

# SHI: Using the “Retrieve Quotes” Function

1. Click on the “Retrieve quotes” link.


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My Account Products Search... Go


My Home Shopping Cart **Retrieve quotes**



Microsoft Wireless Mobile Mouse 4000  
- mouse  
\$21.41



Microsoft Wireless Comfort Desktop  
5000 - keyboard and mouse set  
\$50.13



Kingston DataTraveler 101 G2 - USB  
flash drive - 8 GB - USB 2.0 - red  
\$5.61

Useful Links

**Retrieve Quotes**

Finding Products

Product Search

Category

SHI News for Me

OneLink and SHI International

2. The Quote List web page has fields to enter the “Quote #” and the “Email.” Click on the “Search” button.

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## Quote List

Quote #:


Email:

- Review the information on the Quote Details web page and click the “Add to Cart” button to continue with an order.

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## Quote Details

<b>Quote #:</b> 8592424	<b>Contact:</b> Univ of Wisconsin - Madison
<b>Quote Name:</b> 20140925-flashDrive-forJAD	<b>Company:</b> University of Wisconsin - Madison
<b>Created Date:</b> 9/25/2014 11:00:00 AM	<b>Email:</b> test@shi.com
<b>Expiration Date:</b> 9/30/2014	<b>Phone:</b>
<b>Total:</b> \$5.31	<b>Fax:</b>
<b>Comments:</b>	<b>Address:</b>


Product Id	Product Details	Quantity	Price	Extended Price
	25071938 <b>Kingston DataTraveler SE9 - USB flash drive - 8 GB - USB 2.0 - champagne</b> <b>Manufacturer:</b> Kingston Technology <b>Mfr Part #:</b> DTSE9H/8GBZ <b>Note:</b> University of Wisconsin Punchout	1	\$5.31	\$5.31
<b>Total:</b>				<b>\$5.31</b>

- Review the items that are added to the SHI shopping cart. Click on the “Check Out” button and the “Finish” button on the subsequent SHI screen to return to the Shop@UW storefront shopping cart.

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1 item(s): \$5.31 | English ▼ | Home | Contact Us | Cancel Session



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Your recent changes are highlighted.

There are 1 item(s) in your shopping cart **SubTotal: \$5.31**

Product	Unit Price	Quantity	Extended Price	Remove
<b>Kingston DataTraveler SE9 - USB flash drive - 8 GB - USB 2.0 - champagne</b> Product Id:25071938 Mfr Part #: DTSE9H/8GBZ Added On : 10/1/2014 3:52 PM	\$5.31	1	\$5.31	<input type="button" value="✖"/>