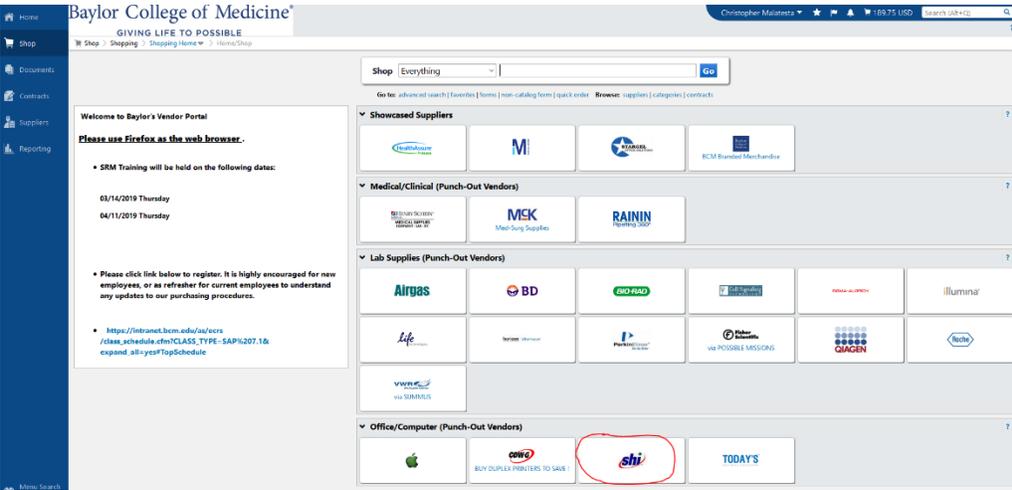


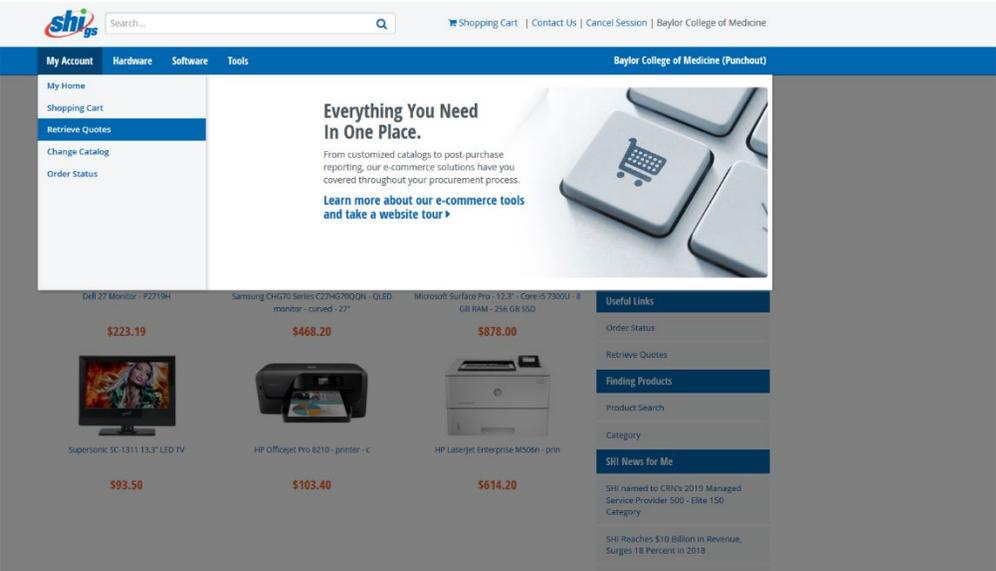
Retrieving Quote from SHI from SRM Punch Out

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.

Quote List

Quote Number: Email:

View all quotes for

Quote Number	Quote Name	Contact	Created Date	Expiration Date	SubTotal	Action
No Records Found						

(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



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

BAYLOR COLLEGE OF MEDICINE

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

[Click here](#) to order this quote

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

Enter the information, and click "Search".

The screenshot shows the top navigation bar with the SHI-GS logo, a search bar, and links for Shopping Cart, Contact Us, Cancel Session, and Baylor College of Medicine. Below the navigation bar is a blue header with "My Account", "Hardware", "Software", "Tools", and "Baylor College of Medicine (Punchout)". The main content area is titled "Quote List" and contains two input fields: "Quote Number:" with the value "16721957" and "Email:" with the value "sharron.smart@bcm.edu". A green "Search" button is positioned below these fields.

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

The screenshot shows the "Quote Details" page. It features the same navigation and header as the previous page. The main content area is titled "Quote Details" and contains the following information:

- Quote Number:** 16721957
- Quote Name:** NVIDIA Titan RTX 1
- Total:** \$14,168.00
- Created Date:** 2/22/2019 3:56:00 PM
- Expiration Date:** 3/4/2019
- Company:** BAYLOR COLLEGE OF MEDICINE
- Contact:** Sharron Smart
- Email:** Sharron.Smart@bcm.edu
- Phone:** 713-798-3795
- Address:** ONE BAYLOR PLAZA, Accts Payable-MS BCM201, Houston, TX 77030
- Shipping Address:** ONE BAYLOR PLAZA, Accts Payable-MS BCM201, Houston, TX 77030
- Fax:**

Comments:
Thank you for choosing SHI-GS! To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional Information including Hardware, Software and Services Contracts, please contact an SHI-GS Inside Sales Representative at (800) 870-6079.

SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3695478; DUNS# 14-724-3096

Product Id	Product Details	Quantity	Retail Price	Price	Extended Price
	NVIDIA Titan RTX Graphics Card Manufacturer: NVIDIA Mfr Part #: 900-1G150-2500-000 Note: NVIDIA Turing architecture 4608 NVIDIA CUDA cores running at 1770 MHz boost clockNew 72 RT cores for acceleration of ray tracing 576 Tensor Cores for AI acceleration 24 GB of GDDR6 memory running at 14 Gbps for up to 672 GB/s of memory bandwidth	5	--	\$2,833.60	\$14,168.00

**The estimated shipping cost and tax were calculated based on the price and availability when you saved this quote. Please refer to check out for final cost.*

SubTotal:	\$14,168.00
Estimated Shipping Cost*:	\$0.00
Estimated Sales Tax*:	\$0.00
Total:	\$14,168.00

At the bottom of the page, there is a "Back" button and a green "Add to Cart" button (highlighted with a red circle) next to a "Print View" button.

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.

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 sales team.**

[Continue Shopping](#) [Shopping Cart](#)

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

shigs Search... (1) \$14,168.00 | Contact Us | Cancel Session | Baylor College of Medicine

My Account Hardware Software Tools Baylor College of Medicine (Punchout)

There are 1 item(s) in your shopping cart SubTotal: \$14,168.00

Product	Unit Price	Quantity	Extended Price	Remove
NVIDIA Titan RTX Graphics Card Product Id:-- Mfr Part #: 900-1G150-2500-000 Added On : 2/22/2019 4:50 PM ET	\$2,833.60	5	\$14,168.00	

[Check Out](#)

Shopping Cart Actions

- Update
- Undo
- Remove All
- 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.