



Dell Purchasing Guide

- ✓ Issuing an eVA Purchase Order



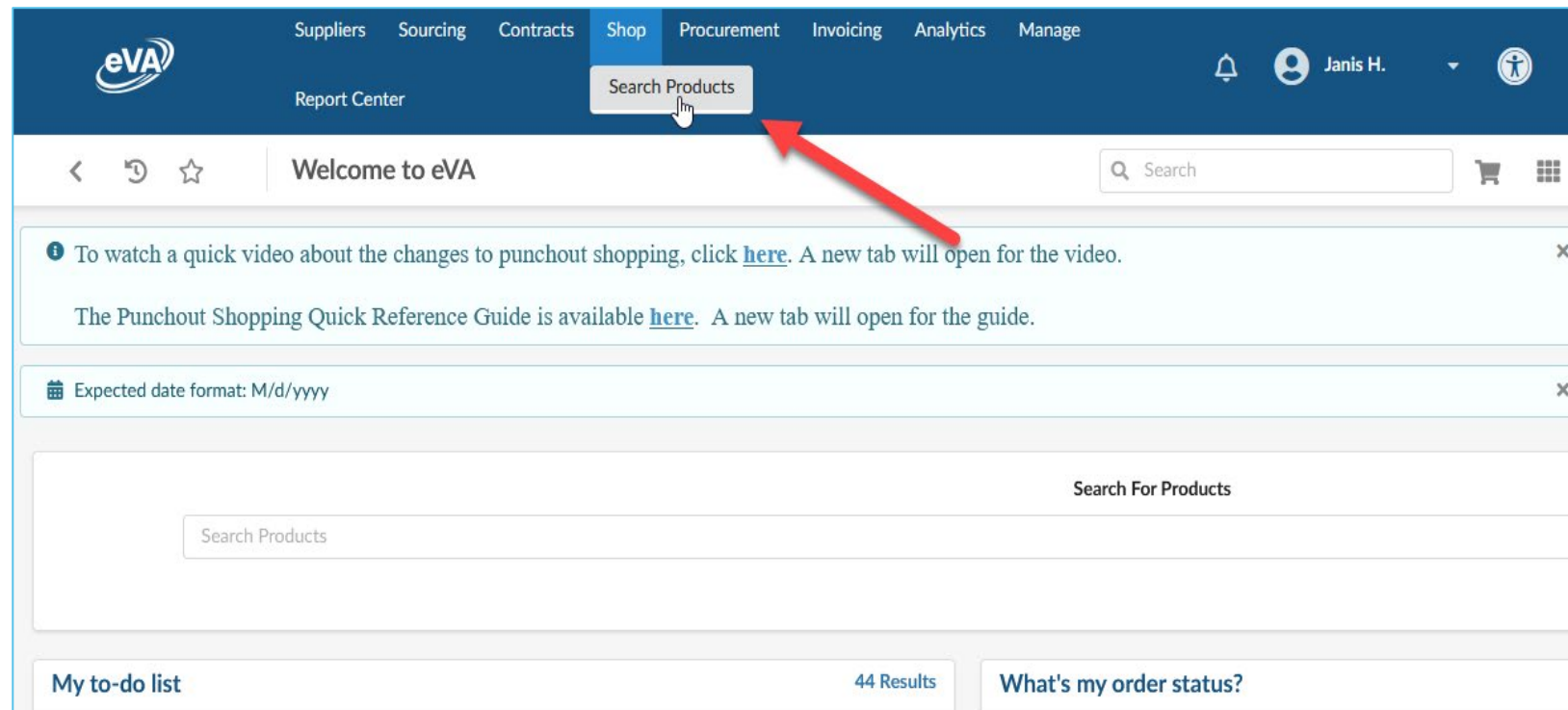


Issuing an eVA Purchase Order to Dell

- 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

The image consists of three sequential screenshots of the eVA (e-Procurement) system interface, illustrating the steps to filter for a specific supplier.

- First Screenshot:** Shows the 'Search Products' screen. A red arrow points to the filter icon (a funnel) on the left side of the screen, indicating the next step is to expand the filtering options.
- Second Screenshot:** Shows the expanded filter panel on the left. A red arrow points to the 'Punchout Only' checkbox, which is being checked. Below it, the 'Status' dropdown is set to 'Approved'.
- Third Screenshot:** Shows the 'Supplier' dropdown menu. A red arrow points to the search input field within the dropdown, where the text 'DELL MARKETING LP' has been entered. The dropdown list shows 'DELL MARKETING LP' as a selected option.



Issuing an eVA Purchase Order to Dell (continued)

Select the catalog for Dell Marketing.

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

The screenshot shows the eVA system interface. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement, Invoicing, Analytics, and Manage. The user is logged in as Janis H. The main content area displays search results for Dell Marketing LP. A red arrow points to the shopping cart icon in the second result row, which is highlighted in yellow.

Order	Image	Commodity	Product Code	Supplier	PR/Order items Label	Detailed Description
		COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)		DELL MARKETING LP	Dell- VA State Contract: State agencies + JSRCC, NSU Punchout	Dell- VA State Contract: State agencies + JSRCC, NSU Punchout PC Devices, Peripherals, Servers and Maintenance
		COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS (PREPROGRAMMED)		DELL MARKETING LP	Dell- Colleges & Universities, Community Colleges & Other Educational Agencies Punchout	Dell- Colleges & Universities, Community Colleges & Other Educational Agencies Punchout PC Devices, Peripherals, Servers and Maintenance

2 Result(s)



Issuing an eVA Purchase Order to Dell (continued)

When the catalog opens click **Quotes**.

The screenshot shows the Dell Technologies website interface. At the top, there is a search bar labeled 'Search Dell Premier' and a user profile dropdown for 'Old Dominion Uni...'. Below the search bar, there is a navigation menu with options: Shop, APEX, Artificial Intelligence, Deals, and Account. A secondary navigation bar contains 'Quotes', 'Order Status', 'Recent Online Orders', and 'Custom Links'. The 'Quotes' tab is highlighted, and a red arrow points to it. Below the navigation bar, the page title is 'Standard Configurations' for 'Old Dominion University'. A light blue banner for EPSON is visible. Below the banner, there is a 'Filter By' button, a 'Sort By' dropdown set to 'Default', and a search bar for standards. The main content area displays two product listings:

Name	Product	Price	Category	Ships between	View Delivery Dates	Buttons
Mobile Precision 3490 14"	Precision 3490 Workstation	\$1,357.94	Notebooks	8/12/2024 and 8/15/2024	View Delivery Dates	Add to Cart Customize & Buy
Precision 3591	Precision 3591 Workstation	\$1,599.00	Notebooks	8/12/2024 and 8/15/2024	View Delivery Dates	Add to Cart Customize & Buy



Issuing an eVA Purchase Order to Dell (continued)

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

DELL Technologies Search Dell Premier Old Dominion Uni... Cart

Shop APEX Artificial Intelligence Deals Account

Quotes Order Status Recent Online Orders Custom Links

> Quotes

Quotes

Choose the quotes you'd like to purchase from the list below or search for an eQuote (by entering the eQuote name, eQuote number, eQuote creator) or search for a Sales Quote (by entering Sales Quote Number).

3000179577649

Name	Number	Created	Authorized Buyer	Expires	Purchased	Subtotal / Total Price
ODU PD Investigations	3000179577649	dgray@odu.edu August 1, 2024	---	August 31, 2024	No	\$954.35 \$954.35

View Details



Issuing an eVA Purchase Order to Dell (continued)

- Click **Create Order Requisition**.

[← Quotes](#)

View eQuote

ODU PD Investigations

Quote Number : 3000179577649.1

Expiration Date: August 31, 2024

Contract Details

Contract name: Virginia Higher Education Procurement Consortium (VHEPC) Purchasing Agreement

Dell contract code: C000001144001

Customer agreement number: UVA-AGR-4046

Description and Notes (optional)

No description or notes available

Save as New eQuote

Create Order Requisition

Continue Shopping

Summary

Dell Latitude 3450

[Specs](#)

Quantity 1

\$1,645.43

-\$691.08

\$954.35

Savings

- \$691.08

Items (1)

\$954.35

Delivery

FREE

Total

\$954.35



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 or decreased, if needed.
- Then click, Submit Order Requisition.

Dell Technologies

← Quotes **Create Order Requisition** [Continue Shopping](#)

Contract Details
Contract name: Virginia Higher Education Procurement Consortium (VHEPC) Purchasing Agreement
Dell contract code: C000001144001
Customer agreement number: UVA-AGR-4046

Delivery [Change](#)
Free Standard Get it by Tuesday, August 6


Trade Compliance
Dell is a US corporation, and is therefore subject to all US Export Laws and Regulations. The export of any Dell products or software must be made in

How will these products be used? *

Where will these products be used?
☒ I do not want to export outside the United States
☐ I want to export outside the United States
[Confirm Change](#)

Coupon
 [Apply Coupon](#)

Summary

 Dell Latitude 3450
[Customize](#)
[Specs](#)

Quantity [-](#) [+](#)

\$1,645.43
① -\$691.08
\$954.35

Savings -\$691.08

Items (1) \$954.35
Delivery FREE
Total \$954.35

How easy was it to create this order requisition?
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7

[Submit Order Requisition](#)



Issuing an eVA Purchase Order to Dell (continued)

- Click on the shopping cart.
- Then, select the REQ created today

The image displays two screenshots of the eVA (eVendor Administration) system interface, illustrating the steps to issue a purchase order to Dell.

Top Screenshot: The user is logged in as Janis H. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement, and Invoicing. Below this, there are links for Analytics, Manage, and Report Center. The main header area shows "Search Products" with a search bar and a shopping cart icon. A notification banner at the top states: "To watch a quick video about the changes to punchout shopping, click [here](#). A new tab will open for the video." and "The Punchout Shopping Quick Reference Guide is available [here](#). A new tab will open for the guide." A red arrow points to the shopping cart icon in the top right corner.

Bottom Screenshot: The user is still logged in as Janis H. The interface shows the "Search Products" section with filters applied: "Supplier: DELL MARKETING LP", "Status: Approved", and "Punchout Only: ✓". A red arrow points to the shopping cart icon in the top right corner. On the right side, a "New purchase requisition" button is visible, and a list of requisitions is shown, including "REQ1396437 - Req. 8/1/2024".



Issuing an eVA Purchase Order to Dell (continued)

- Review and confirm, then click **Checkout**.

The screenshot displays the eVA system interface. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement, and Invoicing. Below this, there are links for Analytics, Manage, and Report Center. The user's name, Janis H., is visible in the top right corner. The main content area shows a search bar and a shopping cart icon with a notification badge. A large blue box contains a message about punchout shopping changes and a link to a video. Below this, there are filters for commodity, supplier, status, and punchout only. The supplier is set to DELL MARKETING LP, and the status is Approved. The punchout only checkbox is checked. The total amount is 954.35000 USD. A red arrow points to the Checkout button.

eVA Suppliers Sourcing Contracts Shop Procurement Invoicing

Analytics Manage Report Center

Janis H.

Search Products Report Center

Search

REQ1396437 - Req. 8/1/2024

Base;Dell Latitude 3450, BTX

1 954.35000 USD

Total

954.35000 USD

Checkout

Filters Supplier: DELL MARKETING LP Status: Approved Punchout Only: ☒



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**.

The screenshot shows the eVA system interface for editing a requisition. The top navigation bar includes links for Suppliers, Sourcing, Contracts, Shop, Procurement (active), Invoicing, Analytics, Manage, and Report Center. The user is logged in as Janis H. The requisition title is "Requisition: REQ1396437 - Req. 8/1/2024 (Draft)". Below the title are buttons for Save, Submit for Approval, Back to Catalog, Reset Allocations, Create Solicitation, and Other Actions. A note states: "Fields marked by an asterisk * are mandatory". The form fields are as follows:

Header	
Name*	Organization*
Req. 8/1/2024	A221-ODU Procurement Services
Type	PO Category*
Purchase	
Requester*	Reference Number
Hall Janis	
Procurement Transaction Type*	
Header Field 1	Header Field 2
Status	
Draft	

A "Workflow Preview & Ad hoc" button is located at the bottom right of the form.



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**.

Items & Services

1 Selected

+ Add line

Copy Selected Lines

Delete Lines

Edit Lines

Set Allocations

<input checked="" type="checkbox"/>	Item #	Product Type	Supplier Part #	Item Description	Supplier	Order Qty
<input checked="" type="checkbox"/>	1	Product	210-BLLK	Base;Dell Latitude 3450, BTX	(DELL MARKETING LP) DELL MARKETING LP	1.0000

1 Result(s)

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



Procurement Services Contacts

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