

Dell Ordering Guide

Updated 10/2021

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 "eMail / 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..."

The screenshot shows a web interface for requisitions. At the top, there is a header for "Line Items (0)". Below this is a table with columns for "No.", "Type", "Solicit", and "Description". At the bottom of the interface, there are two buttons: "Add from Catalog..." and "Add Non-Catalog Item...". The "Add from Catalog..." button is highlighted with a red rectangular box.

f.) Once the next screen loads click on “PunchOut Catalogs”

The screenshot shows the eVA system interface. At the top, there is a navigation bar with links for 'My Home', 'My Orders/My UPS', 'My Approvals', and 'My Quick Quote Req's'. Below this is a secondary navigation bar with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main content area is titled 'PR6484814: Accessing TSRC Through PunchOut Catalogs Demo'. On the left, there is a sidebar with 'Supplier' (listing BELTWAY SUPPLY INC, MELTICK AQUAFEEDS INC, MULLEN PUBLICATIONS, PREMA, INC., and SYSTEM INTEGRATORS), 'Language' (English), and 'Favorites'. The main content area has a 'Catalog Home' section with a search bar and a 'Search' button. Below this, there are sections for 'Contracts (253)', 'Purchasing Agreement (18)', and 'PunchOut Catalogs (148)'. The 'PunchOut Catalogs' section is highlighted with a red box and lists items like 'Systems, Hardware, Storage, Printers, Electronics at PCMG INC', 'College of William and Mary-Lease (CWM) at DELL MARKETING LP', and 'James Madison University (JMU) at DELL MARKETING LP'.

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

The screenshot shows the eVA system interface with the search bar containing the text 'Dell'. The 'Search' button is highlighted with a red box. The page title is 'PR7942918:'. Below the search bar, there is a 'Catalog Home' section with a dropdown menu set to 'PunchOut Catalogs'. The search path is shown as 'All Categories > PunchOut Catalogs'. Below the search bar, there is a section titled 'Supplier Punchout Catalog Resources' with a list of resources.

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

The screenshot shows the eVA system interface with the search results for 'Dell'. The page title is 'Supplier Punchout Catalog Resources'. Below this, there is a section titled 'DELL MARKETING LP (4)'. The first option in the list is '(JMU) Computers, Hardware, Servers, Software', which is highlighted with a red box. Other options include '(Higher Education) Computers, Hardware, Servers', 'eVA Government Agencies Store', and '(VCC) Lease Computers, Hardware, Servers, Software'.

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)

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

The screenshot shows the Dell Technologies website interface. At the top, there is a search bar labeled "Search Dell Premier" and navigation links for "Shop", "Deals", and "Account". Below this, there are tabs for "Quotes", "Order Status", "Recent Online Orders", and "Custom Links". The main content area is titled "Standard Configurations" and lists several Dell OptiPlex configurations. A pop-up message is displayed in the center, titled "Please read:", with a red box highlighting the "X" icon in the top right corner of the pop-up. The pop-up text reads: "Only items in the 'Standard Configurations' area are approved JMU configurations. Please contact Becky Helmick at helmickb@jmu.edu or 568-8083 for help with other configurations." Below the pop-up, there is a list of configurations with columns for Name, Product, Created by, Price, and buttons for "Add to Cart" and "Customize & Buy".

- In the upper left corner of the page, click on "Quotes"



DELLTechnologies

Search Dell Premier

Shop ▾

Deals ▾

Account

Quotes

Order Status

Recent Online Orders

Custom Links ▾

🏠 > Standard Configurations

- 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*

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, or eQuote creator) or search for a Sales Quote (by entering Sales Quote Number).

Purchase Selected

Name	Number	Created	Authorized Buyer	Expires
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- e. Once your quote is displayed, click "View Details"

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).

Purchase Selected

Name	Number	Created	Authorized Buyer	Expires	Purchased	Subtotal / Total Price
<input type="checkbox"/> Test Order Item	1031098115904	askeva@jmu.edu October 21, 2021	--	December 20, 2021	No	\$133.19

[View Details](#)

- f. On the next page, click "Create Order Requisition"

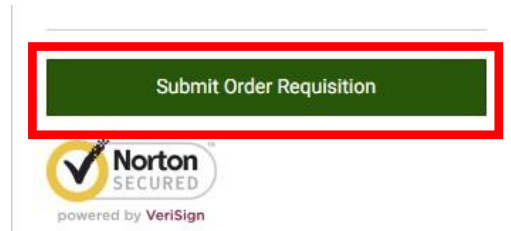
Subtotal

Unit Price	Item total
\$147.99	\$147.99

Savings

Subtotal (1)

- 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)

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

The screenshot shows the Dell Technologies website interface. At the top, there is a search bar labeled "Search Dell Premier" and navigation links for "Shop", "Deals", and "Account". Below this, there are tabs for "Quotes", "Order Status", "Recent Online Orders", and "Custom Links". The main content area is titled "Standard Configurations" and lists several Dell OptiPlex configurations. A pop-up message is displayed in the center, titled "Please read:", with a red box highlighting the "X" icon in the top right corner of the pop-up. The pop-up text reads: "Only items in the 'Standard Configurations' area are approved JMU configurations. Please contact Becky Helmick at helmickr@jmu.edu or 566-8083 for help with other configurations." Below the pop-up, there are three configuration cards, each with a "Name", "Product", "Created by", "Price", and "Add to Cart" button. The configurations are: OptiPlex 7780 AIO (Price: \$1,122.00), OptiPlex 7490 AIO w/ BTNH11 (Price: \$1,216.86), and OptiPlex 7090 SFF w/ BTNH11 (Price: \$813.00). A sidebar on the left shows a "Categories" list with checkboxes for various desktop and laptop configurations.

- In the upper left corner of the page, click on "Quotes"



DELLTechnologies

Search Dell Premier

Shop ▾

Deals ▾

Account

Quotes

Order Status

Recent Online Orders

Custom Links ▾

🏠 > Standard Configurations

- 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*

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 number in the search field.

Purchase Selected

Search by sales quote or eQuote name, number, creator, buyer



Name	Number	Created	Authorized Buyer	Expires
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- 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 number in the search field.

Purchase Selected

chestefd



Name	Number	Created	Authorized Buyer	Expires
<input checked="" type="checkbox"/> Soundbad	1025685057768	chestefd@jmu.edu May 6, 2019	--	July 5, 2019
<input type="checkbox"/> Robinson	1031035584808	chestefd@jmu.edu May 2, 2019	--	July 1, 2019

- 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, c search field.

Purchase Selected 

- 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”

[< Cancel](#)

Combine multiple quotes into one order

Select the one quote that will be used to populate billing, shipping, and payment information for the entire order. You can verify and edit this information during checkout.

<input checked="" type="radio"/> S0undbad	1025685057768
▶ Show More	
<input type="radio"/> Robinson	1021695728142
▶ Show More	

[Cancel](#) **Review Order**

- i. On the next page, click “Create order Requisition”



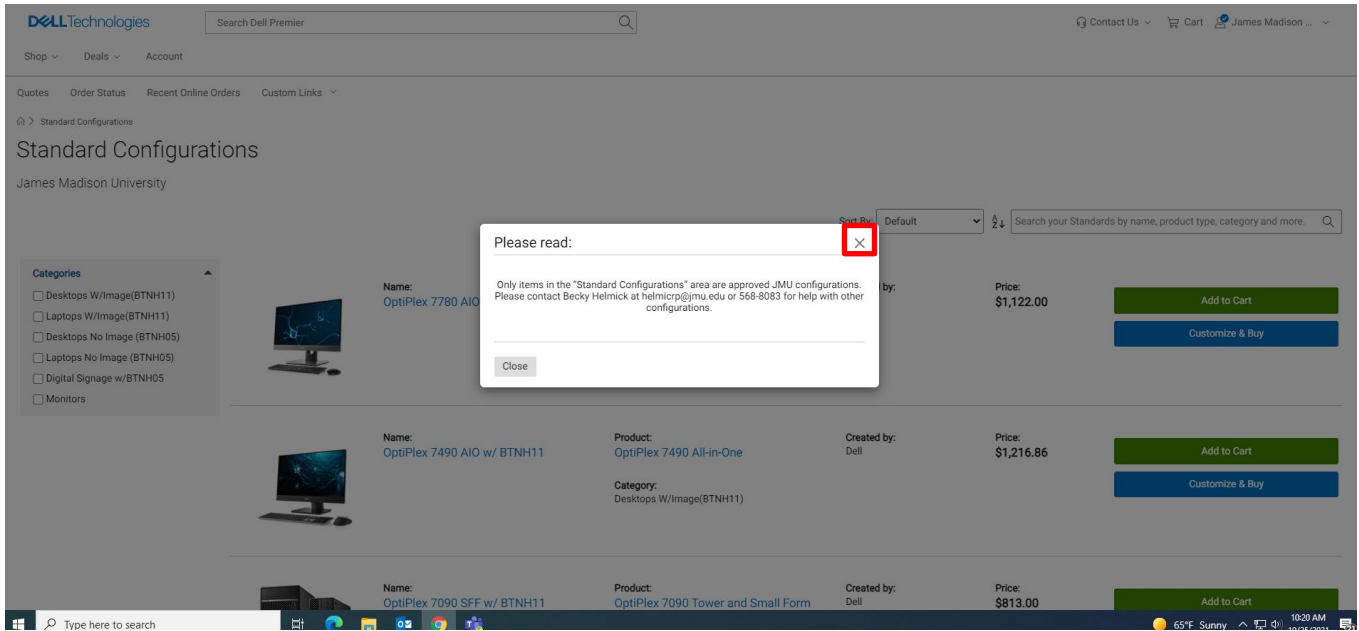
- j. The quote will be brought back into your requisition
- ii. Complete the requisition as you normally would:
 1. Enter the department and account code information
 2. Add comments
- k. Finally, submit your order

3C.) Ordering Peripherals, such as toner

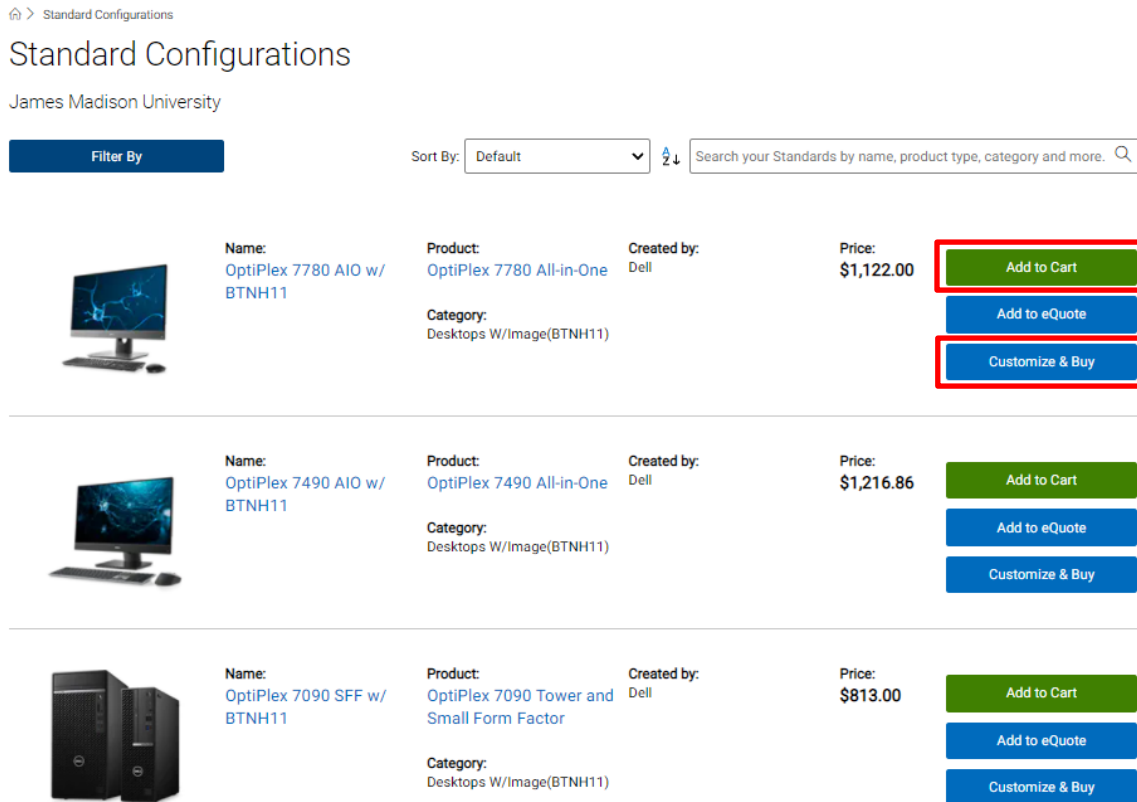
- a. At this time there is an issue with the Dell Punchout preventing peripherals to be searched for, until this is fixed this items need to be searched for in the [JMU Dell Primer page outside of eVA](#) (you will be prompted for your eID and password)
- b. Once in the Primer page, use the search in 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



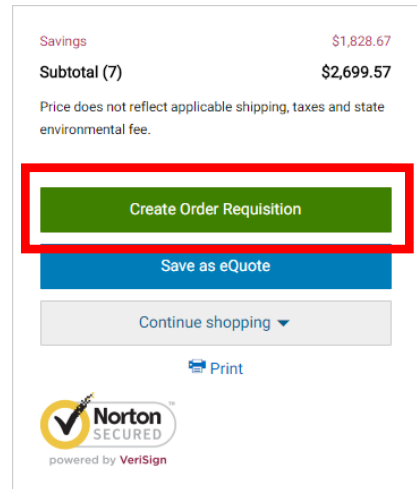
- c. Click, "Customize & Buy" or "Add to Cart" to the right of the standard computer you want to buy



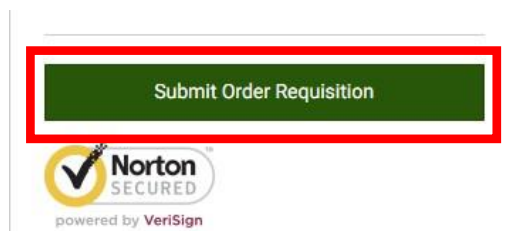
- d. After you have added all the items you'd like to purchase, click on the shopping cart icon at the top of the page
- a. *If you are already in the shopping cart, skip to step e*



- e. From the cart, you will click "Create Order Requisition"



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



- 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 **VHEPC 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 <http://www.jmu.edu/financemanual/procedures/2015.shtml>. The most frequently used technology codes are listed below.

221100 – Desktop Computer	221600 – Network Components
221200 – Notebook Computer, Handheld Computer	221700 – Peripherals, Other Computer Equip
221400 – Mainframe Computer	221800 – Software
221500 – Network Server	221900 – Software Development Tools

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.