Retrieving Quote from SHI from SRM Punch Out

Go to the SRM punch out within BCM Marketplace. Please make sure you are using Firefox as your web browser. Once logged in, you will come to the home screen as seen below.

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h. Reporting	Please use Firefox as the web browser.	GealthAssure	M	TANGER.	BCM Branded Merchandise					
	SRM Training will be held on the following dates:]]					
	02/14/2010 Threadau	 Medical/Clinical (Punch) 	-Out Vendors)				7			
	04/11/2019 Thursday	BERNY SCHIN WELL BARKS	Med-Surg Supplies	RAININ						
		✓ Lab Supplies (Punch-Ou	t Vendors)				?			
	 Please click link below to register. It is highly encouraged for new employees, or as refresher for current employees to understand any updates to our purchasing procedures. 	Airgas	⊖ BD	BIO RAD	Coll Second	5044-310901	illumına'			
	 https://intranet.bcm.edu/as/ecrs /class_schedule.cfm?CLASS_TYPE=SAP%207.1& expand_all=yesFTopSchedule 	life	horizos (diamacer	Persintliner'	Eleberation via POSSIBLE MISSIONS	GIAGEN	Reche			
		via SUMMUS								
		 Office/Computer (Punch 	h-Out Vendors)	-			7			
		é	BLY DUPLEX PRINTERS TO SAVE !	shi	TODAY'S					

Click on the SHI icon.

It will redirect you to the SHI punch out site as seen below. Click on "My Account", which will bring the drop down box, then click "Retrieve Quotes".

Search	۹	🐂 Shopping Cart Contact Us C	ancel Session Baylor College of Medicine				
My Account Hardware Software	Tools		Baylor College of Medicine (Punchout)				
My Home Shopping Cart	Everything	You Need	511				
Retrieve Quotes Change Catalog Order Status	In One Plac From customized or reporting, our e-cor covered throughout Learn more abo and take a webs	e Place. some connerce solutions have you hroughout your procurement process. sore about our e-commerce tools a website tour >					
Dell 27 Monitor - P2719H	Samsung CHG70 Series C27HG70QQN - QLED monitor - curved - 27*	Microsoft Surface Pro - 12.3" - Core i5 7300U - 8 GB RAM - 256 GB SSD	Useful Links				
\$223.19	\$468.20	\$878.00	Order Status				
1. 1. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2.			Retrieve Quotes				
		0	Finding Products				
			Product Search				
Supersonic SC-1311 13.3" LED TV	HP Officejet Pro 8210 - printer - c	HP Laserjet Enterprise M506n - prin	Category				
			SHI News for Me				
593.50	\$103.40	\$614.20	SH named to CRNs 2019 Managed Service Provider 500 - Elite 150 Category				
			SHI Reaches \$10 bision in Revenue, Surges 18 Percent in 2018				

Once selected, you will be redirected to the page pictured below. This is where you will be taking the quote from SHI and entering it into the proper fields below.

hy _{gs} a	Search				Q	T	Shoppir	g Cart Contact l	Js Ca	ncel Session	Baylor Colleg	e of Medicine
ccount	Hardware	Software	e Tools							Baylor Co	llege of Medici	ne (Punchout)
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Qu	uote Number	•	Quote Name	Contact	Creat	ed Date	\$	Expiration Date	\$	SubTotal	Action	
No	o Records Fo	und										

(NOTE: These next steps must be repeated per each quote that is attached)

Using the attached quotes from SHI, enter the quote number provided and email. Both are reflected on the quote as highlighted in the example below:

EXAMPLE FROM QUOTES



BAYLOR COLLEGE OF MEDICINE

Pricing Proposal Quotation #: 16721957 Created On: 2/22/2019 Valid Until: 3/4/2019

Inside Account Manager

 Nick Lundholm

 1301 South Mo-Pac Expressway

 Suite 375

 Austin, TX 78746

 Phone: 800-870-6079 x. 652-4717

 Fax:
 512-732-0232

 Email:
 Nick_Lundholm@shi.com

Click here to order this quote

Email: Sharron.Smart@bcm.edu

Sharron Smart

Houston, TX 77030

United States Phone: 713-798-3795

Fax:

ONE BAYLOR PLAZA

Accts Payable-MS BCM201

Enter the information, and click "Search".

jearch	Q R Shopping Cart Contact Us Cancel Session Baylor College of Medicine
My Account Hardware Software Tools	Baylor College of Medicine (Punchout)
Quote List	Email:
16721957	sharron.smart@bcm.edu
	Search

Once the search for your quote is completed, it will pull up as pictured below.

-						
ınt Hardware	Software	Tools			Baylor C	College of Medicine (Punchou
Quote I	Details					
Quote Number 16721957	r.		Quote Name: NVIDIA Titan RTX 1	Total: \$14,168.00	D	
Created Date: 2/22/2019 3:56:	00 PM		Expiration Date: 3/4/2019	Company BAYLOR CO	: OLLEGE OF MEDICIN	E
Contact: Sharron Smart			Email: Sharron.Smart@bcm.edu	Phone: 713-798-3	795	
Address: ONE BAYLOR PL Accts Payable-M Houston, TX 77(AZA IS BCM201 030		Shipping Address: ONE BAYLOR PLAZA Accts Payable-MS BCM201 Houston, TX 77030	Fax:		
Comments: Thank you for cl Contract Numb	hoosing SHI-G er when submi	5! To ensure the itting a Purchase	best level of service, please provide End User Na e Order. For any additional Information including	ime, Phone Numbe Hardware, Softwa	er, Email Address and re and Services Cont	d applicable tracts, please
contact an SHI-0	GS Inside Sales	Representative	at (800) 870-6079.			
SHI Governmen TAX ID# 22-3695	GS Inside Sales It Solutions, Inc 5478; DUNS# 1	Representative is 100% Minor 4-724-3096	at (800) 870-6079. ity Owned, Woman Owned Business.			
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If the information is correct, click the "Add to Cart" button and this will add it to your SHI shopping cart.

The following product(s) were added to your cart								
Total Number of Items: 1								
Product	Price							
NVIDIA Titan RTX Graphics Card	\$2,833.60							
We currently have limited stock of this product. For availability options and shipping info, contact your sale Continue Shopping Shopping Cart	es team.							

*Depending on the item, you might get the message below. Click the "Shopping Cart" button to continue.

This will redirect you to the screen below to convert the SHI shopping cart into a shopping basket.

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Shy gs	Search		Q	(1) 〒\$14,168.00 - Contact Us Cancel Session Baylor College of Medicine					
My Account	Hardware Software	Tools	Baylor College of Medicine (Punchout)						
The	ere are 1 item(s) in your shop	ping cart	11-14 D-1	0	SubTotal: \$	14,168.00	Shopping Cart Actions		
N	VIDIA Titan RTX Graphics Card		\$2,833.60	5	\$14,168.00	Remove	Update		
Pr M	oduct Id: fr Part #: 900-1G150-2500-000					•	Undo		
,	Added On : 2/22/2019 4:50 PM ET						Remove All		
					Check Out	Save as Quote			

To convert the SHI shopping cart from this screen, you will click the "Check Out" button which will give you a Shopping Basket Number.

This Shopping Basket Number will **have** to be given to your SRM Shopping Cart Creator within your department in order to get this created into a SRM shopping cart. Then, the basket will successfully be processed into a purchase order.