


## 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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 **Help** ▾


**Quick Order Pad**

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**Welcome ABC Company Punchout** ▾

**Customer Name:** ABC Company

**Account Number:** 123456

 **Account Center**

 **Dashboard**

 **Account Settings**

 **Order Pads**

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

**Customer ID:** 123456

<i>PO</i> Number
RFQ

Switch Accounts	182913 - ABC Company
	193204 - ABC Company
Recent Quotes	115827 - ABC Company
	123456 - ABC Company
Quote #	123456 - ABC Company
1896111	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
				<a href="#">View All Quotes</a>

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	<a href="#">Add to Cart</a>
				<b>Subtotal</b>	<b>\$0.34</b>	

[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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 Help ▾
Quick Order Pad
 **Cart | 1**

Welcome ABC Company Punchout

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

**Cart Total**

**\$0.34**

[Buy](#)

[Cancel](#)