

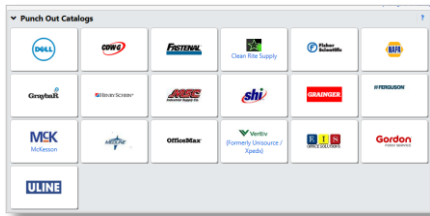
# Using a Quote Quick Reference Guide

## Overview

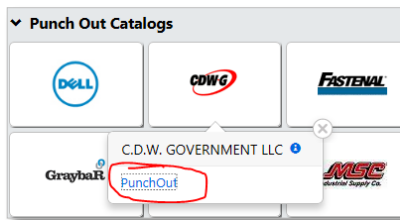
Several of the MPC punch-out catalogs use a Quote feature to offer their catalog items as discounted or bundled prices. Punch-out catalogs are the vendors catalog for Milwaukee County. When placing order, the quote must be added to cart to use the special pricing.

## SEARCHING and ADDING YOUR QUOTE TO YOUR CART

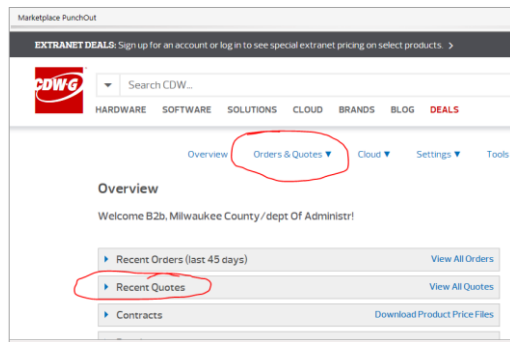
1. Search for the punch-out catalog on the home page of Marketplace Central. Click on the vendor listed on your quote.



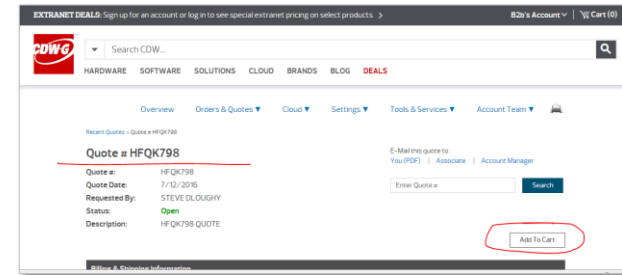
2. In the event that the tile doesn't take you directly to the vendor's catalog, look for the word "PunchOut" and click on it. You will be directed to the vendor's catalog.



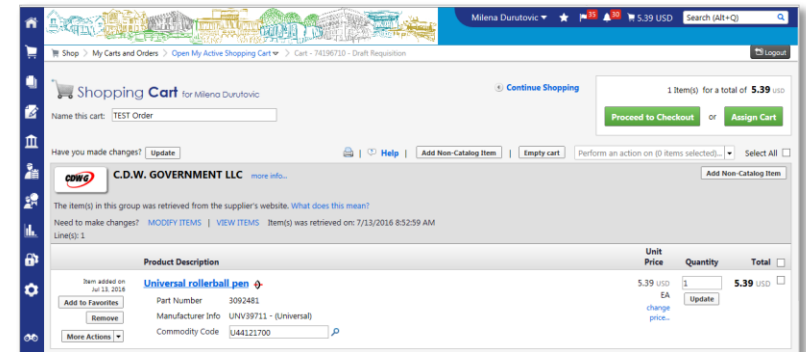
3. Once you are in the vendor's site, look for the Quote section. Please note that each vendor manages their own site and each vendor's quote section may appear different.



4. Search for the quote provided to you.
5. Open the Quote.
6. Confirm that the items and pricing are the same as the quote that you were provided.
7. Look for the "Add" or "Add to Cart" button. Please note each vendor manages their own site and each vendor's "Add" may appear different.



8. Once your quote is in your cart, transfer your cart back to Marketplace Central. Look for "Check Out" or "Return to Buying Application" or "Transfer Cart". Remember each punch-out catalog is different and each catalog may have a different way of checking out.
9. Now your quote will be in your Marketplace Central cart. Add an **Internal Note** stating who provided the quote to you.



10. Proceed as you normally would to submit your requisition or assign your cart.