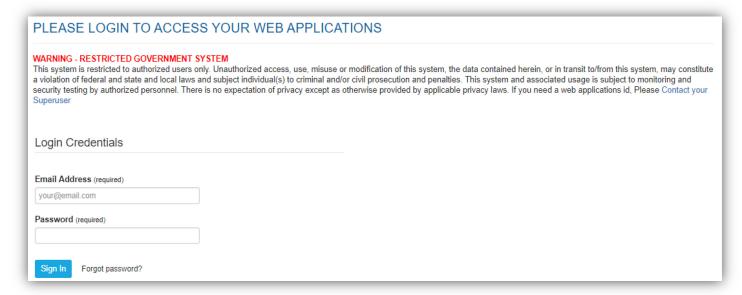
## TXMAS Quote Order User Guide for Texas SmartBuy Members

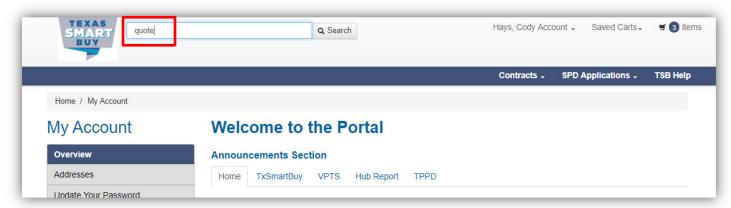


**Important:** Obtain a formal quote from the TXMAS contractor or authorized dealer. An electronic copy of the quote is required to be attached to your order in Texas SmartBuy. All entities are encouraged to view the <u>Contract Details</u> page before placing orders in Texas SmartBuy.

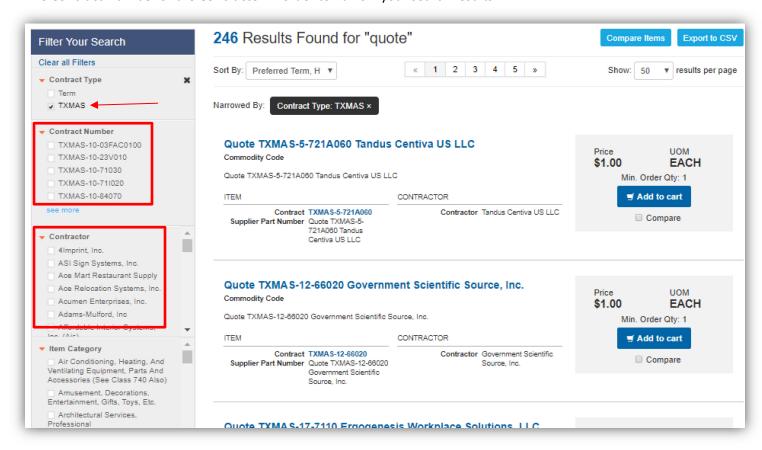
Login to your account at www.txsmartbuy.com.



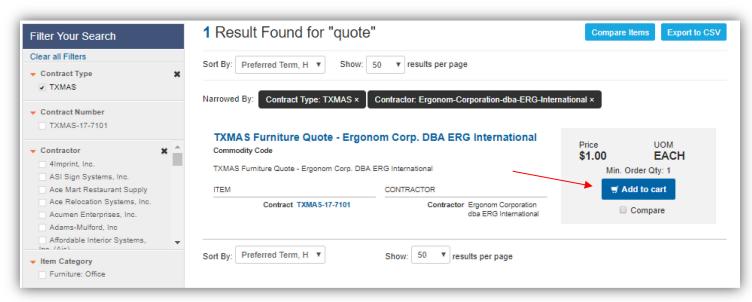
Simply enter the word 'quote' into the search bar at the top of the screen.



Using the filters on the left side of the screen, select **TXMAS** as the contract type. Then select either the applicable TXMAS **Contract Number** or the **Contractor** in order to narrow your search results.

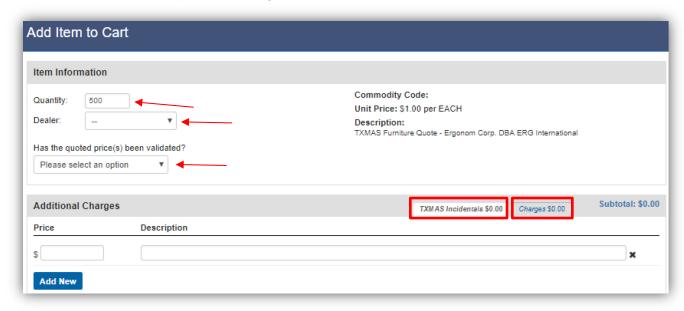


You can now select the applicable quote line item for the TXMAS contractor and Add to cart.

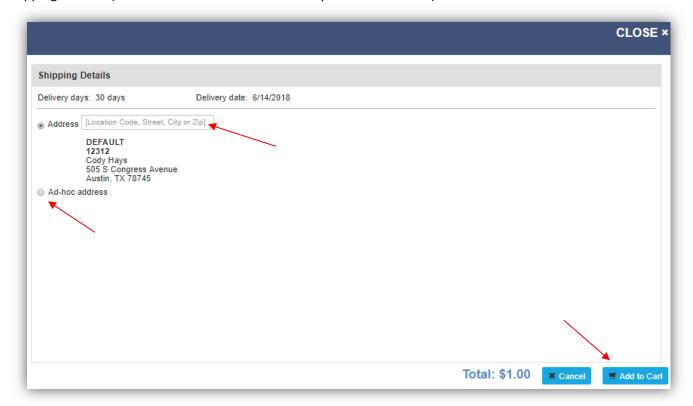


In the Quantity field, enter the total dollar amount for the quoted TXMAS contract items. Select the authorized dealer using the dropdown box, if applicable. Then select whether you have validated the quoted pricing against the base contract or not. In the Additional Charges section, enter any Incidental Charges, i.e., installation, labor, freight, shipping, etc. You can also enter any volume discounts using the Charges tab.

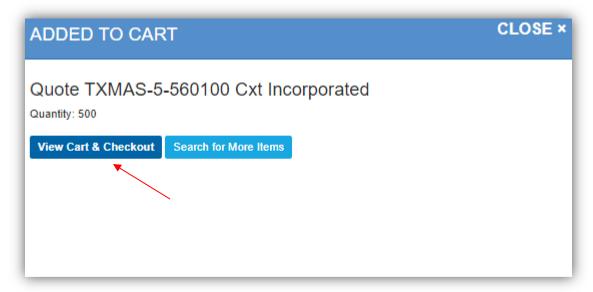
Note: The order could be rejected if 1) the Texas SmartBuy Admin Fee is listed as an Incidental charge and 2) the dealer (& the dealer address) listed on the quote is not an authorized dealer as listed on the contract.



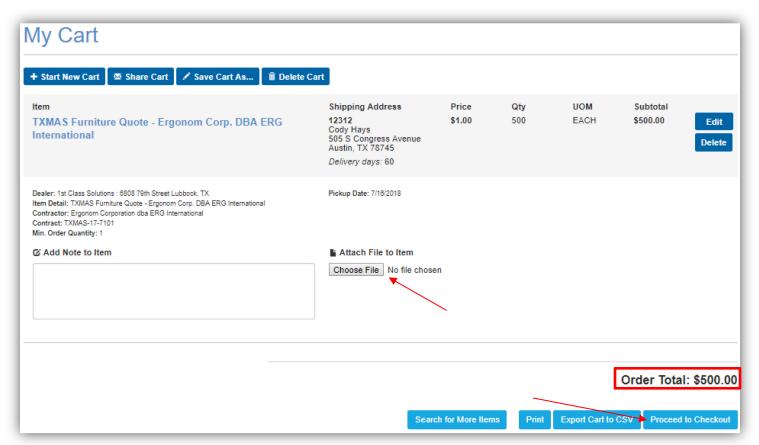
You can use an address from your Address Book, use your default shipping address, or manually enter an ad hoc shipping address (one-time use address not listed in your Address Book). Click **Add to cart**.



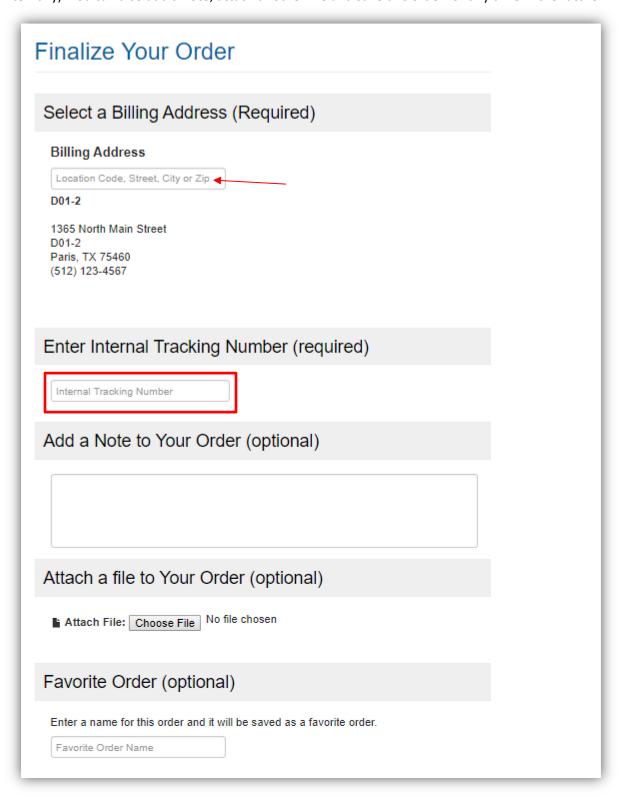
You may View Cart & Checkout or continue shopping. Selecting **View Cart & Checkout** will take you to the My Cart page to proceed.



On the My Cart page, select Choose File to upload and attach your quote document to the Texas SmartBuy PO. Make sure the Order Total matches the quote you received from the contractor. Select Proceed to Checkout to go to the final screen.



On the Finalize Your Order screen, either use your default billing address or select another billing location from your Address Book. Enter an **Internal Tracking Number** (your requisition/PO number or any other number you might be using internally). You can also add a note, attach another file and save this order for any time in the future.



Finally, review your Order Summary and select Complete Checkout. Your order is now complete! You and the contractor/dealer will receive an email confirmation receipt with a copy of the PO attached.

