

Punchout – Ordering From Quotes

- 1) Connect to the punchout site via Ariba
- 2) Click on the arrow next to 'Welcome...'

 (800) 343-8923

 Help ▾

[Quick Order Pad](#)

 Cart | 0

Welcome ABC Company Punchout ▾

Customer Name: ABC Company

Account Number: 123456

 [Dashboard](#)

 [Account Settings](#)

 [Order Pads](#)

- 3) Select 'Account Center' from the dropdown menu

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Cart | 0

Welcome ABC Company Punchout ▾

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- 4) Next to 'Switch Accounts', select the account that matches the customer id listed on the pdf quote you received

Customer ID: 123456

PO Number

RFQ

Switch Accounts	182913 - ABC Company
	193204 - ABC Company
Recent Quotes	115827 - ABC Company
Quote #	123456 - ABC Company
1896111	123456 - ABC Company
	103589 - ABC Company
	157902 - ABC Titan Company
	196431 - ABC PrimeCore Technomics
	142618 - ABC Cascade Services
	118764 - ABC Summit Dynamics
	756042 - ABC Company

5) Under 'Recent Quotes', click on the quote number you would like to view

Recent Quotes				
Quote #	Quote Date	PO #	Request Date	Expiry Date
1896111	01/08/2026	RFQ	01/08/2026	02/07/2026
View All Quotes				

6) Select the item(s) and quantities you want to buy and click on 'Add to Cart'

- You do not have to select all of the items on the quote

<input checked="" type="checkbox"/> Select All	Item	Unit	Price	Qty	Line Total	Action
<input type="checkbox"/>	LAS1A - 3/8 in Acid Brush	EA	\$0.34	<input type="text" value="1"/>	\$0.34	<input type="button" value="Add to Cart"/>
				Subtotal	\$0.34	<input type="button" value="Add to Cart"/>
						<input type="button" value="Add to Cart"/>

7) Once you finish adding items from the quote to your shopping cart, click on the shopping cart icon (in the upper right corner)

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Welcome ABC Company Punchout

8) Once you are done shopping, click on the 'Buy' button to bring the shopping cart into Ariba

