Processing Quotes in eProcurement

If you site has an “open loop” premium page, you have access to the Account Center. Select the drop down next to the shopping cart icon in the upper right of the screen. Select Recent Quotes:

Or

Using the left Navigation Bar, select Quotes:
Scroll through the list of quotes and select quote to review detail, Add to Cart or Checkout. You can also search for your quote under Find a Quote if you have the Quote number:

If you use the FIND A QUOTE feature or if you selected the quote detail from the Recent Quotes List, then you will be able to view the details of the quote and select either Checkout or Add to Cart from the detail screen:

*Please process quotes individually without other items in the cart*
Searching for Quotes from the Premium Page

If you have a closed loop premium page (locked down without access to the account center page), then the Find my Quote, Find my Orders search boxes can be added to the Landing/Premium Page of your website to search for quotes. Please do not use spaces when typing in your quote number. (If the Order and Quote search boxes need to be added to your landing/premium page, please contact your CDW Account Manager or eprohelp@cdw.com to request.)

Find my Order [ ] Find It (ex: PO Number, Order Number)

Find my Quote [ ] Find It (ex: Quote Number)

Your quote will be shown. From the Quote Screen you can select either Checkout or Add To Cart to transfer the quote into an order. Please do not reorder quotes unless instructed to do so from your CDW Account Manager.

Quote numbers and Supplier Part Auxiliary Numbers (SPAID)

For proper processing of quotes through eProcurement, please make sure your Marketplace and/or ERP system sends back the quote number to us through the Supplier Part Auxiliary ID field.