Purchase requests after October 18, 2018 for <u>Dell Computer</u> 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.

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- 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.

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– After completing the customizations, *click* on "*Add to Cart*."

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	O Intel Core <sup>™</sup> 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.

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## 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*."

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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.

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