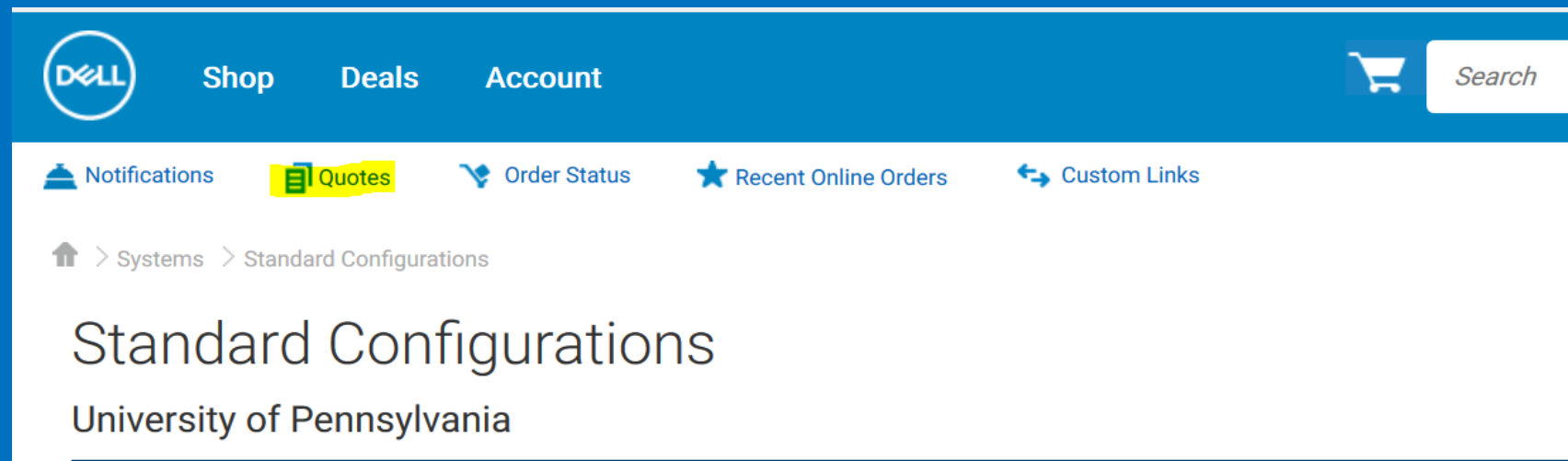


PLACING THE ORDER IN BEN BUYS FOR DELL COMPUTERS

- **Order through Marketplace (Supplier will be Dell)**
- You can find this within “Supplier Showcase”
- Click “Punchout” under the Dell options
- An additional webpage will pop up
- You will now see the Dell marketplace where you can plug in the quote for this order (highlighted below)



- **After you click here, you will enter the quote number from your quote from PMACS in the search bar next to the green button that reads “Purchase Selected”**
- **After you enter the quote number, the system may prompt you for the customer number. You will also be able to retrieve this number from the quote**
- **The quote should populate within the results and look something like this:**

Quotes

Choose the quotes you'd like to purchase from the list below, or search for a quote by entering the quote name, creator, buyer, eQuote number, or Sales Quote number in the search field.

Purchase Selected

Name	Number	Created	Authorized Buyer	Expires	Purchased	i Subtotal / Total Price
Standard - Latitude 951...	3000065238722.2	Ryan_McConnell@DEL... September 3, 2020	---	October 3, 2020	No	\$2,101.50 \$2,101.50

[View Details](#)


- **Next, you will click on the quote number to pull up the item(s) in that quote**
- **If everything looks good, you will hit the green “Create Order Requisition” button**

Home > Quotes > Quote 3000065238722.2

Standard - Latitude 9510 (i7, 16gb, 512gb) Subtotal (1) : \$2,101.50 | Total

[Save New eQuote](#)
[Create Order Requisition](#)
[Continue shopping](#)

Quote number: 3000065238722 .2

Items	Quantity	Unit Price	Item total
 <p>Latitude 9510 - Build Your Own</p> <p>Discounted unit price: \$2,101.50 Dell Contract Code: C000000181085</p> <p>Configure Remove item</p> <p>Estimated Ship Date Ships in 11 - 15 business days</p>	<input type="button" value="-"/> <input type="text" value="1"/> <input type="button" value="+"/>	\$4,203.00	\$4,203.00

Savings \$2,101.50

Subtotal (1) \$2,101.50

Created September 3, 2020

Expires October 3, 2020

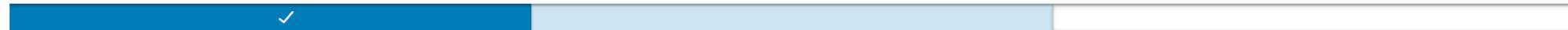
Created by Ryan_McConnell@DELL.com

Status Active

[Billing](#)

- The next screen will look like this
- You will hit “Submit Order Requisition”

Checkout



Shipping and Payment

Review

Requisition Initiated

Review and confirm your order

Terms of sale

When you place your order, please be mindful that we will need people on site at your shipping destination to receive the product. If anything changes in your ability to receive the order prior to its delivery, please contact [Customer Care](#).

Unless you have a separate agreement between you and Dell that specifically applies to this order, by clicking “Order and Confirm Payment”, you agree to Dell’s [TERMS OF SALE](#) and will not export the order outside of the United States [Change export preference](#).

Order information

Delivery Method no charge delivery [Change](#)

Savings \$2,101.50

Subtotal (1) \$2,101.50

Estimated delivery date: October 21, 2020

[Submit Order Requisition](#)



- **“Submit Order Requisition” will take you back to your shopping cart in the marketplace**
- **If you have all of the items in one quote, you will be able to complete the process as a standard marketplace order**
- **If you have additional items within different quotes, you will go back to the Dell Marketplace to continue your order and make sure you do not check out or transfer your cart yet!**