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)

Filter to find the Dell Marketing catalog.

- Select the filter icon to expand the filtering screen.
- Check the “Punchout Only” option.
- Then type “DELL MARKETING LP” in the Supplier field.
- Click Search
Select the catalog for Dell Marketing.

- Select the shopping cart icon for the Dell-Colleges & Universities, Community College & Other Educational Agencies Punchout 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)

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

- Select I do not want to export outside of the United States and select Confirm Changes.
- This is also where the quantity can be increased on decreased, if needed.
- Then click, Submit Order Requisition.
Issuing an eVA Purchase Order to Dell (continued)

- Click on the shopping cart.
- Then, select the REQ created today.
Issuing an eVA Purchase Order to Dell (continued)

- Review and confirm, then click **Checkout**.
Issuing an eVA Purchase Order to Dell (continued)

- Now you are in the requisition.
- Edit the Name to include Dell and the Budget Code, you may also include a few keywords, if helpful.
- Select R01 for the PO Category.
- Select Equipment – Technology for the Procurement Transaction Type.
- Verify Ship To, add name of the person and/or dept the equipment is intended for in the Comments.
Issuing an eVA Purchase Order to Dell (continued)

- Scroll to the line item and select **Set Allocations**.
- Scroll back to the top 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.
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