How to Attach a Quote to a Requisition in TechBuy

Quotes are required on any order greater than $5,000 in TechBuy unless the order is a punch-out or on a contract (in that case the contract number must be entered in the External Notes). Quotes are recommended on orders less than $5,000. If a quote is not attached, the requisition must be itemized by line item.

Click Add Attachment to upload your quote and artwork.

Quotes AND Art Work must be attached to the External Notes and Attachments Section of your requisition.