Dell Ordering Guide

Updated 6/2018 – By: dds

This guide covers:

1.) Accessing the Dell Punchout
2A.) Retrieving an eQuote
2B.) Ordering Peripherals, such as toner
2C.) Ordering Standard Computers
3.) Additional Resources and Information

1.) Accessing the Dell Punchout
   a.) Login to eVA
   b.) While in the Knowledge Center click on “eMall / eForms”
   c.) From the My Home page click on “Requisition”
   d.) On the next screen fill in the information as it applies to the requisition you are making
   e.) Scroll down to the Line Items box and click on, “Add from Catalog…”
   f.) Once the next screen loads click on “PunchOut Catalogs”
   g.) In the search bar type “Dell,” and then click search
h.) After the search is finished click on “DELL MARKETING LP”

i.) The page will reload and there will be several options listed under DELL, click on “(JMU) Computers, Hardware, Servers, Software”

j.) The Dell punchout catalog will load

2A.) **Retrieving an eQuote**

Please note that this process is for both eQuotes and sales quotes (created by JMU’s Dell Sale’s rep)

a. Navigate to the Dell Punchout (see step one)
b. At the top of the page click on the X icon on the pop-up
c. In the upper left corner of the page, click on “Quotes”

![Image of the eVA website with a call to action to click on Quotes]


d. On the quotes page, you will enter the quote number in the search field
   i. As you enter the quote number, results will display
      1. *If your quote has a version number (.1, .2, etc) make sure to include that when entering the quote number in the search field*

![Image of the quotes search field with a search bar and sample quote listing]

e. Once your quote is displayed, click “View Details”

![Image of the quotes detailed view with highlighted “View Details” button]

f. On the next page, click “Create Order Requisition”

![Image of the order requisition page with highlighted “Create Order Requisition” button]
g. On the next page, click “Submit Order Requisition”

h. The quote will be brought back into your requisition as one line item.
   i. Complete the requisition as you normally would:
      1. Enter the department and account code information
      2. Add comments
   i. Finally, submit your order

2B.) **Ordering Peripherals, such as toner**

   a. Navigate to the Dell Punchout (see step 1)
   b. At the top of the page click on the X icon on the pop-up

   c. In the upper left corner of the page, click on “Shop”
d. Another menu will open, click on “Accessories & Peripherals”

e. An additional menu will open, click on “Printers, Ink & Toner” (or any category heading that matches the peripheral you are looking for)

f. A new page will load

g. In the search box enter the item or model number what you are looking for or you can browse by using the categories

h. After you have added the items to your cart and are ready to check out, click on the shopping cart icon at the top of the page.
i. On the next page, click “Create Order Requisition”

j. On the next page, click “Submit Order Requisition”

k. The items will be brought back into your requisition (each item will be its own line item)
   i. Complete the requisition as you normally would:
      1. Enter the department and account code information
      2. Add comments

l. Finally, submit your order

2C.) **Ordering Standard Computers**

   a. Navigate to the Dell Punchout (see step 1)
   b. At the top of the page click on the X icon on the pop-up

   Only items in the “Standard Configurations” area are approved JMU configurations. Please contact Becky Helmick at helmicrp@jmu.edu or 568-8083 for help with other configurations.
c. Click, “Customize & Buy” or “Add to Cart” to the right of the standard computer you want to buy

After you have added all the items you’d like to purchase, click on the shopping cart icon at the top of the page

a. If you are already in the shopping cart, skip to step e

e. From the cart, you will click “Create Order Requisition”
f. On the next page, click “Submit Order Requisition”

![Submit Order Requisition](image)

- The items will be brought back into your requisition (*each item will be its own line item*)
  - Complete the requisition as you normally would:
    1. Enter the department and account code information
    2. Add comments

h. Finally, submit your order

3.) **Additional Resources and Information**

If you run into issues, please contact the JMU eVA Help Desk: askeva@jmu.edu or 568-4382.

The JMU Dell contract is part of **VASCUPP contract # UVA845196** and contains pricing and special terms and conditions favorable to JMU. All prices include standard shipping. This special pricing is available online on the JMU Premier Page, which can be accessed from a link on the Procurement Services homepage: http://www.jmu.edu/procurement/departmental-guide/07.shtml, or through Dell’s punchout catalog in eVA.

The Special Offers shown on Premier Page offer configurations that have been approved by JMU Computing Support for use on the JMU network and have an additional discount in addition to the contract discount.

In completing the eVA order, you will need to fill in the Account Code. These Expenditure Codes can be found at www.jmu.edu/finprocedures/2000/2015.shtml. The most frequently used technology codes are listed below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>221100</td>
<td>Desktop Computer</td>
</tr>
<tr>
<td>221200</td>
<td>Notebook Computer, Handheld Computer</td>
</tr>
<tr>
<td>221400</td>
<td>Mainframe Computer</td>
</tr>
<tr>
<td>221500</td>
<td>Network Server</td>
</tr>
<tr>
<td>221600</td>
<td>Network Components</td>
</tr>
<tr>
<td>221700</td>
<td>Peripherals, Other Computer Equip</td>
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<tr>
<td>221800</td>
<td>Software</td>
</tr>
<tr>
<td>221900</td>
<td>Software Development Tools</td>
</tr>
</tbody>
</table>

The computer bundles shown on the Dell JMU Premier Page should meet the needs of most JMU customers. The complete line of Dell products is available at contract discount prices. If you need a computer other than one of the Bundles, please consult with the Computing Coordinator for your area, or call Procurement Services. The list of Computing Coordinators is available at www.jmu.edu/computing/org/ccorg.shtml.