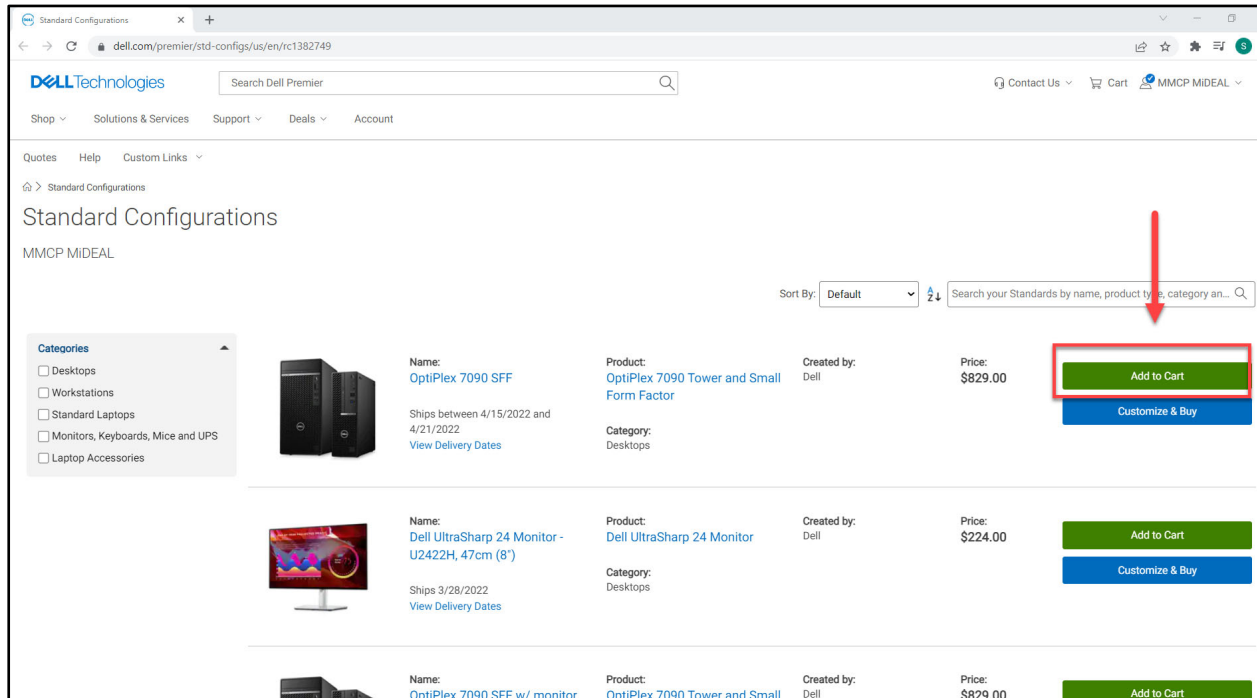


# Instructions to get hardware quotes in the Dell portal.

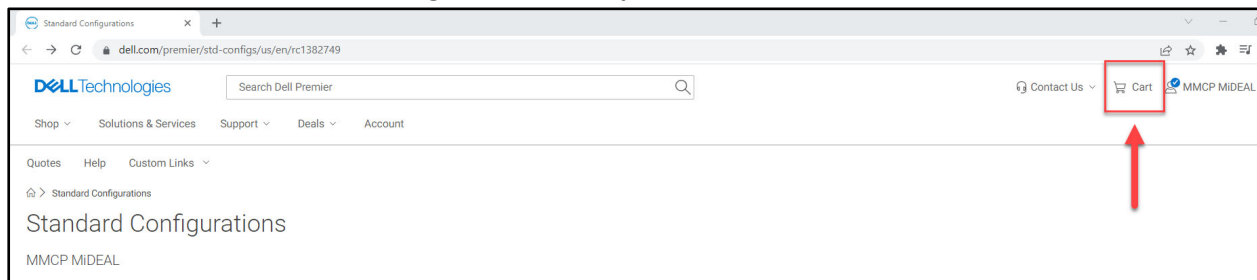
## 1. Identify the items you'd like a quote on and click "Add to Cart."



The screenshot shows the Dell Premier Standard Configurations page. The page title is "Standard Configurations" and the user is logged in as "MMCP MIDEAL". The page displays a list of products with their details and "Add to Cart" buttons. A red arrow points to the "Add to Cart" button for the first product, "OptiPlex 7090 SFF".

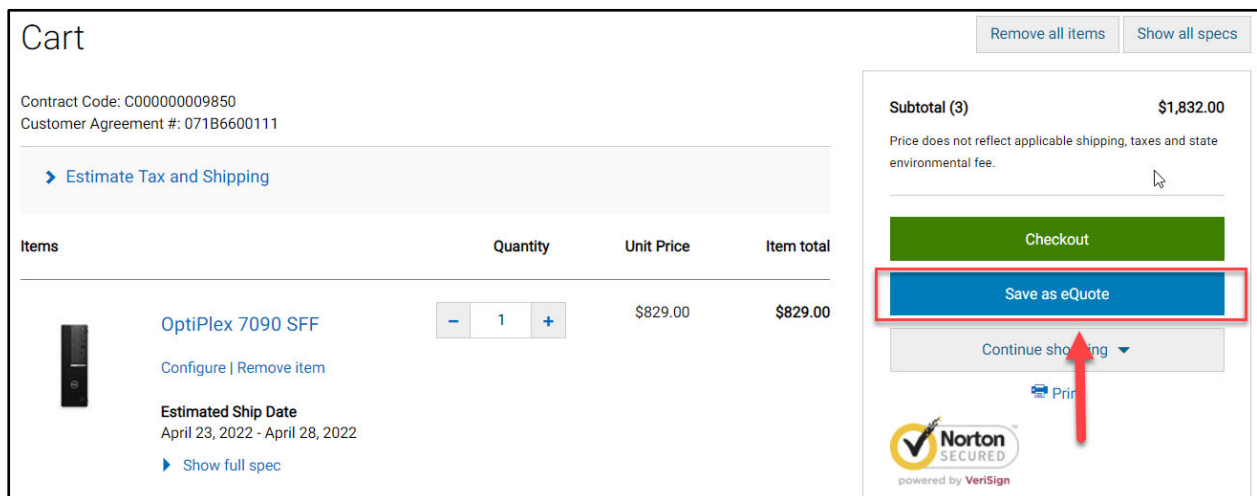
Name	Product	Created by	Price	Action
OptiPlex 7090 SFF	OptiPlex 7090 Tower and Small Form Factor	Dell	\$829.00	Add to Cart
Dell UltraSharp 24 Monitor - U2422H, 47cm (8')	Dell UltraSharp 24 Monitor	Dell	\$224.00	Add to Cart
OptiPlex 7090 SFF w/ monitor	OptiPlex 7090 Tower and Small Form Factor	Dell	\$829.00	Add to Cart

## 2. Click "Cart" once done selecting items for the quote.



The screenshot shows the Dell Premier Standard Configurations page. The "Cart" icon in the top right corner is highlighted with a red box and a red arrow pointing to it.

## 3. From the Cart screen, click "Save as a Quote."



The screenshot shows the Dell Premier Cart screen. The "Save as eQuote" button is highlighted with a red box and a red arrow pointing to it. The cart contains one item: "OptiPlex 7090 SFF" with a quantity of 1 and a unit price of \$829.00. The subtotal is \$1,832.00.

Items	Quantity	Unit Price	Item total
OptiPlex 7090 SFF	1	\$829.00	\$829.00

Subtotal (3) \$1,832.00

Price does not reflect applicable shipping, taxes and state environmental fee.

Checkout

Save as eQuote

Continue shopping

## Instructions to get hardware quotes in the Dell portal.

### 4. Enter information into the fields and click “Save eQuote”

### Save New eQuote

Quote detail

Name

Saved By

*Enter an Email Address*

> Description and Notes (optional)

▼ Order Contact

**Why do we need this?**  
By entering the order contact now, you'll save time when placing your order.

Order Contact

First name  Last name

Company name (optional)

Contract Code: C000000009850  
Customer Agreement #: 071B6600111

Phone number  Ext (optional)

( ) - - - e.g. (2222)


+ Add another phone number


E-mail Address (click + below to add multiple recipients)

Please note: Email recipients will receive an order acknowledgement, order confirmation and shipping notification which includes detailed pricing information.

Subtotal (3) \$1,832.00

**Save eQuote**

 powered by VeriSign



### 5. The quote number will appear on the screen, and you will receive an email with the quote. Send this quote to your Dell rep. If you don't have a rep, send it to Brandon Wyble at [Brandon.Wyble@dell.com](mailto:Brandon.Wyble@dell.com).