Dell Purchasing Guide

✓ Issuing an eVA Purchase Order
✓ How to Check the Status of a Dell Order
Issuing an eVA Purchase Order to Dell

- Must have your quote number to purchase using an existing quote.
- Click on Add from Catalog.

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.
Type “Dell” in the Search field and click Search.
Issuing an eVA Purchase Order to Dell (continued)

- Click “DELL MARKETING LP” to expand list.
- Select (ODU) Computers, Hardware, Services, Software
Issuing an eVA Purchase Order to Dell (continued)

- Click Quotes.
- Enter your quote number in the Purchas Selected search field.
- Click View Details.
When ready to create requisition, click Create Order Requisition.

Changes can be made here to increase or decrease the quantity.
Issuing an eVA Purchase Order to Dell (continued)

Review and confirm, then click Submit Order Requisition.
Issuing an eVA Purchase Order to Dell (continued)

- Once you are back to your requisition, you can edit all or each line item individually to add the budget code and subaccount code.
- Verify shipping details and click Submit.

Dell emails order confirmations after every Dell order is processed. Order confirmation emails include the Dell Purchase ID and Tracking Numbers.
How to Check the Status of a Dell Purchase Order

1. Order Status website can be accessed here.
2. Enter your Order by number, Dell Purchase ID, or use other options.
   • Dell Purchase ID can be found on your order confirmation.
   • Order confirmation emails are sent by Dell following the issuance of a Dell eVA PO.

Order Support
Check your order's status, view invoices, request a return, and contact support

Get started by entering your order information
Look up your Order by number, Dell Purchase ID, or use the other options.

Find My Order
Dell Contract Administrator Contact

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