

Dell Purchasing Guide

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



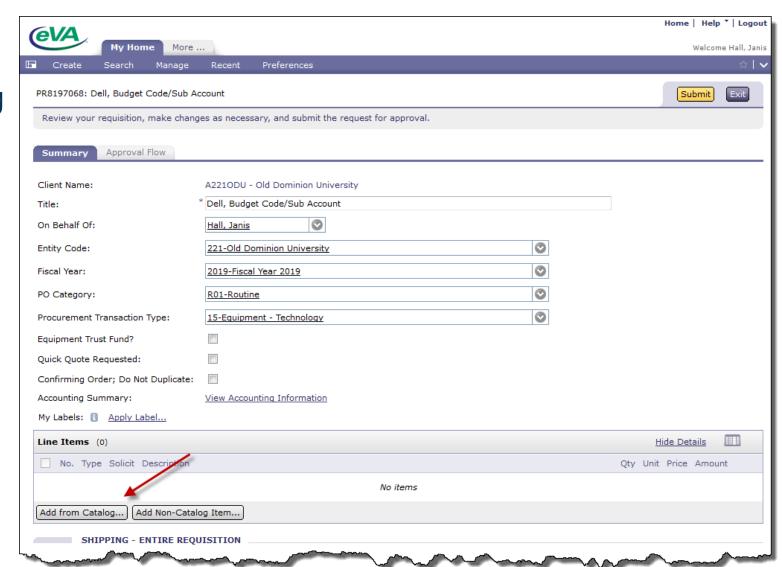


Issuing an eVA Purchase Order to Dell

- 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.



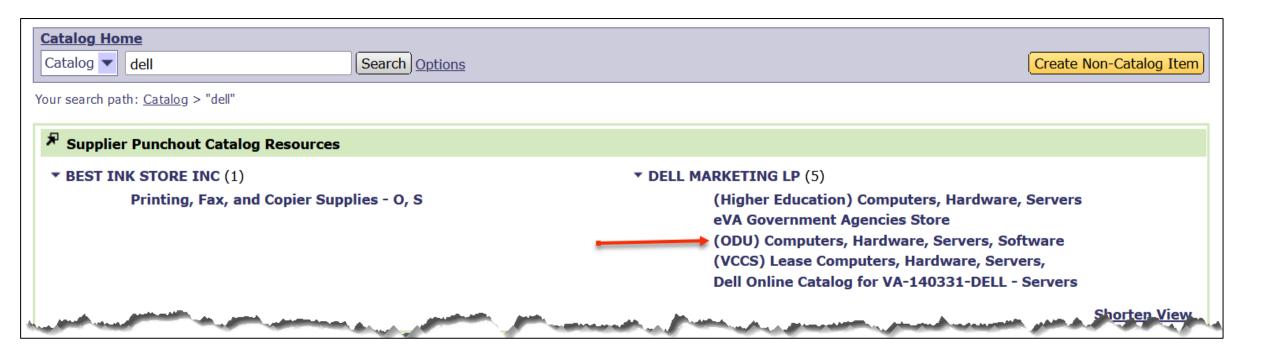


Type "Dell" in the Search field and click Search.



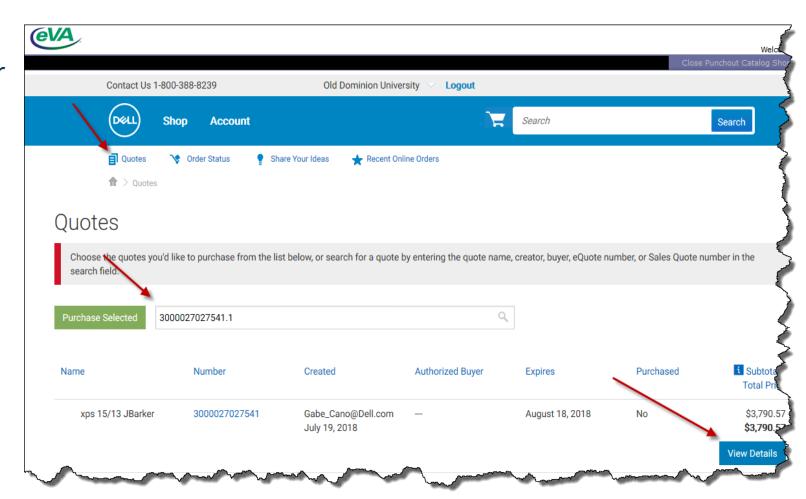


- Click "DELL MARKETING LP" to expand list.
- Select (ODU) Computers, Hardware, Services, Software





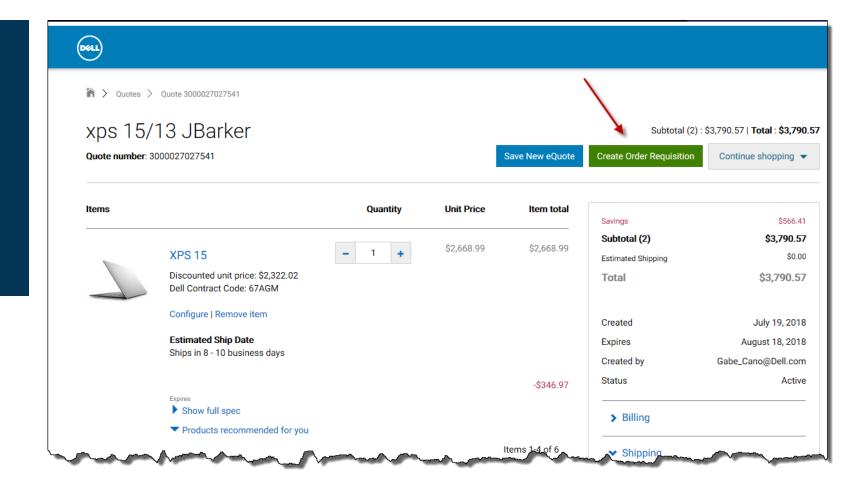
- Click Quotes.
- Enter your quote number in the Purchas Selected search field.
- Click View Details.





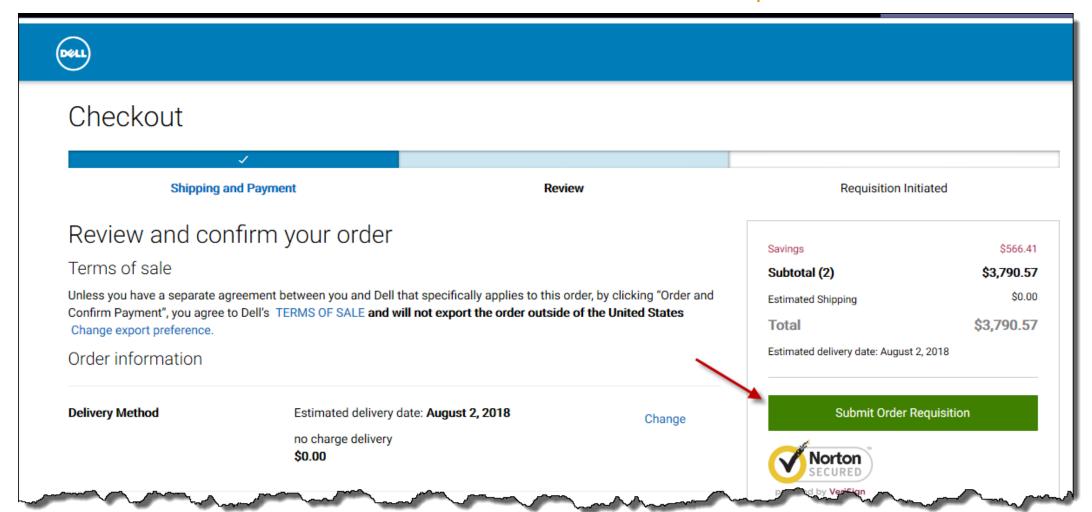
Changes can be made here to increase or decrease the quantity.

When ready to create requisition, click Create Order Requisition.





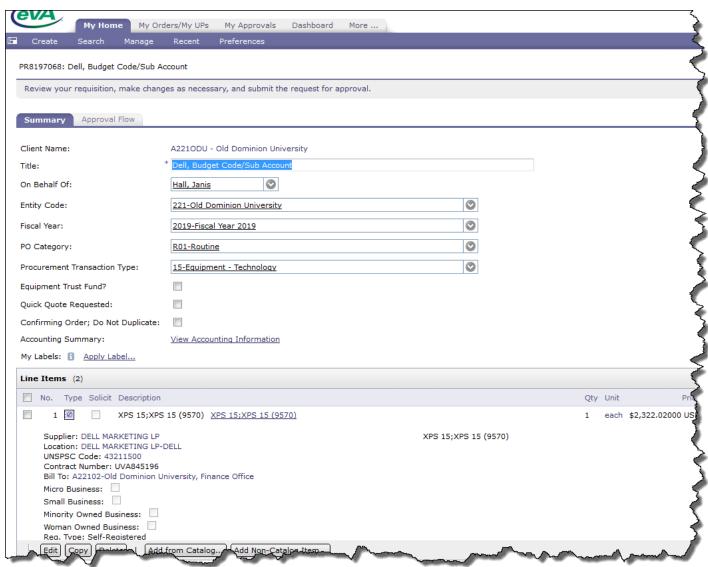
Review and confirm, then click Submit Order Requisition.





- 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.

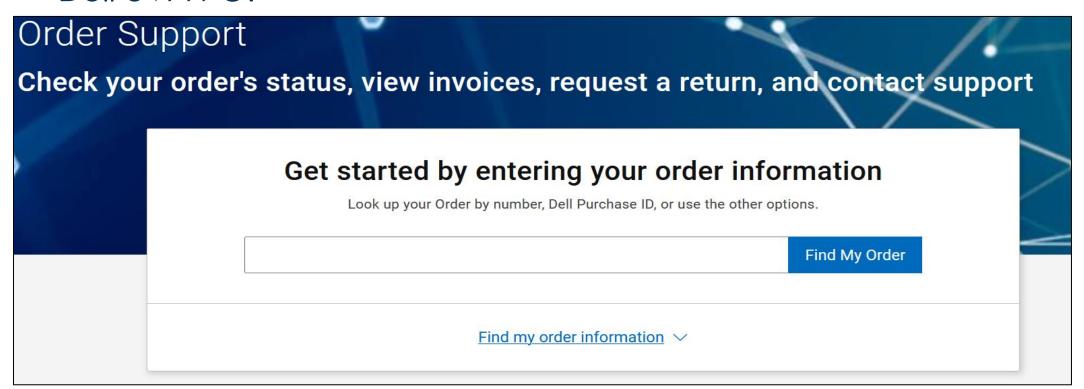
Dell emails order confirmations after every Dell order is processed. Order confirmation emails include the Dell Purchase ID and Tracking Numbers.





How to Check the Status of a Dell Purchase Order

- 1. Order Status website can be accessed <u>here</u>.
- 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.





Dell Contract Administrator Contact

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