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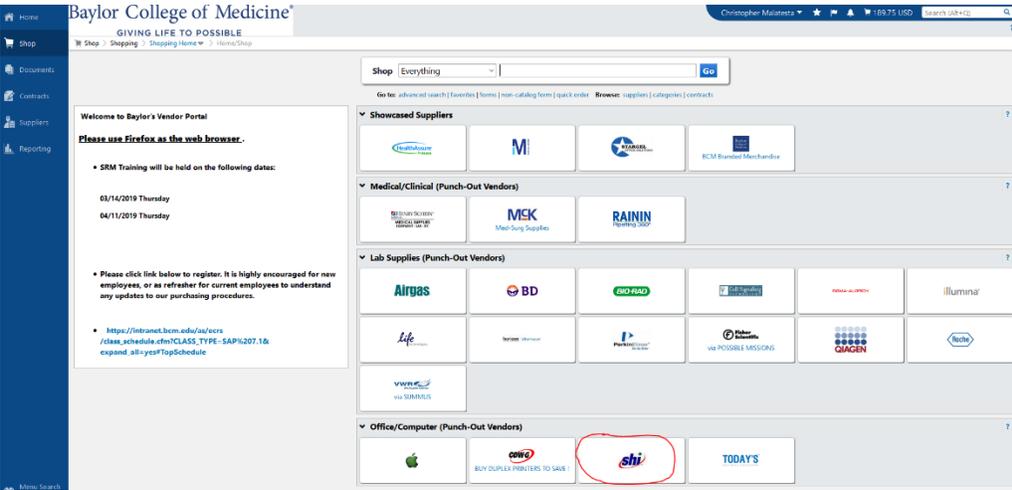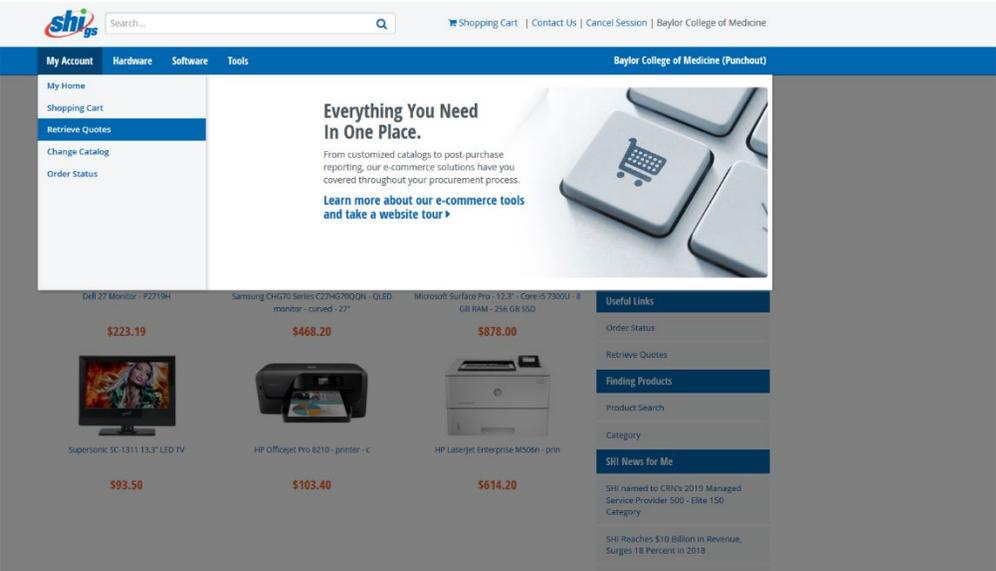
Go to the SRM punch out within BCM Marketplace. Please make sure you are using Firefox as your web browser. Once logged in, you will come to the home screen as seen below.

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".

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.

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

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

BAYLOR COLLEGE OF MEDICINE

Inside Account Manager

Sharron Smart
ONE BAYLOR PLAZA
Accts Payable-MS BCM201
Houston, TX 77030
United States
Phone: 713-798-3795
Fax:
Email: Sharron.Smart@bcm.edu

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

Enter the information, and click "Search".

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

If the information is correct, click the "Add to Cart" button and this will add it to your SHI shopping cart.

*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.

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.