# **PURCHASING**

# SOUTH DAKOTA BOARD OF REGENTS HUMAN RESOURCES/FINANCE INFORMATION SYSTEMS

## **VWR Punchout – Quote to Order Process**

Version Number: 1.0

Date: 3/5/2010



















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## Introduction \_\_\_\_

#### Overview

The purpose of this manual is to discuss the ability of converting a quote to an order in the VWR punchout catalog. This document will provide step-by-step procedures for converting a quote to an order so that all end-users will have success in submitting the order.

#### Intended Audience

This manual will be used by super-users and Requestors in the SDezBuy application.

#### **Documentation and Disclaimer**

None

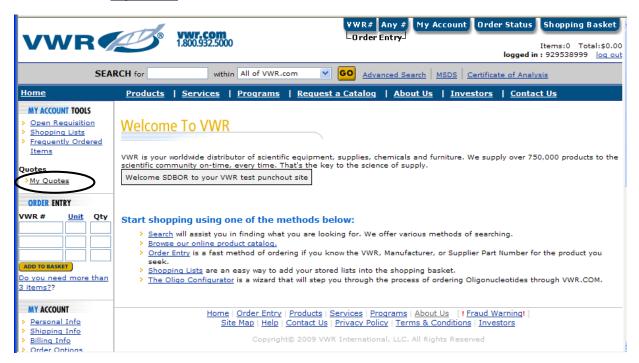
### Instructions

#### The Quote to Order Process

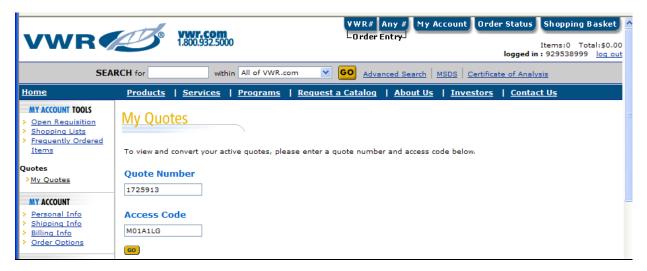
The quote to order process begins when a VWR sales associate generates a quote in the VWR quote system which will generate an email to the SDBOR staff member who has requested the quotation.

The email will have a quotation number and an access code, so have the email handy as you access the VWR punchout catalog.

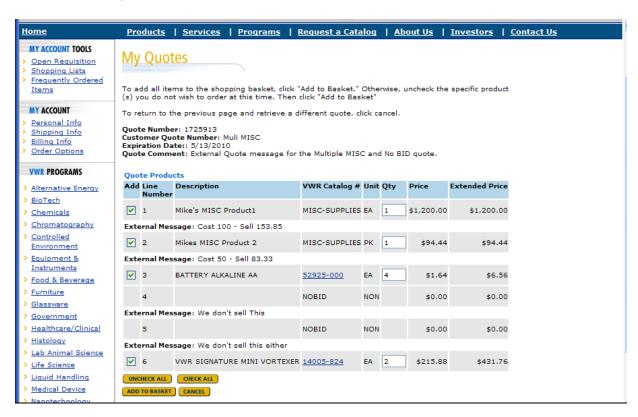
- 1. While in SDezBuy, click on the VWR punchout catalog icon on the Home/Shop screen.
- 2. Click on the My Quotes link in the left-hand column.



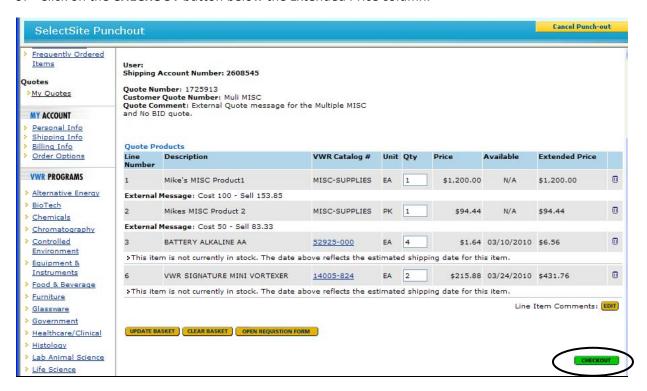
- 3. Enter the quote number in the **Quote Number** field. The quote number is found in the subject line of the email received or on the quote document provided by the VWR associate.
- 4. Enter Access Code: XXXXXX in the Access Code field.
- 5. Click on the **GO** button.



- 6. All the quoted items are selected by default in the Add column and will be placed in the basket unless the user un-checks them. Click on the **ADD TO BASKET** button. Note the UNCHECK ALL and CHECK ALL buttons are present on the My Quotes screen.
- 7. Change the quantity of any item and then click on the **UPDATE BASKET** button. Note: Users may not add non-quote items to the basket.



- 8. Copy the Quote Number to paste it in the SDezBuy Quote/Contract Number field along with the E&I Contract Number. (In this example the quote number is 1725913 and the SDBOR E&I Contract number is CNR01163).
- 9. Click on the **CHECKOUT** button below the Extended Price column.



- 10. After checkout, the VWR basket will auto-populate the SDezBuy requisition. The E&I Contract Number and the Quote Number can now be entered in the Quote/Contract number field, which is a required field.
- 11. Click on the Save button.
- 12. Click on the **Review** button in the workflow chart above. The rest of the requisition required fields of the requisition can now be filled in as normal.

