## 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 <u>eQuotes are no longer necessary</u> 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		
From the BearBuy shopping	✓ Computer Software/Hardware		
homepage click the Dell icon.			
A connecting to Punch-out screen appears before you are directed to the Punch- out.	BearBuy Punch-out     Cancel Punch-out       Redirecting to supplier. Please wait. <ul> <li></li></ul>		
A new window will open the <b>BearBuy Dell Premier</b> page.	Shop     Account       Quotes   Premier Dashboard		
	Premier       Edit       Add a Tab         Standard Configurations       I Make this my default view (Close)         Search       Image: Search         Filter       Ald Categories         Add Selected To eQuote       1 - 20 of 20         Name       model ? Category         Image: Name       Price         Image: Optiplex 3020 SFF       Optiplex         Optiplex 3020 SFF       Optiplex         Optiplex 9020 Minitower with       Optiplex         Desktop       > Add to eQuote         Image: Optiplex 9020 Minitower with       Optiplex         Optiplex 3020 SFF       Desktop         Image: Optiplex 9020 Minitower with       Optiplex         Image: Optiplex 9020 Minitower with       Optiplex         Optiplex 3020       Desktop         Image: Optiplex 9020 Minitower with       Optiplex         Madd		
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. When you have completed shopping for your items and are ready to checkout, click the cart icon at the top of the page.	Name       model ⑦       Category       Price         Standard Desktop - OptiPlex 9020       OptiPlex Desktop (9020) 7000       JACS recommendations       > Add to Cart > Customize       S800.85         Budget Desktop - OptiPlex 3020 SFF       OptiPlex (3020)       JACS recommendations       > Add to Cart > Customize       S652.64         Search       Search       Search       Search       Search		

Click the <b>Create Order</b> <b>Requisition</b> button to begin checkout.	Cart Summary         Contract Code       12ACR         2 Items         Price does not reflect applicable shipping, taxes and state environmental fee.         Subtotal       \$1,601.70         Create Order Requisition         Save as eQuote         Continue shopping >		
Choose your shipping	Delivery options Order Summa	ıry	
method by clicking the radio	Delivery method Shipping cost Contract Code	12ACR	
appropriate shipping option	Next business day delivery \$160.00	View Items	
	2 I delivery     390.00	view items /	
Also indicate if you will be	ho charge delivery     \$0,00     Price does not reflect appli     taxes and state environment	ntal fee.	
exporting the item(s)	Trade compliance Subtotal s	1,601.70	
outside of United States by	* Will you be exporting the products you order today outside of the United States of America?		
clicking the <b>radio button</b>	Yes, I intend to export		
next to the appropriate	No, I will not be exporting		
statement.			
Click the <b>Continue</b> button.			
Review the order, then click the <b>Submit</b>	Order Summary		
Order Requisition button.	Contract Code 12ACR		
	2 Items View Items >		
	Price does not reflect applicable shipping, taxes and state environmental fee.		
	Subtotal \$1,601.70		
	Submit Order Requisition		
You will be returned to your	Shopping Cart O Continue Shopping 2 Item(s) for a total of 1,601.70 USD		
BearBuy cart.	Name this cart: Dell order Or Assign Cart		
You can continue checking	Have you made changes? Update All Empty cart. Perform an action on (0 items selected). • Select All E		
out in BearBuy as you	The Item(s) in this group was retrieved from the supplier's website. What does this mean?		
normally would to place the	Need to make changes? MODIFY ITEMS   VIEW ITEMS Item(s) was retrieved on: 7/15/2016 1:55:39 PM Line(s): 1		
order.	Product Description Unit Price Quantity Total		
	Jul 13, 2016         Opputies         Total         Total <thtotal< th="">         Total         Total</thtotal<>		
	Remove         Manufacturer Info         210-AATO - (Dell)           More Actions           Contract         None selected choose contract		
	Commodity Code 00107 - Supplies & Materials - 52312 • Taxable 🕅		
	Capital Expense		

## **Retrieving a Sales Quote created by a DELL Sales Rep**

Steps	Screenshots		
From the <b>BearBuy shopping</b>	✓ Computer Software/Hardware		
Dell icon.			
A connecting to Punch- out screen appears before you are directed to the Punch-out.	BearBuy Punch-out     Cancel Punch-out       Redirecting to supplier. Please wait.       Image: This Punch-out will open in a new window!!!		
A new window will open the <b>BearBuy Dell</b> <b>Premier page</b> .	Shop       Account       Search       Search         Quotes:         Premier Dashboard         Image: Standard Configurations       Image: Add a Tab         Standard Configurations       Image: Add a Tab         Filter All Categories       Image: Add a Tab         Filter All Categories       Image: Add Selected To eQuote         Image: Add Selected To eQuote       Image: Add to Equote to Add to Cart to Customize         Image: Im		
Click the <b>Quotes</b> link located near the top of the page.	Shop Account     Image: Quotes Image: Share Your Ideas		
Enter your Sales Quote Number and your Customer Number (available on the quote). Click the Find Quote button.	eQuotes         eQuotes are created directly in Premier by a user within your company or by a Dell         Sales Agent         Search eQuote number, eQuote Name, Saved By or Nominated Buyer         (eQuote Number - 13 digits e.g : 1012357874561)         Find Quote         *Estimated Pricing         Pricing is subject to change until actual purchase         Sales Quotes are created and emailed to you by a Dell Sales Agent         Sales Quotes are created and emailed to you by a Dell Sales Agent         Sales Quotes are created and emailed to you by a Dell Sales Agent         Quote Number - 13 digits e.g : 1012357874561)         Find Quote         *Estimated Pricing         Pricing is subject to change until actual purchase         Find Quote		

Click the Create Order	eQuote Summary		
Requisition button to			
begin checkout.	Contract Code 12ACR		
	1 Item		
	\$51.99 in savings today!		
	Subtotal \$2,546.00		
	Estimated Shipping \$16.00		
	Eco Fee \$3.00		
	Total \$2,742.98		
	Create Order Requisition		
	Save as new eQuote		
Choose your shipping	Delivery options		Order Summary
method by clicking the <b>radio</b>	Delivery method	Shinning cost	Contract Code 124CD
button next to the	Next business day delivery	\$0.00	Contract Code 12ACK
appropriate shipping option.	2nd business day delivery	\$0.00	1 Item View Items >
	no charge delivery	\$0.00	\$51.99 in savings today!
Also indicate if you will be			Subtotal \$2,546.00
exporting the item(s)	Trade compliance		Estimated Shipping \$0.00 Estimated Tax \$176.58
outside of United States by	* Will you be exporting the products you	order today outside of the United States of America?	Eco Fee \$3.00
clicking the <b>radio button</b>	O Yes, I intend to export		\$Z,725.58
next to the appropriate	No, I will not be exporting		Continue
statement.			
Click the <b>Continue</b> button.			
Review the order, then click	Order Summary		
the <b>Submit</b>			
Order Requisition button.	Contract Code 12AC	R	
	1 Item View Items	>	
	\$51.99 in savings today!		
	Price does not reflect applicable shipping taxes and state environmental fee.	5	
	Subtotal \$2,546.0	D	
	Submit Order Requisition		
You will be returned to your	Shopping Cart	Continue Shopping     1 Item(s) f	or a total of <b>2,546.00</b> USD
BearBuy cart.	Name this cart: Dell order	Proceed to Checkout	or Assign Cart
You can continue checking	Have you made changes? Update	🚔   😳 Help   Empty cart Perform an action on (0 items	s selected) 💌 Select All
out in BearBuy as you	Dell MARKETING	L.P. more info	
normally would to place the			
order.	Need to make changes? MODIFY ITEMS	VIEW ITEMS Item(s) was retrieved on: 7/15/2016 2:13:59 PM	
	Line(s): 1		
	Product Descrip	tion Unit Price Q	uantity Total
	Item added on Jul 15, 2016 Base;XPS 13	• 2,546.00 USD FA	1 <b>2,546.00</b> USD
	Add to Favorites Part Number	210-AFLW 210	
	Manual Contract	None selected choose contract	
	Commodity C	ode 00107 - Supplies & Materials-52312 🔹	
	Taxable		
	Capital Expen	se 🔤	

## **Retrieving an eQuote created in the DELL Punch-out**

Steps	Screenshots		
From the <b>BearBuy shopping</b>	✓ Computer Software/Hardware		
homepage click the Dell icon.			
A <b>connecting to Punch-</b> <b>out</b> screen appears before you are directed to the Punch-out.	BearBuy Punch-out     Cancel Punch       Redirecting to supplier. Please wait.       This Punch-out will open in a new window!!!		
A new window will open the <b>BearBuy Dell</b> <b>Premier page</b> .	Shop     Account     Search       Quotes   Premier Dashboard		
	Premier 6:s       Add 3 Tab         Standard Configurations       I Hake this my default view: Close         Search       I         Filter All Categories       1 - 20 of 20         Add Selected To eQuate       Price         Name       model I Category         Price       Price         Optifiex 3020 SFF       Optifiex         (3020)       Desktop       > Add to eQuate         • Optifiex 9020 Minitower with       Optifiex       Desktop         • Optifierals       (9020)       > Add to eQuate		
Click the <b>Quotes</b> link located near the top of the page.	Shop     Account       Image: Quotes     Image: Share Your Ideas		
Enter your eQuote Number, eQuote Name, or the Email address of the person who saved the eQuote. Click the Find Quote button.	eQuotes       Sales Quotes         eQuotes are created directly in Premier by a user within your company or by a Dell Sales       Sales Quotes are created and emailed to you by a Dell Sales         Agent       Search eQuote number, eQuote Name, Saved By or Nominated Buyer       Quote Number * Need Help?         ####################################		
If more than one eQuote matches your search criteria, click the <b>eQuote</b> <b>Number</b> to add the eQuote to your cart.	1013755828045       Dell custom order       7/15/2016       10/13/2016       \$652.64         1020331927969       My Dell Order       7/15/2016       10/13/2016       \$800.85		

Click the <b>Create Order</b>	aQuete Summary	
Pequisition button to	equote summary	
hogin chockout	Contract Code 12ACD	
begin checkout.		
	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 <b>Edit</b>		
Shinning link	Shipping Information Edit Shipping	
Choose your shipping		
mothed by clicking the radio	😠 eQuote Details	Order Summary
hutton pout to the		
button next to the		Contract Code 12ACR
appropriate snipping option.	Delivery options	1 Item View Items >
	Delivery method Shipping cost	
Also indicate if you will be	Next business day delivery \$80.00	Price does not reflect applicable shipping, taxes and state environmental fee.
exporting the item(s)	☑ 2nd business day delivery \$45.00	Subtotal \$800.85
outside of United States by	ho charge delivery     \$0.00	
clicking the radio button		Continue
next to the appropriate	Trade compliance	
statement.	* Will you be exporting the products you order today outside of the United States of America?	<i>t</i>
	Yes, I intend to export	Norton
Click the <b>Continue</b> button.	No, I with not be exporting	
De la chese de chese d'al		
Review the order, then click	Order Summary	
the <b>Submit</b>		
Order Requisition button.	Contract Code 12ACR	
	4 lbars	
	I item View Items >	
	Price does not reflect applicable shipping,	
	taxes and state environmental ree.	
	Subtotal \$800.85	
	Submit Order Requisition	
You will be returned to your	Shopping Cart Continue Shopping 1 Item(s) for a total	of 800.85 usp
BearBuy cart.	Name this cart: Dell order Proceed to Checkout or	Assign Cart
Man an ar all a little		Solort All
You can continue checking	Have you made changes? Update 🚔   🕫 Help   Empty cart Perform an action on (0 items selected)	Select All
You can continue checking out in BearBuy as you	Have you made changes? Update Have you made changes? Update DELL MARKETING L.P. more info	Select All
You can continue checking out in BearBuy as you normally would to place the	Have you made changes? Update Have you made changes? Update DELL MARKETING L.P. more info The item(s) in this group was retrieved from the supplier's website. What does this mean?	Select All
You can continue checking out in BearBuy as you normally would to place the order.	Have you made changes? Update  In 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 I tem(s) was retrieved on: 7/15/2016 2:43:44 PM Line(s): 1	Select All
You can continue checking out in BearBuy as you normally would to place the order.	Have you made changes?       Update       Image: Perform an action on (0 items selected)         Image: 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         Image: Product Description       Unit Price Quantity	Select All  Total
You can continue checking out in BearBuy as you normally would to place the order.	Have you made changes?       Update       Image: The imply cart       Perform an action on (0 items selected)         Image: 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       Item(s) was retrieved on: 7/15/2016 2:43:44 PM Line(s): 1         Image: Product Description       Unit Price       Quantity         Item added on Julis 2016       OptiPlex 9020 Small Form Factor;OptiPlex 9020 Small       800.85 usp       1       8	Select All Total O(0.85 USD
You can continue checking out in BearBuy as you normally would to place the order.	Have you made changes?       Update	Select All Total O00.85 USD
You can continue checking out in BearBuy as you normally would to place the order.	Have you made changes? Update  Perform an action on (0 items selected)  Perform an action on (0 items selected)  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  Item added on Juli 15, 2016 Add to Favorites Part Number 210-AATO Manufacturer Info 210-A	Select All Total O O O O O O O O O O O O O O O O O O O
You can continue checking out in BearBuy as you normally would to place the order.	Have you made changes?       Update       Image: Contract wave selected         Image: Contract wave selected       Image: Contract wave selected       Perform an action on (0 items selected)         Image: Contract wave selected       Image: Contract wave selected       Perform an action on (0 items selected)         Image: Contract wave selected       Image: Contract wave selected       Perform an action on (0 items selected)         Image: Contract wave selected       Image: Contract wave selected       Perform an action on (0 items selected)         Image: Contract wave selected       Image: Contract wave selected       Perform an action on (0 items selected)         Image: Contract wave selected       Image: Contract wave selected       Perform an action on (0 items selected)         Image: Contract wave selected       Image: Contract wave selected       Perform an action on (0 items selected)         Image: Contract wave selected       Image: Contract wave selected       Image: Contract wave selected         Image: Contract wave selected       Image: Contract wave selected       Image: Contract wave selected         Image: Contract wave selected       Image: Contract wave selected       Image: Contract wave selected         Image: Contract wave selected       Image: Contract wave selected       Image: Contract wave selected         Image: Contract wave selected       Image: Contract wave selected       Image: Contract wave selected	Select All Total ON0.85 USD
You can continue checking out in BearBuy as you normally would to place the order.	Have you made changes? Update  Have you made changes? Update Have you made changes? Update Perform an action on (0 items selected)  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 Rem added on Jult5, 2016 Add to Favorites Part Number 210-AATO Manufacturer Info 210-AATO Manufacturer Info 210-AATO Manufacturer Info 210-AATO Manufacturer Info 210-AATO Commodity Code 00107 - Supplies & Materials-52312	Select All Total N00.85 USD