Dell Ordering Guide

Updated 6/2021

This guide covers:

1.) ESN Tagging & Imaging
2.) Accessing the Dell Punchout
3A.) Retrieving an eQuote
3B.) Retrieving multiple eQuotes
3C.) Ordering Peripherals, such as toner
3D.) Ordering Standard Computers
4.) Additional Resources and Information

1.) ESN Tagging & Imaging

Dell computers purchased from the JMU Dell Premier page now come pre-tagged with a JMU Equipment Service Number (ESN) sticker. To have non-Dell devices tagged (for example a printer or Apple computer,) please submit a request through the IT Service Portal - Software, Computers, and Devices / Hardware / Request an Asset Tag (ESN#).

The JMU Dell Premier page now provides computer configurations with or without an image preinstalled. Having an image preinstalled allows IT’s Desktop Services staff to minimize customer disruption and complete the setup of new computer quicker than without an image. Image preinstallation costs approximately $25 per computer. If you use IT’s Desktop Services to setup your computers, please select a computer listed as “w/ Image.” If Desktop Services does not perform your computer setups, select a computer listed as “No Image.”

If you have any questions, please contact Becky Helmick at 568-8083 or email helmicrp@jmu.edu.

2.) 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”

![Image of PunchOut Catalogs]

![Image of Search for Dell]

g.) In the search bar type “Dell,” and then click search

![Image of Search Results for Dell]

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

![Image of Dell Punchout Catalog Resources]

i.) The Dell punchout catalog will load
3A.) **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”

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

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

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

h. The quote will be brought back into your requisition
   i. Complete the requisition as you normally would:
      1. Enter the department and account code information
      2. Add comments
   i. Finally, submit your order
3B.) Retrieving multiple eQuotes

*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”

d. On the quotes page, you will enter the quote number, requester, or name 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*
e. Once your quote is displayed, click the check box to the right of the eQuote

Quotes

Choose the quotes you’d like to purchase from the list below, or search for a quote by entering the quote name, creator, buyer, or search field.

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>Created</th>
<th>Authorized Buyer</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soundbad</td>
<td>1025685057768</td>
<td><a href="mailto:chestefd@jmu.edu">chestefd@jmu.edu</a> May 6, 2019</td>
<td>—</td>
<td>July 5, 2019</td>
</tr>
<tr>
<td>Robinson</td>
<td>1031035564808</td>
<td><a href="mailto:chestefd@jmu.edu">chestefd@jmu.edu</a> May 2, 2019</td>
<td>—</td>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>

f. Then, follow step d again.
   a. The punchout will keep your other eQuote(s) selected. Repeat this process until all of your eQuotes have been selected.

g. Once all of your eQuotes have been selected, click “Purchase Selected”

Quotes

Choose the quotes you’d like to purchase from the list below, or search for a quote by entering the quote name, creator, buyer, or search field.

| Purchase Selected | chestefd |

h. You will then be prompted to select the correct shipping and payment information, as this data will be updated from your eVA requisition, select the first option, then click “Review Order”
i. On the next page, click “Create order Requisition”

j. The quote will be brought back into your requisition
   ii. Complete the requisition as you normally would:
      1. Enter the department and account code information
      2. Add comments

k. Finally, submit your order

3C.) Ordering Peripherals, such as toner

   a. At this time there is an issue with the Dell Punchout preventing peripherals to be searched for, until this is fixed this items need to be searched for in the JMU Dell Primer page outside of eVA (you will be prompted for your eID and password)
   b. Once in the Primer page, use the search in the top right, after finding the items you need and adding them to your cart, you will save it as an eQuote
   c. Then following the steps in 3A or 3B, you will pull the eQuote from the Dell Punchout into eVA
   d. If you need assistance with getting an eQuote, please contact askeVA@jmu.edu or chestefd@jmu.edu

3D.) 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
c. Click, “Customize & Buy” or “Add to Cart” to the right of the standard computer you want to buy

Need help finding the right computer?

Standard Configurations

<table>
<thead>
<tr>
<th>Name</th>
<th>Product</th>
<th>Category</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>OptiPlex 7050 MT</td>
<td>OptiPlex 7050 Desktop</td>
<td>OptiPlex</td>
<td>$1,265.00</td>
</tr>
<tr>
<td>Quick Spec</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OptiPlex 7450 AO</td>
<td>OptiPlex 7450 All-in-One</td>
<td>OptiPlex</td>
<td>$1,180.00</td>
</tr>
<tr>
<td>Quick Spec</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OptiPlex 7050 SFF</td>
<td>OptiPlex 7050 Desktop</td>
<td>OptiPlex</td>
<td>$1,265.00</td>
</tr>
<tr>
<td>Quick Spec</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

d. 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

   b. Search for items, add them to the cart, and ensure you have all the items you need

   c. Click “Create Order Requisition”

   d. Complete the order form with necessary information

   e. Submit the order and wait for approval

f. If approved, the order will be processed and shipped to your address

   g. After delivery, review the product and ensure it meets your expectations

h. If not satisfied, contact the vendor for further assistance
f. On the next page, click “Submit Order Requisition”

![](Submit_Order_Requisition.png)

[g. The items will be brought back into your requisition (each item will be its own line item)
   a. Complete the requisition as you normally would:
      1. Enter the department and account code information
      2. Add comments
   h. Finally, submit your order

4.) 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](http://www.jmu.edu/procurement/departmental-guide/07.shtml), or through Dell’s punchout catalog in eVA.

When entering a requisition in eVA for approval and selecting the Pcard option, it is important to know if the order will exceed the card limit AND the single transaction limit. If it will exceed that, the end user needs to complete a Monthly Credit Limit Increase form and/or a Single Transaction Increase form in the Peoplesoft Finance system. The order should not be submitted until the increase(s) have been submitted AND approved. If the order is submitted and approved without verifying that the limit increases are in place, the order will likely fail when it goes to Dell because they charge the card at the time the order is placed.

Procurement has given AP blanket approval to approve limit increases for Dell orders, up to $50,000.00. If an end user wants to place an order for more the $50,000.00 on their SPCC, they will need to reach out the Procurement for approval.

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 http://www.jmu.edu/financemanual/procedures/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>
</tr>
<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.