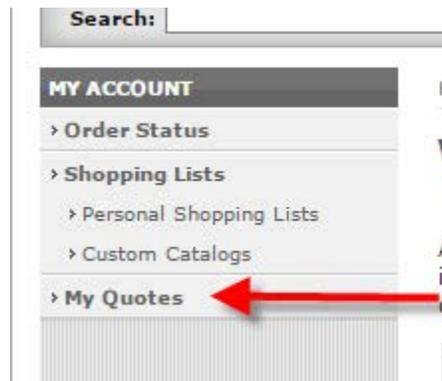


## Entering Quotes in the VWR Catalog

Using "MY QUOTES" in the punch out.

1. Log into the punch out
2. On the left hand side is the My Quote button under My Account.



3. Click on My Quotes. A blank box will appear.

### Quotes Lookup

To view and convert your active quotes, please enter a quote number below.

Quote Number:

4. Enter the quote number and click on submit. The quote will be loaded.

### Quotes Lookup

To view and convert your active quotes, please enter a quote number below.

Quote Number:

- You can view the quote, edit quantities to be order and selected which line or all the line to be placed in the shopping basket.

## Quotes Detail

To add all items to the shopping basket, click "Add to Basket" Otherwise, uncheck the specific product(s) you do not wish to order at this time. Then click "Add to Basket."

To return to the previous page and retrieve a different quote, click "Cancel."

Quote Number:  
Customer Quote Number:  
Expiration Date:

### Quote Products

[Check all](#) | [Uncheck all](#)

Add	Line Number	Description	VWR Catalog #	Unit	Qty	Price	Extended Price
<input checked="" type="checkbox"/>	10	VWR PIPETTE SERO 1ML PR CS1000	<a href="#">89130-892</a>	CS	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>External Message:</b> Bethesda, MD 20814							
<input checked="" type="checkbox"/>	20	VWR PIPETTE SERO 2ML PR CS500	<a href="#">89130-894</a>	CS	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>External Message:</b>							
<input checked="" type="checkbox"/>	30	VWR PIPETTE SERO 5ML PR CS200	<a href="#">89130-896</a>	CS	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>External Message:</b>							
<input checked="" type="checkbox"/>	40	VWR PIPETTE SERO 10ML PR CS200	<a href="#">89130-898</a>	CS	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>External Message:</b>							
<input checked="" type="checkbox"/>	50	VWR PIPETTE SERO 25ML PR CS200	<a href="#">89130-900</a>	CS	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>

- Once all the revisions are complete click add to basket.

<b>External Message:</b>							
<input checked="" type="checkbox"/>	260	LIQUID DIAL ANTIMICROBIA1 GALL	<a href="#">300052-158</a>	CS	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>External Message:</b>							
<input checked="" type="checkbox"/>	270	CLUSTER TC 6WELL 5/BAG CS100	<a href="#">29442-036</a>	CS	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value=""/>
<b>External Message:</b>							

[Check all](#) | [Uncheck all](#)

NOBID and Freight items will not be added to the shopping basket when the quote is converted to an order.

- When shopping is completed click the check out button at the bottom of the page.

