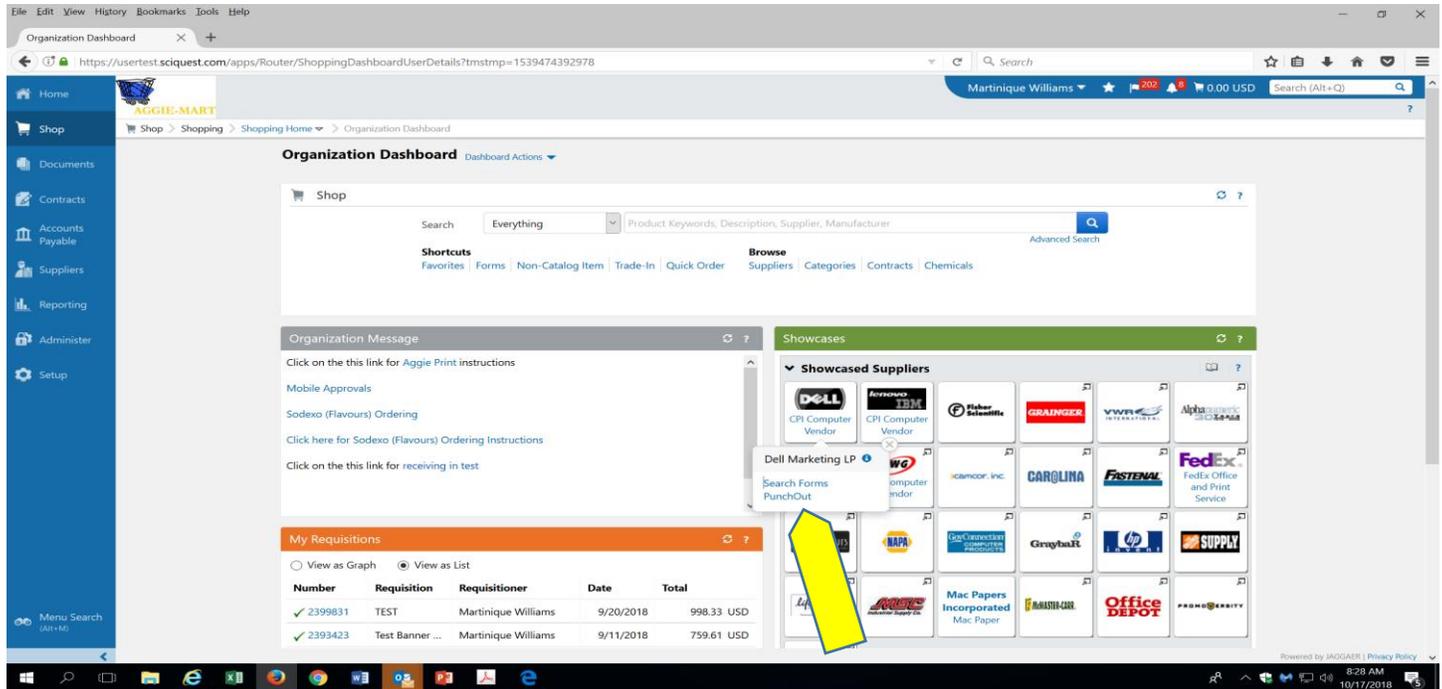


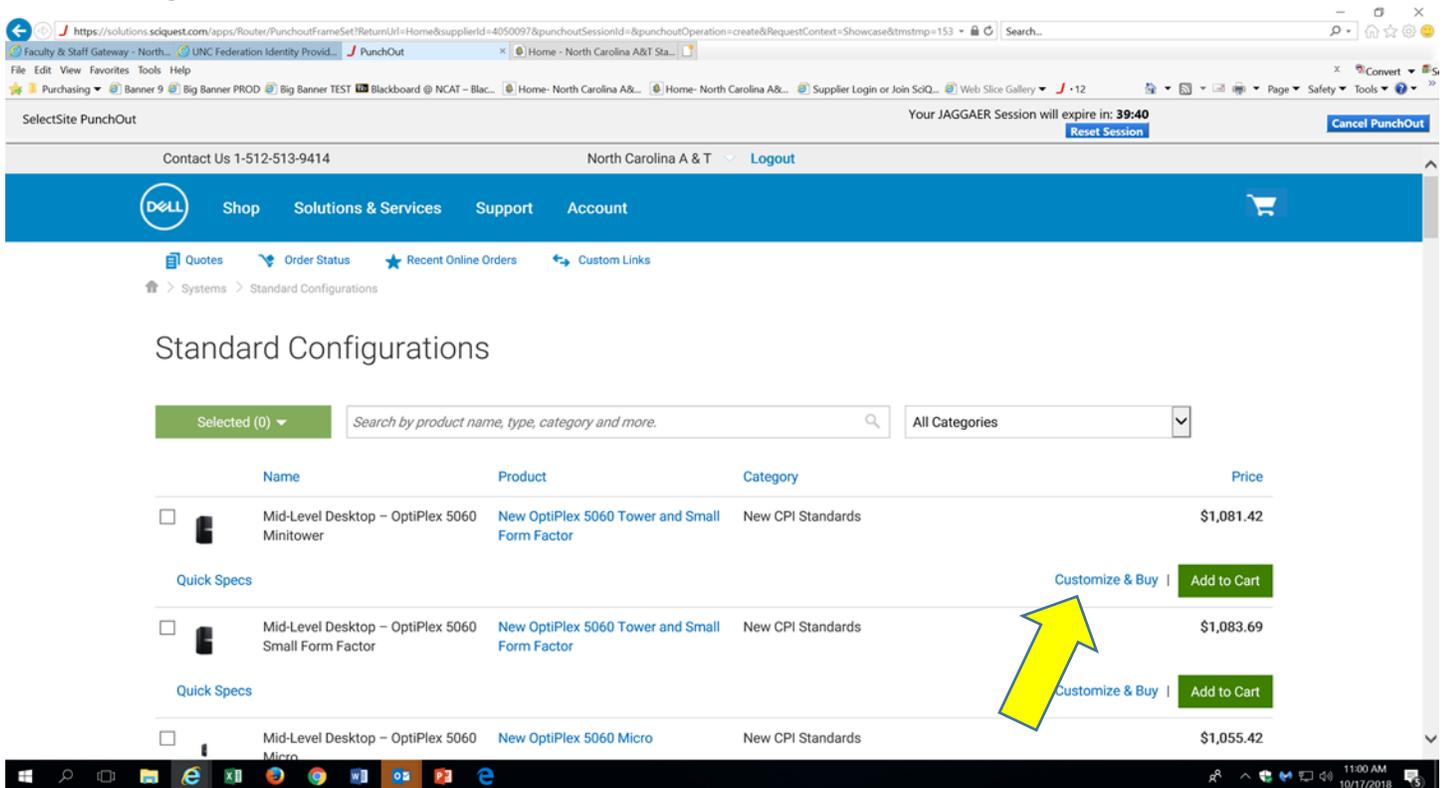
Purchase requests after October 18, 2018 for **Dell Computer** products shall be processed through the punch-out in AggieMart.

Processing a quote from Standard Configuration Products in Dell Punch-out

1. Log into the Dell Punch-Out from AggieMart Marketplace. **Click** on **“Punch-out.”** This will direct the system to the Dell site up for North Carolina A&T State University.



2. Find and select all the product(s) you want to order from the standard configurations list.
 - If you need to customize the standard configuration, **click** on **“Customize & Buy”** and make changes to the configuration.



- After completing the customizations, **click** on **“Add to Cart.”**

The screenshot shows a web browser window with the URL <https://solutions.scquest.com/apps/Router/PunchoutFrameSet?ReturnUrl=Home&supplierId=4050097&punchoutSessionId=&punchoutOperation=create&requestContext=Showcase&tmstp=153>. The page title is "Build your Mid-Level Desktop – OptiPlex 5060 Minitower". The product name is "Mid-Level Desktop – OptiPlex 5060 Minitower" with a price of \$1,081.42 and CFI Project Number: BN5V05. A yellow arrow points to the "Add to Cart" button. Below the product name, there is a "Components" section with a table of options:

Component	Options	Price	Status
OptiPlex 5060 MT	OptiPlex 5060 MT XCTO		Selected
Processor	Intel Core™ i5-8600 (6 Cores/9MB/6T/up to 4.3GHz/65W); supports Windows 10/Linux	+\$26.00	
	Intel Core™ i5-8500 (6 Cores/9MB/6T/up to 4.1GHz/65W); supports Windows 10/Linux		Selected
	Intel Core™ i7-8700 (6 Cores/12MB/12T/up to 4.6GHz/65W); supports Windows 10/Linux	+\$113.75	

- When shopping is complete, **click** on **“Create Order Requisition.”** This action will return the order to AggieMart to process as a requisition.

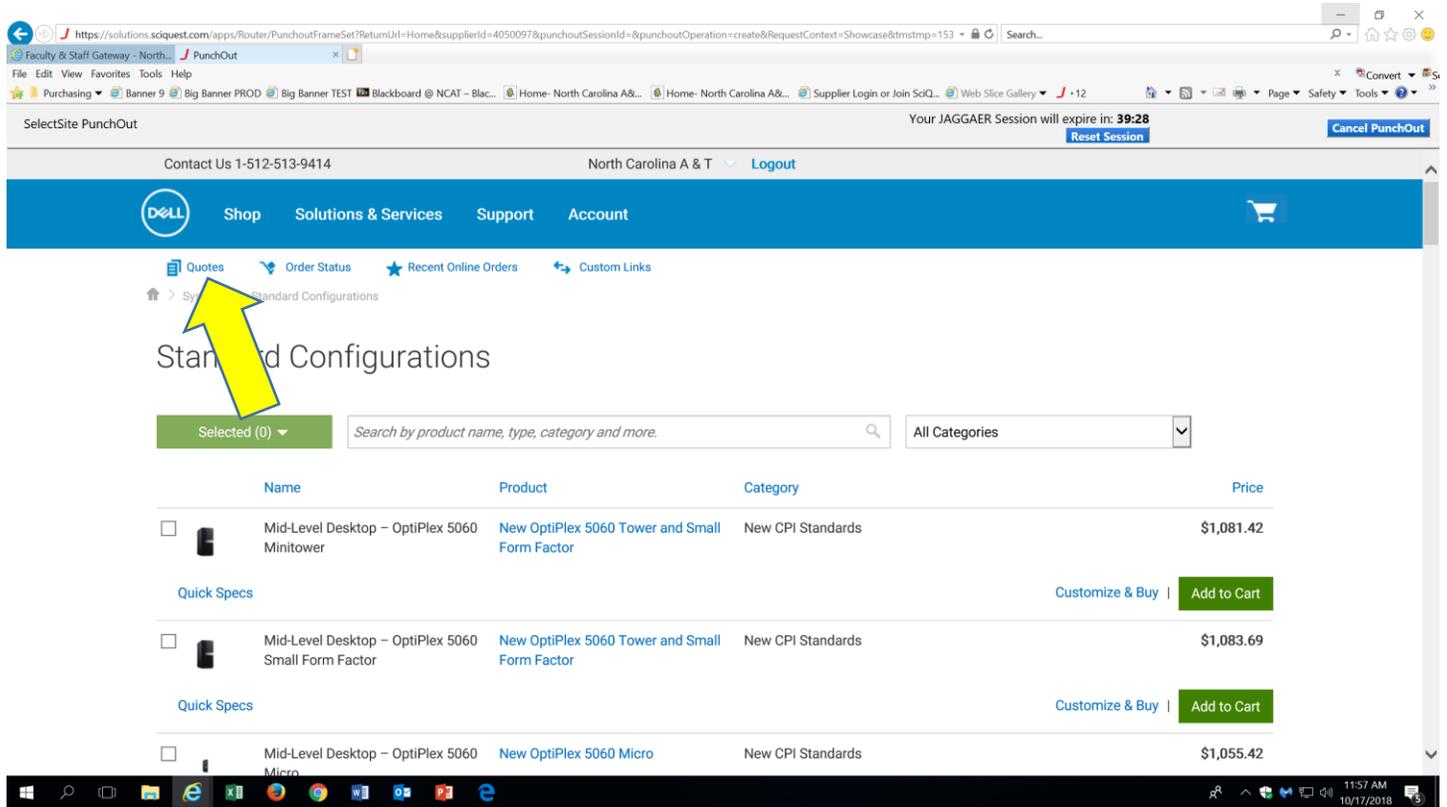
The screenshot shows the "Cart" page with a Dell logo at the top left. The Dell Contract Code is 99AGZ and the Customer agreement number is MHEC-07012015. There is a button for "Estimate Tax and Shipping". The cart contains one item: "Bundle: Mid-Level Desktop – OptiPlex 5060 Minitower" with a quantity of 1, unit price of \$893.83, and item total of \$893.83. A yellow arrow points to the "Create Order Requisition" button in the right-hand summary box. The summary box also includes a "Subtotal (2)" of \$1,081.42, a "Save as eQuote" button, a "Continue shopping" dropdown, and a "Print" button. A "Norton SECURED" logo is also present. The bottom of the page shows a partial view of another item: "Dell 24 Monitor - P2419H" with a quantity of 1, unit price of \$187.59, and item total of \$187.59.

Processing a quote from Dell representative in Punch out.

Save the quote from the Dell representative to your desktop or a USB.

Log into the Dell Punch-Out from AggieMart Marketplace. **Click** on **"Punch-out."** This will direct the system to the Dell site up for North Carolina A&T State University.

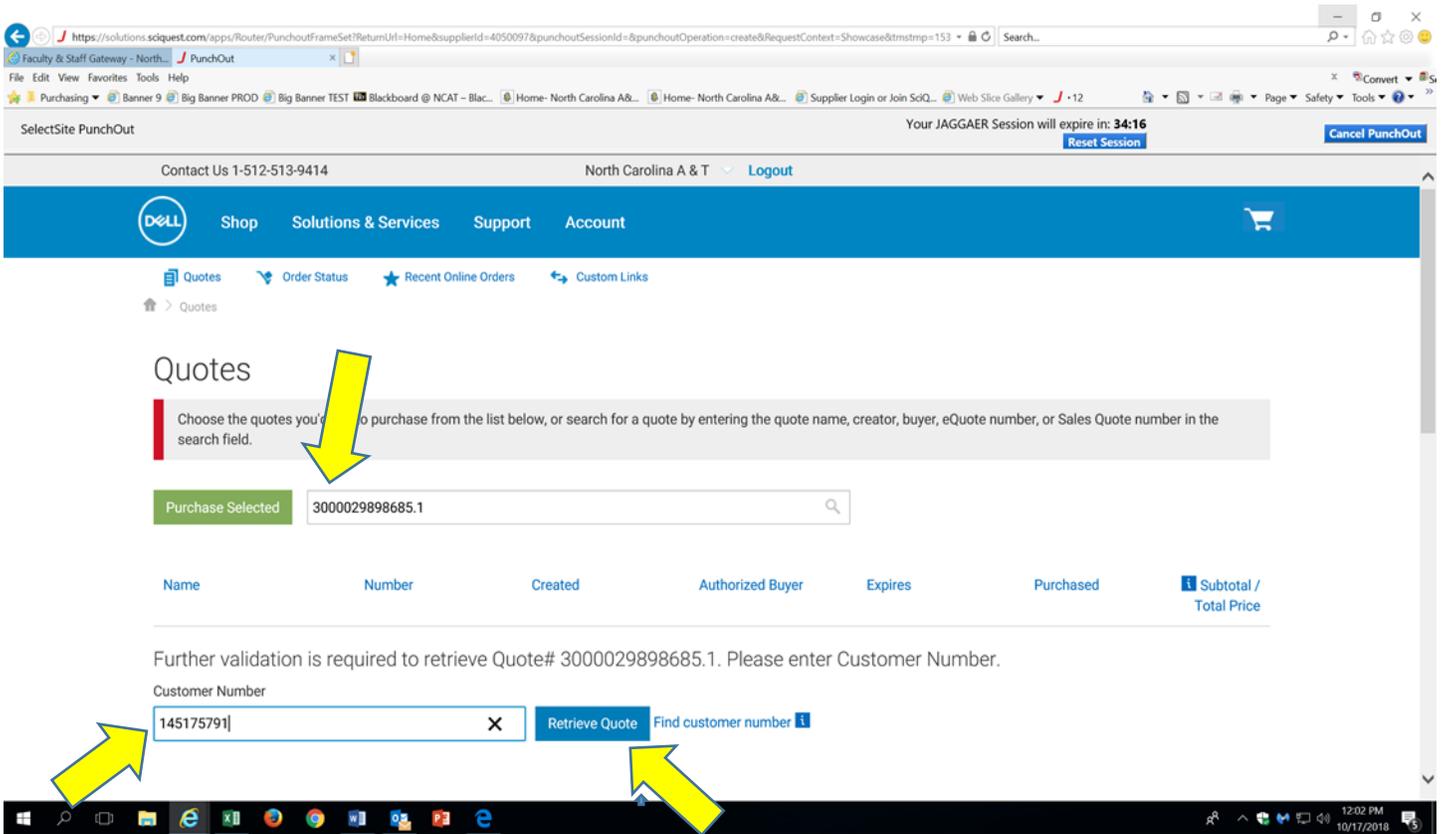
Click on **"Quotes."**



The screenshot shows the Dell Punch-Out interface. At the top, there is a navigation bar with the Dell logo and links for Shop, Solutions & Services, Support, and Account. Below this, there is a 'Quotes' link highlighted with a yellow arrow. The main content area is titled 'Standard Configurations' and features a search bar and a table of product configurations. The table has columns for Name, Product, Category, and Price. Three product configurations are listed, each with a checkbox, a 'Quick Specs' link, and an 'Add to Cart' button.

	Name	Product	Category	Price
<input type="checkbox"/>	Mid-Level Desktop – OptiPlex 5060 Minitower	New OptiPlex 5060 Tower and Small Form Factor	New CPI Standards	\$1,081.42
				Quick Specs Customize & Buy Add to Cart
<input type="checkbox"/>	Mid-Level Desktop – OptiPlex 5060 Small Form Factor	New OptiPlex 5060 Tower and Small Form Factor	New CPI Standards	\$1,083.69
				Quick Specs Customize & Buy Add to Cart
<input type="checkbox"/>	Mid-Level Desktop – OptiPlex 5060 Micro	New OptiPlex 5060 Micro	New CPI Standards	\$1,055.42

On the quote, find the **Quote number#** and the **Customer number#**. Enter this information in the appropriate areas (See below). **Click** **"Retrieve Quote."**



After retrieving the quote, **click** **“View Details.”**

On this page, you can make changes to the original quote (i.e. configurations, quantity, etc.).

When shopping is complete, **click** on **“Create Order Requisition.”** This action will return the order to AggieMart to process as a requisition.

