



# Dell Purchasing Guide

- ✓ Issuing an eVA Purchase Order



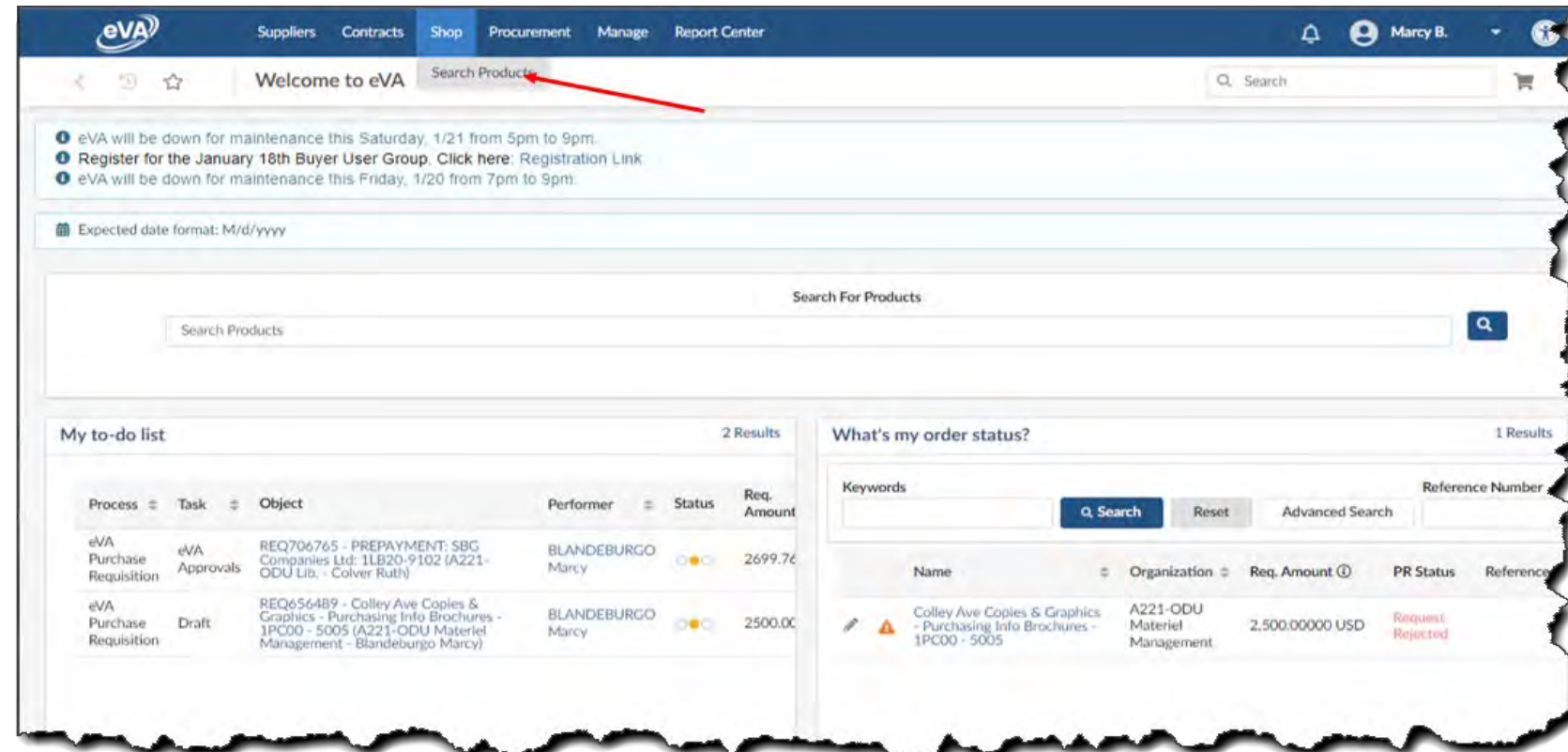


# Issuing an eVA Purchase Order to Dell

- Must have your quote number to purchase using an existing quote.
- Hover over Shop and Click on **Search Products** in the dropdown.

This guide is specific to Dell eVA Catalog orders only.

eVA User Guide located on the Procurement Services website includes step by step instructions on how to issue an eVA Purchase Order.





# Issuing an eVA Purchase Order to Dell (continued)

Type “Dell” in the **Search** field and click **Search**.

- Locate “**DELL MARKETING LP**” under Supplier with Colleges & Universities in the PR/Order Items Label column.

- Click the shopping cart button to open the catalog.

The screenshot shows the eVA 'Search Products' interface. At the top, there are navigation tabs: Suppliers, Contracts, Shop, Procurement, Manage, and Report Center. Below the navigation is a search bar with 'DELL' entered. A red arrow points to the search bar. Below the search bar are filters: Status: Approved and Search Products: Dell. Below the filters are buttons: Add to Cart, Compare, and Add Non-Catalog Item. Below the buttons is a table with columns: Order, Image, Commodity, Product Code, Supplier, PR/Order items Label, and Detailed Description. The table contains three rows of search results. The first row is for 'Batteries and Hardware For Electronic Equipment' with supplier 'Laser Re-Nu International Inc'. The second row is for 'COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)' with supplier 'DELL MARKETING LP' and PR/Order items Label 'Dell- VA State Contract: State agencies + JSRCC, NSU Punchout'. The third row is for the same product as the second row but with PR/Order items Label 'Dell- Colleges & Universities, Community Colleges & Other Educational Agencies Punchout'. Red arrows point to the 'Add to Cart' buttons in the second and third rows.

Order	Image	Commodity	Product Code	Supplier	PR/Order items Label	Detailed Description
1		Batteries and Hardware For Electronic Equipment (Including Recycled Types)	TVRMTLOCK1.5M	Laser Re-Nu International Inc	Dell-Im sourcing Battery	Dell-Im sourcing Battery (TVRMTLOCK1.5M) Dell-Im sourcing Battery
		COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)		DELL MARKETING LP	Dell- VA State Contract: State agencies + JSRCC, NSU Punchout	Dell- VA State Contract: State agencies + JSRCC, NSU Punchout PC Devices, Peripherals, Servers and Maintenance
		COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)		DELL MARKETING LP	Dell- Colleges & Universities, Community Colleges & Other Educational Agencies Punchout	Dell- Colleges & Universities, Community Colleges & Other Educational Agencies Punchout PC Devices, Peripherals, Servers and Maintenance



# Issuing an eVA Purchase Order to Dell (continued)

When the catalog opens click **Quotes**.

The screenshot shows the Dell Premier catalog interface. At the top left is the Dell Technologies logo. A search bar labeled 'Search Dell Premier' is at the top center. On the top right, there are notification and user profile icons, with the user name 'Old Dominion' visible. Below the search bar is a navigation menu with 'Shop', 'Deals', and 'Account'. A red arrow points to the 'Quotes' link in the main navigation bar, which also includes 'Order Status', 'Recent Online Orders', and 'Custom Links'. Below the navigation bar, the page title is 'Standard Configurations' for 'Old Dominion University'. On the right side, there is a 'Sort By: Default' dropdown menu and a search box for standards. On the left, a 'Categories' sidebar lists 'Notebooks', 'Desktops', 'Monitors', and 'Laptops'. The main content area displays a product card for a 'Latitude 3420' laptop. The card includes a product image, the name 'Latitude 3420', the product name 'Latitude 3420', the category 'Notebooks', the price '\$926.59', and shipping dates 'Ships between 2/3/2023 and 2/8/2023'. A 'View Delivery Dates' link is also present.



# Issuing an eVA Purchase Order to Dell (continued)

- Enter your quote number in the **Purchase Selected** search field.
- Click **View Details**.

**DELL**Technologies  Old Dominion Uni...

Shop ▾ Deals ▾ Account

Quotes Order Status Recent Online Orders Custom Links

Quotes

Choose the quotes you'd like to purchase from the list below or search for an eQuote (by entering the eQuote name, eQuote number, eQuote creator) or search for a Sales Quote (by entering Sales Quote Number).

**Purchase Selected**

Name	Number	Created	Authorized Buyer	Expires	Purchased	Subtotal / Total Price
<input type="checkbox"/> Annette Hurdle	1031031885225	jsidlo@odu.edu January 5, 2023	—	February 4, 2023	No	\$11,801.34

**View Details**



# Issuing an eVA Purchase Order to Dell (continued)

Changes can be made here to increase or decrease the quantity.

When ready to create requisition, click **Create Order Requisition**.

**Dell Technologies**

Quotes > Quote 1031031885225

Your Quote Name

Quote number: 1031031885225

Subtotal (18) : \$11,801.34 | Total :

Save New eQuote **Create Order Requisition** Continue shopping

Items	Quantity	Unit Price	Item total
Precision 3460 Discounted unit price: \$1,063.52 Configure   Remove item Estimated Ship Date Ships in 12 - 16 business days Show full spec Hide Savings Premier discount	- 8 +	\$2,312.00	\$18,496.00

Savings \$12,943.36

**Subtotal (18) \$11,801.34**

Created January 5, 2023  
Expires February 4, 2023  
Created by jsidlo@odu.edu  
Status Active

Billing

Order contact

Premier discount -\$9,987.84



# Issuing an eVA Purchase Order to Dell (continued)

Click **Continue Securely** if asked.

The screenshot shows the Dell Technologies checkout process. At the top left is the 'DELL Technologies' logo. Below it, the word 'Checkout' is displayed. A progress bar indicates three steps: 'Shipping and Payment' (active), 'Review', and 'Requisition Initiated'. Under the 'Shipping and Payment' step, there is a yellow banner with an information icon and the text: 'Please click on "Continue Securely" to proceed to create order requisition'. To the right, a summary box shows 'Savings' of \$12,943.36 and a 'Subtotal (18)' of \$11,801.34. A green button labeled 'Continue Securely' is positioned below the subtotal, and a red arrow points to it from the left.



# Issuing an eVA Purchase Order to Dell (continued)

Review and confirm, then click **Submit Order Requisition**.

**DELL**Technologies

## Checkout

Shipping and Payment ✓ | **Review** | Requisition Initiated

### Review and confirm your order

Terms of sale

When you place your order, please be mindful that we will need people on site at your shipping destination to receive the product. If anything changes in your ability to receive the order prior to its delivery, please contact [Customer Care](#).

Unless you have a separate agreement between you and Dell that specifically applies to this order, by clicking "Order and Confirm Payment", you agree to Dell's [TERMS OF SALE](#) and will not export the order outside of the United States. [Change export preference](#).

Order information

Delivery Method: no charge delivery [Change](#)

Items [Change](#)

Savings	\$12,943.36
<b>Subtotal (18)</b>	<b>\$11,801.34</b>

**Submit Order Requisition**





# Issuing an eVA Purchase Order to Dell (continued)

- Once you are back to your requisition, you need to edit the **Header Name** and each line item individually to add the **budget code, subaccount code, and External Contract Number**.
- Verify **Ship To**, add name of the person and/or dept the equipment is intended for in the **Comments** on the **Header**, and click **Submit for Approval**.

The screenshot displays the eVA system interface for a requisition. The top navigation bar includes 'Suppliers', 'Contracts', 'Shop', 'Procurement', 'Manage', and 'Report Center'. The user is logged in as 'Marcy B.'. The main heading is 'Requisition: REQ709387 - Req. 1/18/2023 (Draft)'. Below the heading are buttons for 'Save', 'Submit for Approval', '<< Back to Catalog', 'Reset Allocations', and 'Other Actions'. A notification banner indicates 'eVA will be down for maintenance this Saturday, 1/21 from 5pm to 9pm' and 'eVA will be down for maintenance this Friday, 1/20 from 7pm to 9pm'. A note states 'Fields marked by an asterisk \* are mandatory'. The 'Header' section contains the following fields: 'Name\*' (Req. 1/18/2023), 'Organization\*' (A221-ODU Materiel Management), 'Type' (Purchase), 'PO Category\*', 'Requester\*' (Blandebugo Marcy), 'Reference Number', 'Procurement Transaction Type\*', 'Header Field 1', 'Header Field 2', and 'Status' (Draft). A 'Workflow Preview & Ad hoc' button is located below the status field. At the bottom, there are checkboxes for 'Create Blanket Purchase Order' and 'Bypass Integration?'. The 'Items & Services' section is partially visible at the bottom.

Dell emails order confirmations after every Dell order is processed. Order confirmation emails include the Dell Purchase ID and Tracking Numbers.



## **Dell Contract Administrator Contact**

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