In BuyWays you have had two methods for purchasing from Dell:

1. Selecting items on the Dell punch-out site by clicking on the link to the Dell catalog on the BuyWays home page and filling your shopping cart.
2. Creating and retrieving an e-quote

**Creating an e-quote**
- Access the Dell.com website and create your e-quote.
- Once you have added all desired products to your Dell My Cart, view the cart and click on **Save as e-quote**.
- Finalize the e-quote by completing all required fields (marked with an asterisk).
- You will receive an e-mail confirmation with your saved e-quote information for future reference.

**Retrieving an e-quote**
- Click the link on the BuyWays home page to the Dell punch-out site to retrieve the e-quote you have previously created.
- Select the **e-quotes** link from the top navigation bar.
- Enter your email address.
- Click **Retrieve e-quote**.
- Click **Create requisition** and follow the checkout prompts to create a requisition.

You may also contact the IT department to assist you with creating an e-quote. Once IT creates your e-quote, you will receive an email confirmation from Dell. You can then retrieve your e-quote through the Dell punch-out site in BuyWays.

**New Feature:**
Dell is now offering a third option. If you need to purchase non-catalog items, you may access in the Dell punch-out site a **Sales Generated Custom Quote** created by the Dell Sales Representative. These quotes are generally for large quantities or for products that are not available through the punch-out site.

Contact the Dell representative, Kelly Martin, at 512-513-9325 or kelly_martin@dell.com to obtain a quote. She will email you when the 9-digit quote number has been added to the Dell punch-out site in BuyWays.

- Log into BuyWays and click on the link to the Dell punch-out site.
- Click on **My Premier**.
- Click on **Custom Links**.
- Click on **Non-Standard Quotes**.
- Click the **Add to Cart** button next to your quote number to add the items to your shopping cart.
The quantity of each item will default to (1 ea.). You must change the quantity to the quantity amount listed on the quote. This change must be made in the Dell cart before you bring your Dell cart to BuyWays.

- Click on Create Order Requisition. You will be returned to your active cart in BuyWays.
- Verify that the quantity is correct.
- Complete and submit your requisition as usual.

The Dell e-quote job aid is available on the BuyWays Home Page.

If you have any questions, please call the Procurement Help Line @7-5060.