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.
Issuing an eVA Purchase Order to Dell (continued)

When the catalog opens click Quotes.
Issuing an eVA Purchase Order to Dell (continued)

- 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.
Issuing an eVA Purchase Order to Dell (continued)

Click **Continue Securely** if asked.
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 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.

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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