Purchasing a Dell eQuote in SourcePoint

If you have been provided with a Dell eQuote that you would like to order, please follow the instructions below:

1. Log in to SourcePoint by going to https://portal.passhe.edu and signing in with your full Ship e-mail address and password. Click on the SourcePoint tab and choose the link for Guided Buying.

2. From the SourcePoint homepage, click on Shop Company Catalog.
3. From the list of catalogs, click on **Buy from Supplier** under the “DELL Catalog” link.

4. From the Dell page that appears, click on the **Quotes** link near the top.

5. In the search box, type or paste the eQuote number from the quote you were provided. When the quote appears, click on **View Details**.
6. Review the quote as it is listed. If everything looks correct, click on **Create Order Requisition**.

7. On the “Shipping and Payment” screen, click **Continue Securely**.
8. On the “Review and confirm your order” page, verify your items/pricing, and click on **Submit Order Requisition**.

9. SourcePoint will now show the items you are ordering in the shopping cart. Click on **Check out**.
10. Fill in all of the PR details, such as Need-by Date, cost center, GL Account, etc. and click on Submit to submit your purchase requisition.