We've created a quote process for MSC Punchout to make it easier and faster to review and/or convert a quote to an order online. Some of the new quote features include: 1) Request a quote for a special item (i.e. not in our big book catalog) under the “Order” tab and 2) a new link to an enhanced “Open Quotes” page under “Shopping Options” on the My Account page.

(1-2) To request a special item quote, click on the “Order” tab. Next, click on “Request Special Item Quote” which will take you to the “Request a Quote” page. You will need to tell us some information about yourself and information regarding the manufacturer, quantity, requested lead time and a detailed description in the notes field. You can enter up to ten items for one Special Item Quote by clicking on “Add Another Item.” You can also click a check box to note that a print is required. Once you’ve input all information, click “Submit” and you’ll see the “Quote Confirmation” page.

(3) On the My Account page, we’ve added a new section, “Shopping Options,” with a new link to an enhanced “Open Quotes” page.

Visit mscdirect.com for more information.

Have questions or suggestions? Call our support team at 800.753.7970 — 8 AM ET to 8 PM ET weekdays or e-mail us at cust_service@mscdirect.com
(4) On the “Quote List” page, you can view a list of quotes and see the status, quote number, submitted date, expiration date and contact name. All you need to provide is your zip code or country if outside of the US. You can also search/filter your list of quotes by contact name (to see quotes for other contacts on the account), quote number, and status. There are several status categories that can be found in the status column, but the two most common are “Ready to Order” and “Under Review.” Click on the Quote # to see the details of the quote.

(5) On the “Quote Details” page of a “Ready to Order” item, you can click on “Add to Cart” to convert the quote to an order.

(6) A “Quoted Item” icon will appear in your cart at the item level once you have added the quote to your cart. You can now add other items to your cart or click on “Checkout” to process your order.

For more details on these new quote features, please visit the MSC Punchout site.