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:
• 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
• The next screen will look like this
• You will hit “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!