

Quotes from Vendors

Attaching a quote during the **Checking Out** process.

1. Add the item(s) to your Shopping Cart.

The screenshot shows the AggieMart shopping cart interface. At the top, the AggieMart logo is on the left, and navigation elements like 'All', 'Search (Alt+Q)', and a cart icon with '390.06 USD' are on the right. Below the header, the cart is titled 'Shopping Cart • 3291097' and contains '42 Items'. A vendor section for 'CDW LLC' is expanded, showing '22 Items - 238.06 USD'. The vendor details include a timestamp and a list of items: 'Apple USB C to Lightning Cable', 'Playa by Belkin Braided USB A to USB C Charge Cable', and 'Playa by Belkin USB C to USB A 2 0 Cable'. A table lists items with columns for 'Item', 'Quantity', and 'Price'. One item, 'Apple USB C to Lightning Cable', is shown with a quantity of '10 EA - Each' and a price of '165.30'. On the right, a 'Details' sidebar shows the user 'Chris Stamm' and a search box containing 'USB cables'. An 'Estimate (390.06 USD)' section shows a 'Total' of '390.06'. A red bracket highlights the 'Assign Cart' and 'Proceed To Checkout' buttons, with a callout bubble containing the number '2' pointing to the 'Proceed To Checkout' button.

2. Click **Proceed to Checkout**.

The **Requisition** screen will be displayed:

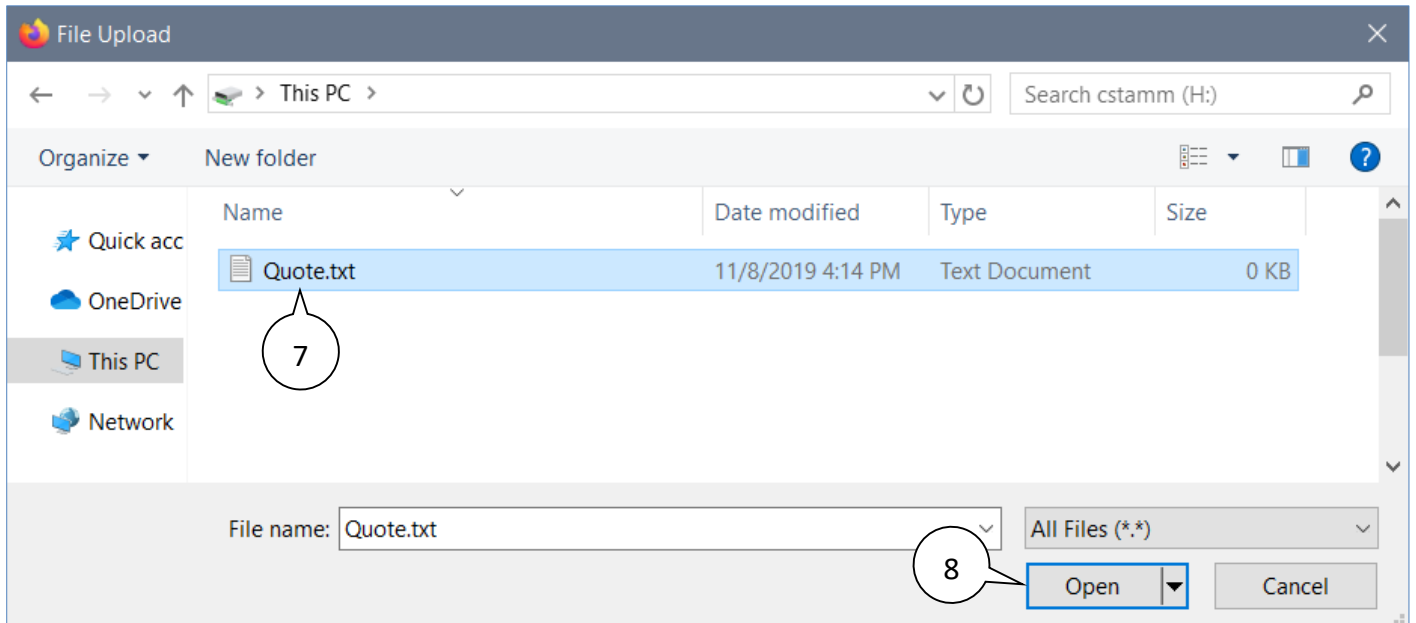
The screenshot shows the 'Requisition • 3291097' interface. The top navigation bar includes 'Assign Cart' and 'Place Order' buttons. Below the navigation bar are tabs for 'Summary', 'PO Preview', 'Comments', 'Attachments', and 'History'. The main content area is divided into sections: 'General', 'Shipping', 'Billing', 'Funding', 'Business Purpose', 'Open Orders', 'Internal Notes and Attachments', and 'External Notes and Attachments'. The 'External Notes and Attachments' section is highlighted with a callout '3'. Below it, the 'Attachments for all vendors' section has an 'Add' button highlighted with a callout '4'. On the right side, there is a 'Draft' summary box showing 'Total (390.06 USD)' and 'Subtotal 390.06'. Below that, a 'What's next for my order?' section shows 'Next Step: Service Center Approval' and 'Approvers: Maestas, Bernie; Nelson-Hammersmith, Sharon; Rodriguez, Monica'.

3. Scroll down to the **External Notes and Attachments** section.
4. Next to **Attachments for all vendors** → Click **ADD**.

The screenshot shows the 'Add Attachments' dialog box. It has a title bar with 'Add Attachments' and a close button. The 'Attachment Type' section has two radio buttons: 'File' (selected) and 'Link'. Below this, the 'File(s) *' field has a 'SELECT FILES...' button. The 'Maximum upload size: 9.77 MB' is displayed. At the bottom, there are two buttons: 'SAVE CHANGES' and 'CLOSE'. Callout '5' points to the 'File' radio button, and callout '6' points to the 'SELECT FILES...' button.

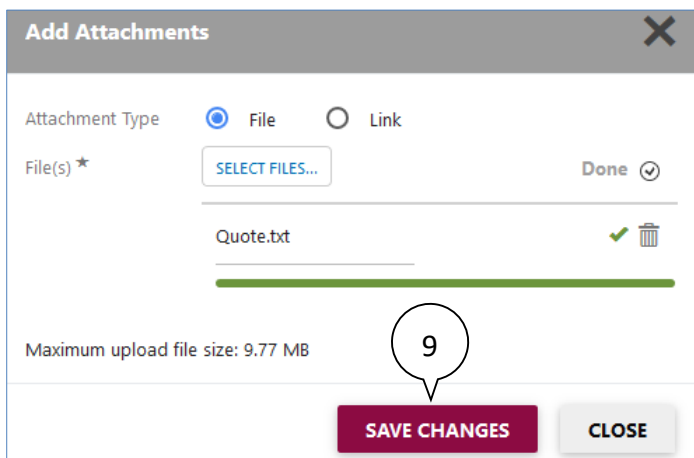
5. If a file is to be attached, click on the **File** radio button.
6. Click on **Select files...**

The **File Upload** window is displayed.



7. Browse to the file location → Click on the file name.
8. Click **Open**.

Your file will be uploaded and appear in the **Add Attachments** screen:



9. Click **Save Changes**.

Add Attachments

Attachment Type File Link

URL *

Name

SAVE CHANGES **CLOSE**

10. If you selected the **Link** radio button, enter the **URL**.
11. Click **Save Changes**.

You will be returned to the **Requisition** screen.

42 Items

CDW LLC · 22 Items · 238.06 USD

VENDOR DETAILS

Contract	PO Number
<i>no value</i>	To Be Assigned
Quote number	PO Clauses
<i>no value</i>	Add

Total (390.06 USD)

Subtotal	390.06
	390.06

What's next for my order?

Next Step Service Center Approval

12. Scroll to the **Items** section.
13. Click the **Edit** icon in the **Vendor Details** area.

CDW LLC · 22 Items · 238.06 USD

EDIT VENDOR DETAILS

Contract	PO Number
<i>no value</i>	To Be Assigned
Quote number	

Save

14. Enter the **Quote number**.
15. Click the **Save** checkmark.

Requisition • 3291097

Assign Cart Place Order

Summary PO Preview Comments Attachments History

16

General Shipping Billing

Funding

Business Purpose

Open Orders

Internal Notes and Attach... External Notes and Attach...

17

Total (390.06 USD)

Subtotal 390.06

390.06

What's next for my order?

Next Step Service Center Approval

16. Complete all appropriate sections of the requisition.

17. Click **Place Order** or **Assign Cart**.