoma, 73069	Savings -52,229,50 Items (1) 6 4,140,50 Daivery FREE Total \$4,140,50
	Delivery Free Standard Get it by Thursday, August 29 Description and Notes (optional) No description or notes available	
7	You will then be returned to your shopping steps to complete your Marketplace order & Shopper for more information on how t	g cart in the Marketplace. Proceed with the norma r. See the job aid titled OU Marketplace Request to complete orders based on your role.