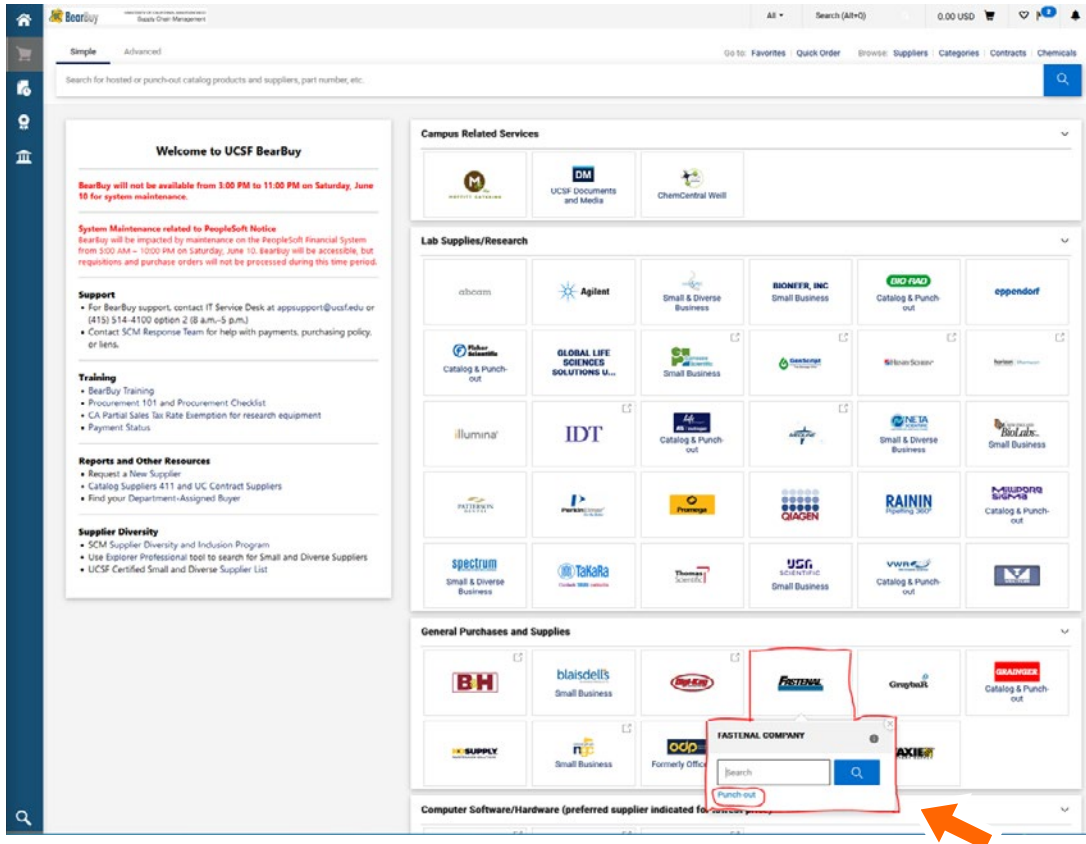
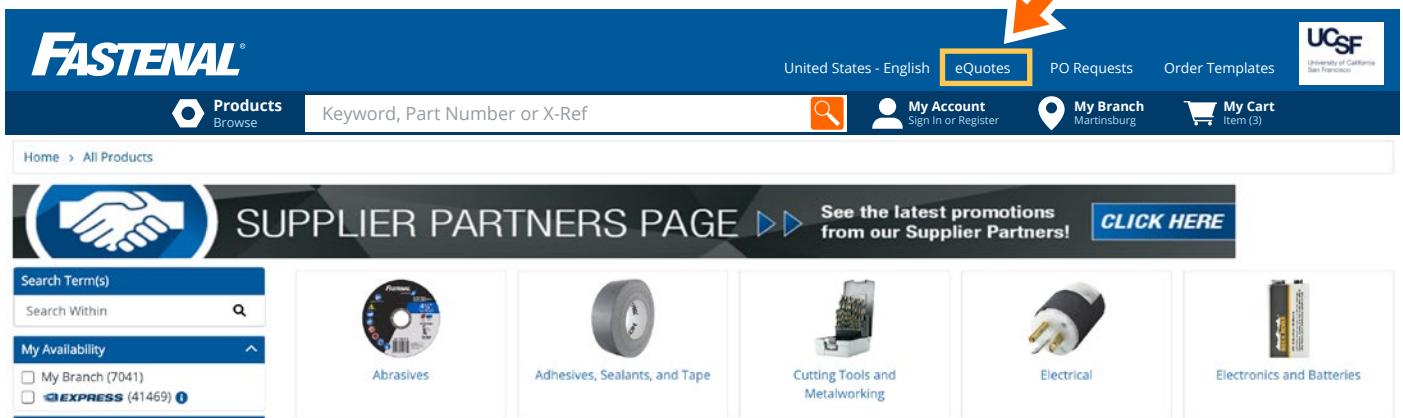


How to **Flip an eQuote** to a **Requisition or PO**

1. Open Bearbuy, Click Fastenal, then click Punchout



2. Open up the Fastenal punchout catalog, click eQuote request (top right).
 • The subject line of the email notification will indicate eQuote vs ePO request



3. You will see a list of every location's open requests.
- Search by quote number to easily identify your open request.

FASTENAL® United States - English eQuotes ePO Requests (25) Order Templates

Products Browse Keyword, Part Number or X-Ref My Account CSGRP03635 My Branch Martinsburg My Cart Items(0)

Home > eQuotes

eQuotes

Find Quote Number:

Branch Location:

Pending Rejected Approved

eQuotes represent suggested orders from your local Fastenal branch(s). Please locate your Fastenal branch's city and state, or if provided a quote number applicable to your location.

eQuotes are typically inventory replenishment recommendations based off of a site visit or in response to a quote request. These quotations will not be processed until a valid Purchase Order is submitted. Unless otherwise stated, all quoted prices are subject to expiration after 30 days.

These results are for pending eQuotes created in the past 30 days. For a more complete list of results, with up to 180 days of eQuote history, perform a search.

Results: 1 - 20 of 29

1 2 »

4. Once you have found your quote, click 'Add to Cart'.

FASTENAL® United States - English eQuotes ePO Requests (25) Order Templates

Products Browse Keyword, Part Number or X-Ref My Account CSGRP03635 My Branch Martinsburg My Cart Items(0)

Home > eQuotes

eQuotes

Find Quote Number:

Branch Location:

Pending Rejected Approved

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Displaying search results. [Clear Results](#)

Results: 1 - 20 of 69

1 2 3 » Last


Reject Quote	Quote Number	Quote Date	Account Number	PD	Release/Job	Total	Status	Quote Actions
<input type="button" value="Reject"/>	77915	2019-11-25	INWAB0263			(USD) \$80.00	Pending Approval	<input type="button" value="Add to Cart"/>
<input type="button" value="Reject"/>	77913	2019-11-25	INWAB0263			(USD) \$8.00	Pending Approval	<input type="button" value="Add to Cart"/>
<input type="button" value="Reject"/>	77865	2019-11-22	INWAB0263	Chad		(USD) \$252.00	Pending Approval	<input type="button" value="Add to Cart"/>

5. Review the cart and verify your order, then click 'Check Out'.

Fast Order Pad ⓘ

File Upload - Copy / Paste

Update Cart Show/Hide Line Details Empty Cart Check Out

Qty	Image	Description	Qty/Pkg	Ext Qty	Price	Total
100		XL Series 814 4 mil Blue Nitrile Food Handling Industrial Grade Powder Free Disposable Glove SKU: 1331811 Manufacturer: Body Guard® Catalog Item	1	100	Your Price: \$0.08	\$8.00

Ames, IA Branch: Available now at your local branch

Total (USD): \$8.00

Update Cart Add Cart To: New Order Template Go **Check Out**

6. Click 'Complete Checkout'

- This creates the requisition in your system so that a PO can be sent to Fastenal.

Order Confirmation

Filter

Qty	Image	Description	Qty/Pkg	Ext Qty	Price	Total
100		XL Series 814 4 mil Blue Nitrile Food Handling Industrial Grade Powder Free Disposable Glove SKU: 1334811 Manufacturer: Body Guard®	1	100	Your Price: \$0.08 (Save 99% off wholesale)	\$8.00

Freight: \$0.00

Total (USD): \$8.00

Back To Cart **Complete Checkout**

For additional Fastenal integration training please contact ecommercesupport@fastenal.com.
For follow-up or assistance please contact CABUR@stores.fastenal.com. Please include requisition number.