Job Aid for How to Place Orders Using M-marketsite
Madison Electric Catalog “Quotes”

Procurement Services
Strategic Contract Management
I. Creating the Job or Project Quote

1. You will work directly with the U-M Madison Electric Sales Representative to obtain a quote

2. Madison Electric posts your quote in the Madison Electric Catalog in M-marketsite

3. Madison Electric emails you that your quote is ready for ordering. This is an example of the email:

![Email Example](image-url)
II. Accessing the Madison Electric Catalog

1. When you login to M-marketsite, you will go to the Home/Shop page
2. To access the Madison Electric Catalog scroll down and Click On the Madison Electric icon.
3 You are now in the Madison Electric Catalog where you will find your quote. Click On the Quotes link in the red margin

III. Retrieving Your Quote

1. Enter your quote number and then Click On the search button
2. Your Quote will appear, and Click On the number in the Quote Number Box to see details

IV. Approving Quotes

1. The details of your quote are displayed; review the quote for accuracy
2. If the quote details are correct, Click On Edit/Order
3. Able to review quote again. If the quote details are correct, Click On Checkout

4. To check out and return the quote to M-marketsite Click On Confirm