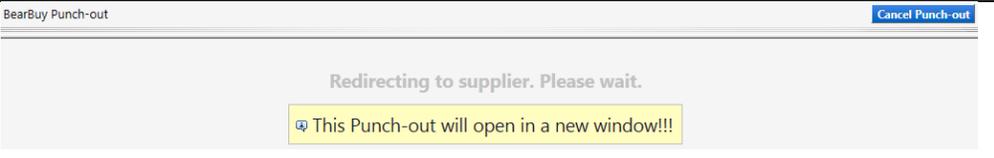
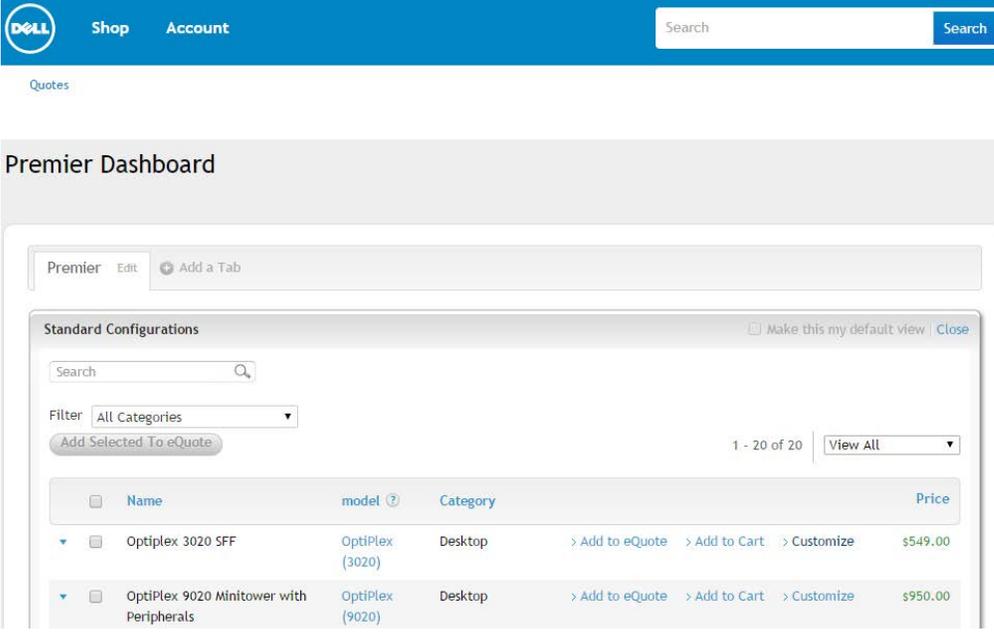
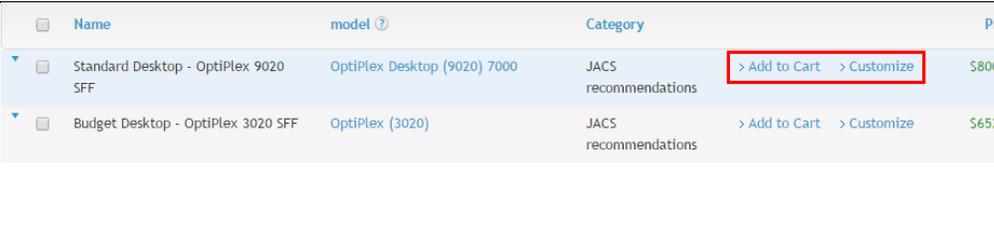


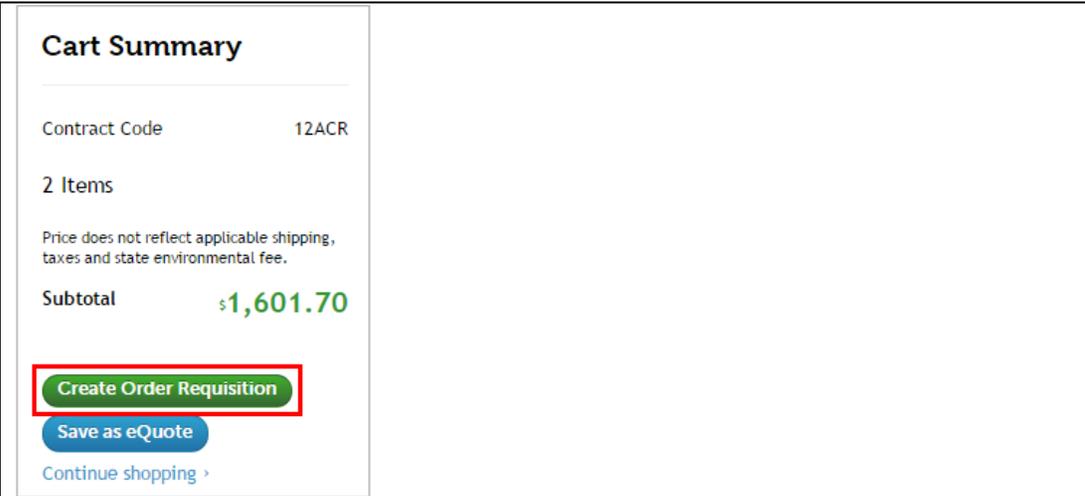
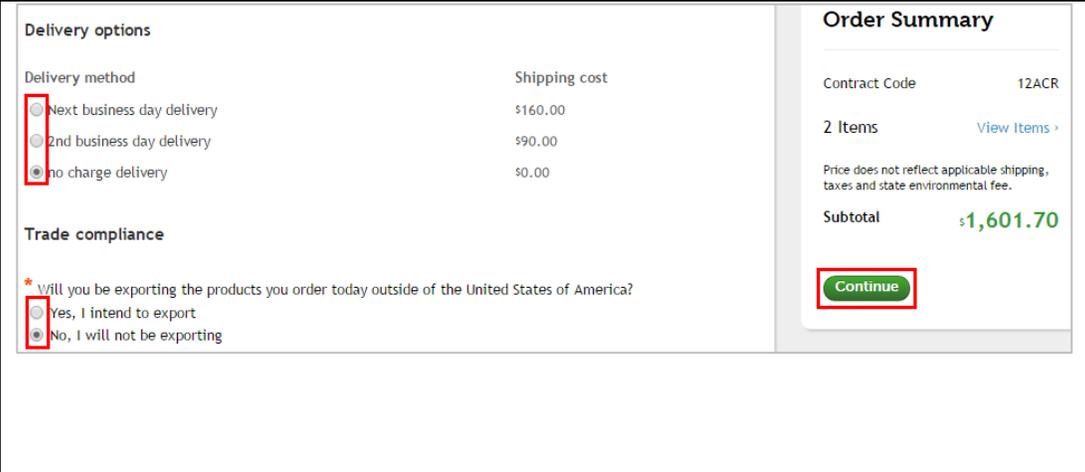
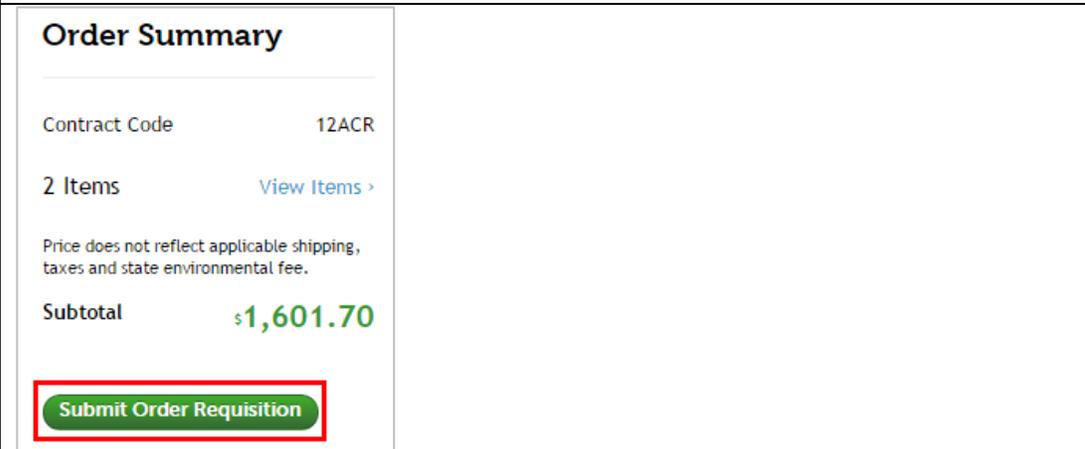
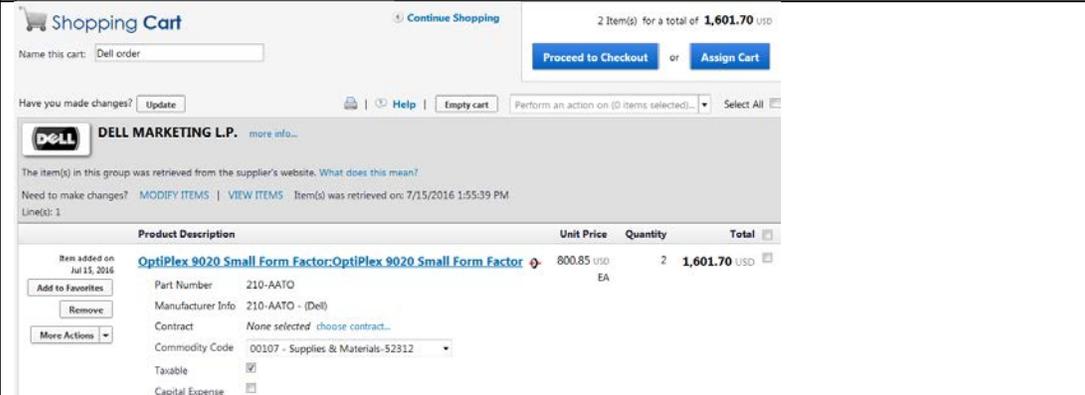
How To Buy: Dell Punch-out

This guide provides instructions for creating Dell orders in BearBuy. There are 3 ways to create your order:

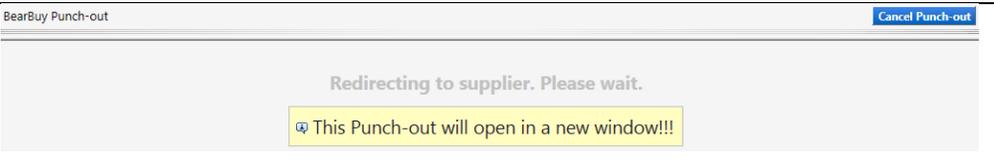
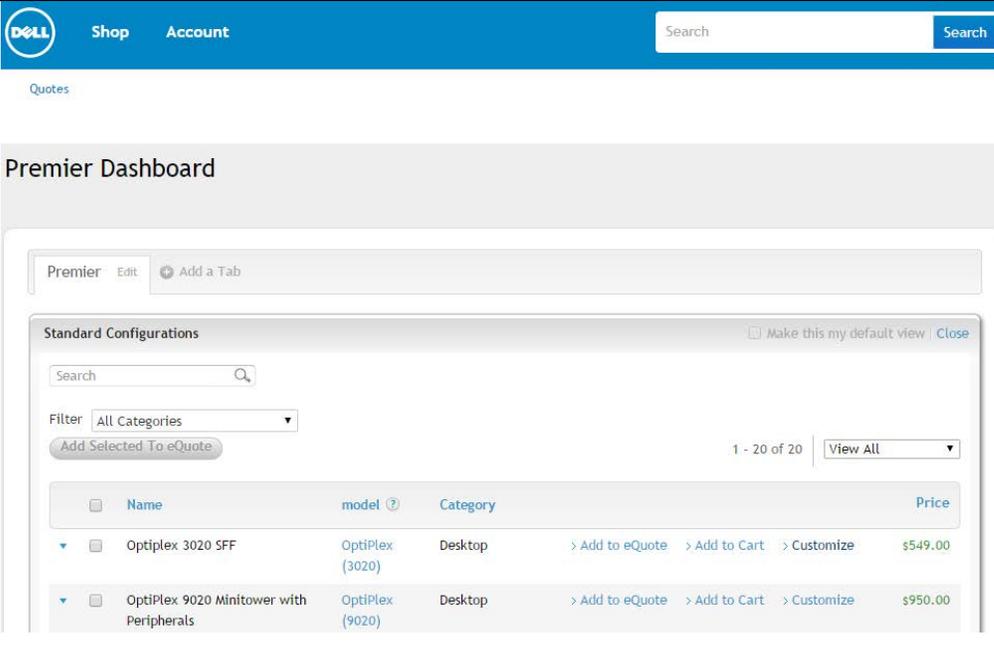
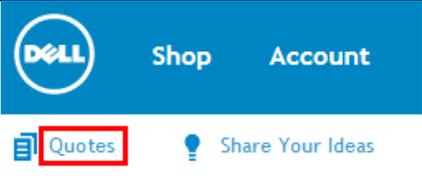
- [Creating an Order from the DELL Punch-out](#) (page 2-3)
- [Retrieving a Sales Quote created by a DELL Sales Rep](#) (page 4-5)
- [Retrieving an eQuote created in the DELL Punch-out](#) (page 6-7)
 - Please note Dell eQuotes are no longer necessary on most items. The Dell Punch-out contains a wide assortment of products. If you need to order an item that is not available in the Punch-out and a Dell Sales Representative provided a quote, you can retrieve the quote directly from the Dell Punch-out and process the order in BearBuy.

[Creating an Order from the DELL Punch-out](#)

Steps	Screenshots															
<p>From the BearBuy shopping homepage click the Dell icon.</p>																
<p>A connecting to Punch-out screen appears before you are directed to the Punch-out.</p>																
<p>A new window will open the BearBuy Dell Premier page.</p>	 <table border="1" data-bbox="495 1155 1429 1312"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>model</th> <th>Category</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>OptiPlex 3020 SFF</td> <td>OptiPlex (3020)</td> <td>Desktop</td> <td>\$549.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>OptiPlex 9020 Minitower with Peripherals</td> <td>OptiPlex (9020)</td> <td>Desktop</td> <td>\$950.00</td> </tr> </tbody> </table>	<input type="checkbox"/>	Name	model	Category	Price	<input type="checkbox"/>	OptiPlex 3020 SFF	OptiPlex (3020)	Desktop	\$549.00	<input type="checkbox"/>	OptiPlex 9020 Minitower with Peripherals	OptiPlex (9020)	Desktop	\$950.00
<input type="checkbox"/>	Name	model	Category	Price												
<input type="checkbox"/>	OptiPlex 3020 SFF	OptiPlex (3020)	Desktop	\$549.00												
<input type="checkbox"/>	OptiPlex 9020 Minitower with Peripherals	OptiPlex (9020)	Desktop	\$950.00												
<p>Find the item you would like to purchase. Click the item's corresponding Add to Cart link, or click the Customize link to customize the item before placing it in your cart.</p>	 <table border="1" data-bbox="467 1344 1461 1575"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>model</th> <th>Category</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Standard Desktop - OptiPlex 9020 SFF</td> <td>OptiPlex Desktop (9020) 7000</td> <td>JACS recommendations</td> <td>\$800.85</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Budget Desktop - OptiPlex 3020 SFF</td> <td>OptiPlex (3020)</td> <td>JACS recommendations</td> <td>\$652.64</td> </tr> </tbody> </table>	<input type="checkbox"/>	Name	model	Category	Price	<input type="checkbox"/>	Standard Desktop - OptiPlex 9020 SFF	OptiPlex Desktop (9020) 7000	JACS recommendations	\$800.85	<input type="checkbox"/>	Budget Desktop - OptiPlex 3020 SFF	OptiPlex (3020)	JACS recommendations	\$652.64
<input type="checkbox"/>	Name	model	Category	Price												
<input type="checkbox"/>	Standard Desktop - OptiPlex 9020 SFF	OptiPlex Desktop (9020) 7000	JACS recommendations	\$800.85												
<input type="checkbox"/>	Budget Desktop - OptiPlex 3020 SFF	OptiPlex (3020)	JACS recommendations	\$652.64												
<p>When you have completed shopping for your items and are ready to checkout, click the cart icon at the top of the page.</p>																

<p>Click the Create Order Requisition button to begin checkout.</p>	 <p>Cart Summary</p> <p>Contract Code 12ACR</p> <p>2 Items</p> <p>Price does not reflect applicable shipping, taxes and state environmental fee.</p> <p>Subtotal ₺1,601.70</p> <p>Create Order Requisition</p> <p>Save as eQuote</p> <p>Continue shopping ></p>																																
<p>Choose your shipping method by clicking the radio button next to the appropriate shipping option.</p> <p>Also indicate if you will be exporting the item(s) outside of United States by clicking the radio button next to the appropriate statement.</p> <p>Click the Continue button.</p>	 <p>Delivery options</p> <table border="1"> <thead> <tr> <th>Delivery method</th> <th>Shipping cost</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Next business day delivery</td> <td>\$160.00</td> </tr> <tr> <td><input type="radio"/> 2nd business day delivery</td> <td>\$90.00</td> </tr> <tr> <td><input checked="" type="radio"/> no charge delivery</td> <td>\$0.00</td> </tr> </tbody> </table> <p>Trade compliance</p> <p>* Will you be exporting the products you order today outside of the United States of America?</p> <p><input type="radio"/> Yes, I intend to export</p> <p><input checked="" type="radio"/> No, I will not be exporting</p> <p>Order Summary</p> <p>Contract Code 12ACR</p> <p>2 Items View Items ></p> <p>Price does not reflect applicable shipping, taxes and state environmental fee.</p> <p>Subtotal ₺1,601.70</p> <p>Continue</p>	Delivery method	Shipping cost	<input type="radio"/> Next business day delivery	\$160.00	<input type="radio"/> 2nd business day delivery	\$90.00	<input checked="" type="radio"/> no charge delivery	\$0.00																								
Delivery method	Shipping cost																																
<input type="radio"/> Next business day delivery	\$160.00																																
<input type="radio"/> 2nd business day delivery	\$90.00																																
<input checked="" type="radio"/> no charge delivery	\$0.00																																
<p>Review the order, then click the Submit Order Requisition button.</p>	 <p>Order Summary</p> <p>Contract Code 12ACR</p> <p>2 Items View Items ></p> <p>Price does not reflect applicable shipping, taxes and state environmental fee.</p> <p>Subtotal ₺1,601.70</p> <p>Submit Order Requisition</p>																																
<p>You will be returned to your BearBuy cart.</p> <p>You can continue checking out in BearBuy as you normally would to place the order.</p>	 <p>Shopping Cart Continue Shopping 2 Item(s) for a total of 1,601.70 USD</p> <p>Name this cart: Dell order Proceed to Checkout or Assign Cart</p> <p>Have you made changes? Update Help Empty cart Perform an action on (0) items selected... Select All</p> <p>DELL DELL MARKETING L.P. more info...</p> <p>The item(s) in this group was retrieved from the supplier's website. What does this mean?</p> <p>Need to make changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on: 7/15/2016 1:55:39 PM</p> <p>Line(0): 1</p> <table border="1"> <thead> <tr> <th>Product Description</th> <th>Unit Price</th> <th>Quantity</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Item added on Jul 15, 2016 OptiPlex 9020 Small Form Factor:OptiPlex 9020 Small Form Factor</td> <td>800.85 USD</td> <td>2</td> <td>1,601.70 USD</td> </tr> <tr> <td>Part Number 210-AA70</td> <td>EA</td> <td></td> <td></td> </tr> <tr> <td>Manufacturer Info 210-AA70 - (Dell)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Contract None selected choose contract...</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Commodity Code 00107 - Supplies & Materials-52312</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Taxable <input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Capital Expense <input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Product Description	Unit Price	Quantity	Total	Item added on Jul 15, 2016 OptiPlex 9020 Small Form Factor:OptiPlex 9020 Small Form Factor	800.85 USD	2	1,601.70 USD	Part Number 210-AA70	EA			Manufacturer Info 210-AA70 - (Dell)				Contract None selected choose contract...				Commodity Code 00107 - Supplies & Materials-52312				Taxable <input checked="" type="checkbox"/>				Capital Expense <input type="checkbox"/>			
Product Description	Unit Price	Quantity	Total																														
Item added on Jul 15, 2016 OptiPlex 9020 Small Form Factor:OptiPlex 9020 Small Form Factor	800.85 USD	2	1,601.70 USD																														
Part Number 210-AA70	EA																																
Manufacturer Info 210-AA70 - (Dell)																																	
Contract None selected choose contract...																																	
Commodity Code 00107 - Supplies & Materials-52312																																	
Taxable <input checked="" type="checkbox"/>																																	
Capital Expense <input type="checkbox"/>																																	

Retrieving a Sales Quote created by a DELL Sales Rep

Steps	Screenshots															
<p>From the BearBuy shopping homepage click the Dell icon.</p>	 <p>Computer Software/Hardware</p>															
<p>A connecting to Punch-out screen appears before you are directed to the Punch-out.</p>	 <p>BearBuy Punch-out Cancel Punch-out</p> <p style="text-align: center;">Redirecting to supplier. Please wait.</p> <p style="text-align: center;">This Punch-out will open in a new window!!!</p>															
<p>A new window will open the BearBuy Dell Premier page.</p>	 <p>Dell Shop Account Search <input type="text"/> Search</p> <p>Quotes</p> <p>Premier Dashboard</p> <p>Premier Edit Add a Tab</p> <p>Standard Configurations Make this my default view Close</p> <p>Search <input type="text"/></p> <p>Filter All Categories</p> <p>Add Selected To eQuote 1 - 20 of 20 View All</p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>model</th> <th>Category</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Optiplex 3020 SFF</td> <td>OptiPlex (3020)</td> <td>Desktop</td> <td>> Add to eQuote > Add to Cart > Customize \$549.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>OptiPlex 9020 Minitower with Peripherals</td> <td>OptiPlex (9020)</td> <td>Desktop</td> <td>> Add to eQuote > Add to Cart > Customize \$950.00</td> </tr> </tbody> </table>	<input type="checkbox"/>	Name	model	Category	Price	<input type="checkbox"/>	Optiplex 3020 SFF	OptiPlex (3020)	Desktop	> Add to eQuote > Add to Cart > Customize \$549.00	<input type="checkbox"/>	OptiPlex 9020 Minitower with Peripherals	OptiPlex (9020)	Desktop	> Add to eQuote > Add to Cart > Customize \$950.00
<input type="checkbox"/>	Name	model	Category	Price												
<input type="checkbox"/>	Optiplex 3020 SFF	OptiPlex (3020)	Desktop	> Add to eQuote > Add to Cart > Customize \$549.00												
<input type="checkbox"/>	OptiPlex 9020 Minitower with Peripherals	OptiPlex (9020)	Desktop	> Add to eQuote > Add to Cart > Customize \$950.00												
<p>Click the Quotes link located near the top of the page.</p>	 <p>Dell Shop Account</p> <p>Quotes Share Your Ideas</p>															
<p>Enter your Sales Quote Number and your Customer Number (available on the quote).</p> <p>Click the Find Quote button.</p>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="467 1564 1039 1848"> <p>eQuotes</p> <p>eQuotes are created directly in Premier by a user within your company or by a Dell Sales Agent</p> <p>Search eQuote number, eQuote Name, Saved By or Nominated Buyer</p> <p><input type="text"/></p> <p><small>(eQuote Number - 13 digits e.g : 1012357874561)</small></p> <p>Find Quote</p> <p>*Estimated Pricing</p> <p>Pricing is subject to change until actual purchase</p> </div> <div data-bbox="1055 1564 1526 1879"> <p>Sales Quotes</p> <p>Sales Quotes are created and emailed to you by a Dell Sales Agent</p> <p>Quote Number * Need Help?</p> <p><input type="text"/></p> <p><small>e.g. 678923451 (9 digits) OR 11034576381.3 (13 digits with version)</small></p> <p>Customer Number *</p> <p><input type="text"/></p> <p><small>Available on the Quote, omit leading zeroes when entering</small></p> <p>Find Quote</p> </div> </div>															

Click the **Create Order Requisition** button to begin checkout.

eQuote Summary

Contract Code 12ACR

1 Item

\$51.99 in savings today!

Subtotal \$2,546.00
 Estimated Shipping \$16.00
 Estimated Tax \$177.98
 Eco Fee \$3.00
Total \$2,742.98

Create Order Requisition
 Save as new eQuote

Choose your shipping method by clicking the **radio button** next to the appropriate shipping option.

Also indicate if you will be exporting the item(s) outside of United States by clicking the **radio button** next to the appropriate statement.

Click the **Continue** button.

Delivery options

Delivery method	Shipping cost
<input type="radio"/> Next business day delivery	\$0.00
<input type="radio"/> 2nd business day delivery	\$0.00
<input checked="" type="radio"/> no charge delivery	\$0.00

Trade compliance

* Will you be exporting the products you order today outside of the United States of America?

Yes, I intend to export
 No, I will not be exporting

Order Summary

Contract Code 12ACR

1 Item [View Items >](#)

\$51.99 in savings today!

Subtotal \$2,546.00
 Estimated Shipping \$0.00
 Estimated Tax \$176.58
 Eco Fee \$3.00
Total \$2,725.58

Continue

Review the order, then click the **Submit Order Requisition** button.

Order Summary

Contract Code 12ACR

1 Item [View Items >](#)

\$51.99 in savings today!

Price does not reflect applicable shipping, taxes and state environmental fee.

Subtotal **\$2,546.00**

Submit Order Requisition

You will be returned to your **BearBuy cart**.

You can continue checking out in BearBuy as you normally would to place the order.

Shopping Cart [Continue Shopping](#)

1 Item(s) for a total of **2,546.00** USD

Name this cart: **Proceed to Checkout** or **Assign Cart**

Have you made changes? [Update](#) [Help](#) [Empty cart](#) Perform an action on (0 items selected)... [Select All](#)

DELL **DELL MARKETING L.P.** [more info...](#)

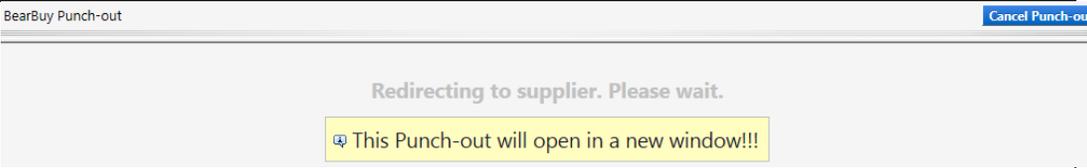
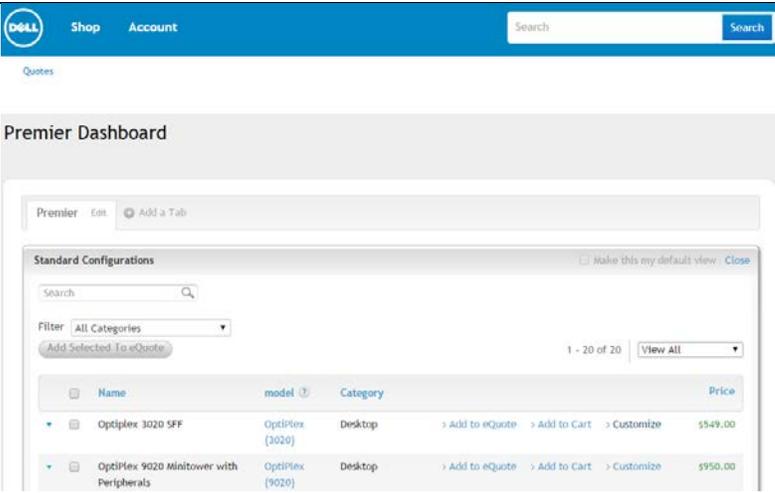
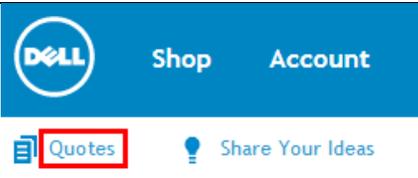
The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 7/15/2016 2:13:59 PM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Jul 15, 2016 Base:XPS 13 ↕ Add to Favorites Remove More Actions	2,546.00 USD	1	2,546.00 USD
Part Number 210-AFLW	EA		
Manufacturer Info 210-AFLW - (Dell)			
Contract None selected choose contract...			
Commodity Code 00107 - Supplies & Materials-52312			
Taxable <input checked="" type="checkbox"/>			
Capital Expense <input type="checkbox"/>			

Retrieving an eQuote created in the DELL Punch-out

Steps	Screenshots												
<p>From the BearBuy shopping homepage click the Dell icon.</p>													
<p>A connecting to Punch-out screen appears before you are directed to the Punch-out.</p>													
<p>A new window will open the BearBuy Dell Premier page.</p>													
<p>Click the Quotes link located near the top of the page.</p>													
<p>Enter your eQuote Number, eQuote Name, or the Email address of the person who saved the eQuote.</p> <p>Click the Find Quote button.</p>	<div style="display: flex; justify-content: space-between;"> <div data-bbox="467 1428 1112 1774"> <p>eQuotes eQuotes are created directly in Premier by a user within your company or by a Dell Sales Agent</p> <p>Search eQuote number, eQuote Name, Saved By or Nominated Buyer</p> <p><input type="text" value="#####"/></p> <p><small>(eQuote Number - 13 digits e.g : 1012357874561)</small></p> <p>Find Quote</p> <p>*Estimated Pricing Pricing is subject to change until actual purchase</p> </div> <div data-bbox="1112 1428 1554 1774"> <p>Sales Quotes Sales Quotes are created and emailed to you by a Dell Sales .</p> <p>Quote Number * Need Help?</p> <p><input type="text"/></p> <p><small>e.g. 678923451 (9 digits) OR 11034576381.3 (13 digits with)</small></p> <p>Customer Number *</p> <p><input type="text"/></p> <p><small>Available on the Quote, omit leading zeroes when enterin</small></p> <p>Find Quote</p> </div> </div>												
<p>If more than one eQuote matches your search criteria, click the eQuote Number to add the eQuote to your cart.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1013755828045</td> <td style="text-align: center;">Dell custom order</td> <td style="text-align: center;">7/15/2016</td> <td style="text-align: center;">10/13/2016</td> <td style="text-align: right;">\$652.64</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center; border: 2px solid red;">1020331927969</td> <td style="text-align: center;">My Dell Order</td> <td style="text-align: center;">7/15/2016</td> <td style="text-align: center;">10/13/2016</td> <td style="text-align: right;">\$800.85</td> </tr> </tbody> </table>	<input type="checkbox"/>	1013755828045	Dell custom order	7/15/2016	10/13/2016	\$652.64	<input type="checkbox"/>	1020331927969	My Dell Order	7/15/2016	10/13/2016	\$800.85
<input type="checkbox"/>	1013755828045	Dell custom order	7/15/2016	10/13/2016	\$652.64								
<input type="checkbox"/>	1020331927969	My Dell Order	7/15/2016	10/13/2016	\$800.85								

Click the **Create Order Requisition** button to begin checkout.

eQuote Summary

Contract Code 12ACR

1 Item

Price does not reflect applicable shipping, taxes and state environmental fee.

Subtotal **\$800.85**

Create Order Requisition

Save as new eQuote

If necessary, click the **Edit Shipping** link.

Choose your shipping method by clicking the **radio button** next to the appropriate shipping option.

Also indicate if you will be exporting the item(s) outside of United States by clicking the **radio button** next to the appropriate statement.

Click the **Continue** button.

Shipping Information [Edit Shipping >](#)

eQuote Details

Delivery options

Delivery method	Shipping cost
<input checked="" type="radio"/> Next business day delivery	\$80.00
<input type="radio"/> 2nd business day delivery	\$45.00
<input type="radio"/> No charge delivery	\$0.00

Trade compliance

* Will you be exporting the products you order today outside of the United States of America?

Yes, I intend to export

No, I will not be exporting

Order Summary

Contract Code 12ACR

1 Item [View Items >](#)

Price does not reflect applicable shipping, taxes and state environmental fee.

Subtotal **\$800.85**

Continue

Norton SECURED

Review the order, then click the **Submit Order Requisition** button.

Order Summary

Contract Code 12ACR

1 Item [View Items >](#)

Price does not reflect applicable shipping, taxes and state environmental fee.

Subtotal **\$800.85**

Submit Order Requisition

You will be returned to your **BearBuy cart**.

You can continue checking out in BearBuy as you normally would to place the order.

Shopping Cart [Continue Shopping](#)

1 Item(s) for a total of **800.85 USD**

Name this cart: [Proceed to Checkout](#) or [Assign Cart](#)

Have you made changes? [Update](#) [Help](#) [Empty cart](#) Perform an action on (0 items selected)... [Select All](#)

DELL MARKETING L.P. [more info...](#)

The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 7/15/2016 2:43:44 PM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Jul 15, 2016 OptiPlex 9020 Small Form Factor:OptiPlex 9020 Small Form Factor Add to Favorites Remove More Actions	800.85 USD	1	800.85 USD
Part Number 210-AATO Manufacturer Info 210-AATO - (Dell) Contract None selected choose contract... Commodity Code 00107 - Supplies & Materials-52312 Taxable <input checked="" type="checkbox"/> Capital Expense <input type="checkbox"/>			