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.”

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

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.