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.
Issuing an eVA Purchase Order to Dell (continued)

When ready to create requisition, click Create Order Requisition.

Changes can be made here to increase or decrease the quantity.
Review and confirm, then click **Submit Order Requisition**.
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.
How to Check the Status of a Dell Purchase Order

1. Order Status website can be accessed [here](#).
2. Click on Other search options.
3. Select PO Number from Search By drop down.
4. Enter your eVA PO Number: 125941006
5. Enter the ODU Customer Number: 125941006
6. Click on Submit.
Dell Contract Administrator Contact
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