

Dell Ordering Guide

Updated 4/2025

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- 2.) Accessing the Dell Punchout
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- 3B.) Retrieving multiple eQuotes
- 3C.) Non-Catalog Orders
- 3D.) Ordering Peripherals, such as toner
- 4.) Additional Resources and Information


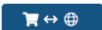
1.) ESN Tagging & Imaging

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 [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 a new computer quicker than without an image. Image preinstallation costs approximately \$25 per computer. If you use IT's Desktop Services to set up 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."

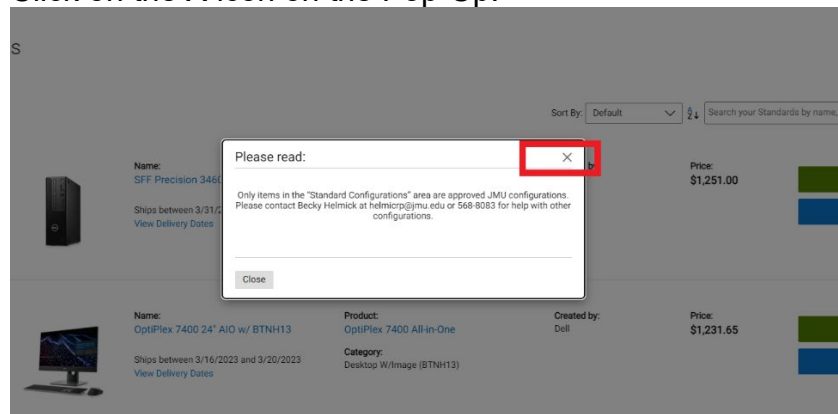
If you have any questions, please get in touch with Becky Helmick at 568-8083 or email helmicrp@jmu.edu.

2.) Accessing the Dell Punchout

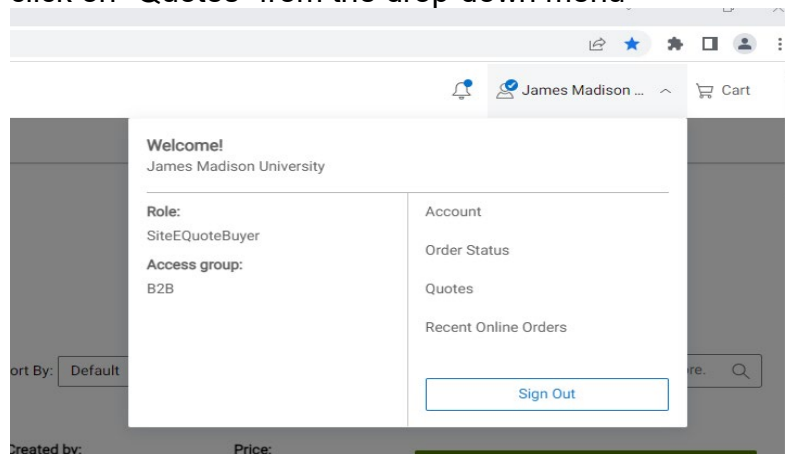
- a.) Login to eVA
- b.) Select "Shop," then "Search Products" from the top
- c.) Select the filter icon located on the far-left side of the screen - - 
- d.) In the "Supplier" drop-down box, type "Dell" and choose the supplier "Dell Marketing LP" with the address One Dell Way.
- e.) Two choices for Dell punchouts will appear; ONLY use the punchout that says "Dell-Colleges & Universities, Community Colleges & Other Educational Agencies"
- f.) Click on the blue shopping cart icon to begin shopping in the punchout catalog - -  |

3A.) Retrieving an eQuote – *end users generally create quotes for ETF orders or you can reach out to Adriana maris2ax@jmu.edu to create a quote.*

- a. Navigate to the Dell Punchout (see number 2 above for access instructions)
- b. Click on the X icon on the Pop-Up.



- c. In the upper right-hand corner of the page, hover over “James Madison...” and click on “Quotes” from the drop-down menu



- d. On the quotes page, you will enter the quote number in the search field
 - i. As you enter the quote number, the 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.

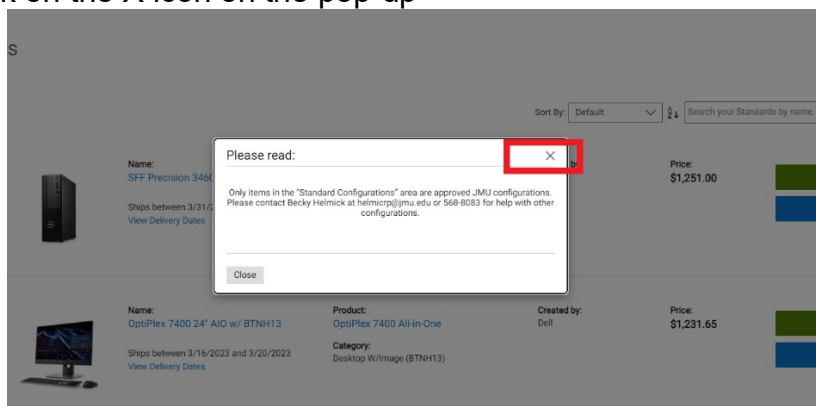
Purchase Selected

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

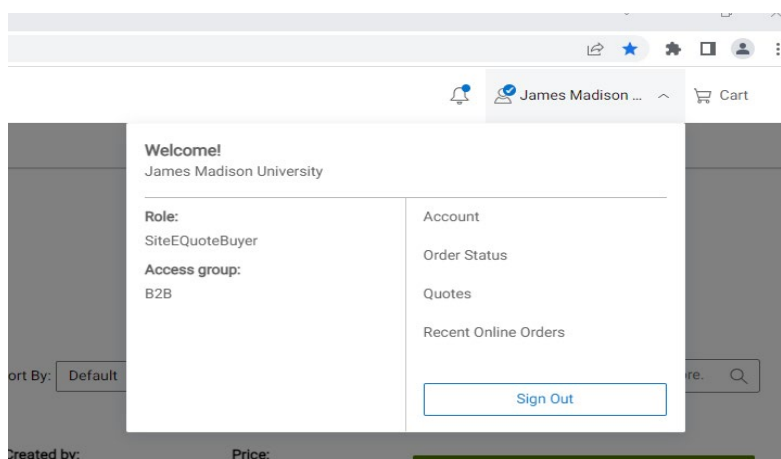
2. *Keep in mind that eQuotes begin with the number “1”. If you received a quote from a Dell Rep beginning with the number “3”, you must submit this as a non-catalog order and upload the quote as an attachment visible to the Supplier.*

3B.) Retrieving multiple eQuotes

- a. Navigate to the Dell Punchout (see step one)
- b. Click on the X icon on the pop-up



- c. In the upper right-hand corner of the page, hover over "James Madison..." and select "Quotes" from the drop-down menu.



- 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, the 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, or search field.

Purchase Selected

Name Number Created Authorized Buyer Expires

- 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.

Purchase Selected

chestefd



Name	Number	Created	Authorized Buyer	Expires
<input checked="" type="checkbox"/> S0undbad	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.
- The punchout will keep your other eQuote(s) selected. Repeat this process until all of your eQuotes have been selected.
- g. Once 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"

< 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.

- ☒ S0undbad 1025685057768
[Show More](#)
- ☐ Robinson 1021695728142
[Show More](#)

Cancel

Review Order

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

The screenshot shows the top of the eVA interface. On the left, there's a breadcrumb trail: Home > Quotes > Combined quote. Below that, the text 'SOUNDbad' is displayed, followed by 'Includes quote #1025685057768, #1021695728142'. On the right, the subtotal and total are shown: 'Subtotal (4) : \$2,987.99 | Total : \$2,987.99'. At the bottom right, there are three buttons: 'Save New eQuote' (blue), 'Create Order Requisition' (green, highlighted with a red box), and 'Continue shopping' (grey with a dropdown arrow).

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

3C.) Non-Catalog Orders

- a. When you request a quote directly from the Dell Rep (currently Brad Whitlock) or our Buyer Senior, Adriana Mariscal, they will send you a quote that begins with the number “3”. If you wish to purchase using this quote, you must submit this in eVA as a non-Catalog order (see the New eVA Transition Guide for instructions on entering a non-catalog order).
- b. For the “Supplier,” make sure you select “Dell Marketing LP” with the One Dell Way (Round Rock, TX) Address.
- c. You will also need to make sure that you choose the “Supplier Contact” as “Cristian Perez”. It will NOT automatically fill this in for you like it does with the punchout-catalog. Not selecting this will result in Dell not receiving your order.

The screenshot shows the 'Item' requisition form in eVA. The top header includes the requisition number 'REQ751267 - Dell Ma' and the item description 'PO: PO04229498 - Dell Marketing LP PowerEdge R650xs ETF 2162204621, Dell Quote 3...'. The form is divided into several sections. On the left, there are tabs for 'Items & Services', 'Allocations', 'Attachments', and 'Internal Comments'. The main content area has a 'Suggested Supplier' section with a table listing suppliers. The 'Supplier Contact' field is highlighted with a red box and contains the text 'PEREZ Cristian'. Other fields include 'Commodity', 'Delivery Date', 'Ship to', and 'Internal Additional Details'.

- d. Additionally, you must fill out the “Supplier Part #” box with the quote number.

The screenshot shows the 'Item' form for EQ751267 - Dell Marketing LP. The 'Supplier Part #' field is highlighted in red and contains the value '300014508416...'. The form includes sections for 'Internal Additional Details', 'Product', and 'Supplier Visible Additional Information'. The 'Supplier Visible Additional Information' section includes fields for 'Contract', 'External Contract Number', and 'Comment'. The 'Supplier Part #' field is located under the 'Supplier Visible Additional Information' section.

- e. Complete the remainder of the order as usual, following the New eVA Transition Guide for a non-catalog order, and then Submit it for Approval.

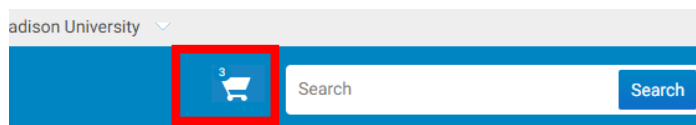
3D.) Ordering Standard Computers

- Navigate to the Dell Punchout (see step 1)
- Click “Customize & Buy” or “Add to Cart” to the right of the standard computer you want to buy

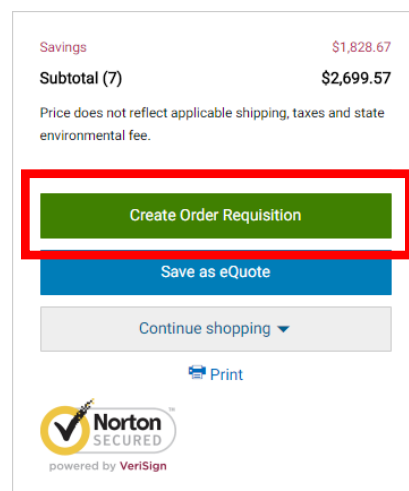
Standard Configurations

Selected (0)		Search by product name, type, category and more.		All Categories	
	Name	Product	Category	Price	
<input type="checkbox"/>	OptiPlex 7050 MT	OptiPlex 7050 Desktop	OptiPlex	\$1,265.00	
	Quick Specs			Customize & Buy	Add to Cart
<input type="checkbox"/>	OptiPlex 7450 AIO	OptiPlex 7450 All-in-One	OptiPlex	\$1,180.00	
	Quick Specs			Customize & Buy	Add to Cart
<input type="checkbox"/>	OptiPlex 7050 SFF	OptiPlex 7050 Desktop	OptiPlex	\$1,265.00	
	Quick Specs			Customize & Buy	Add to Cart

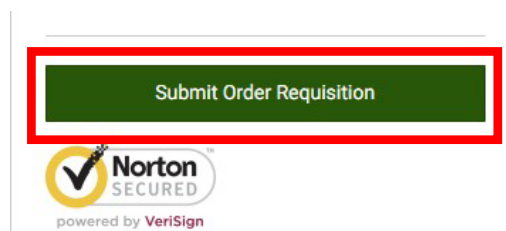
- After you have added all the items you'd like to purchase, click on the shopping cart icon at the top of the page
 - If you are already in the shopping cart, skip to step e



- d. From the cart, you will click “Create Order Requisition”



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



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

4.) **Additional Resources and Information**

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

The JMU Dell contract is part of **VASCUPP contract # UVA-AGR-4046** 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](#).

When entering a requisition in eVA for approval and selecting the Pcard option, knowing

if the order will exceed the card limit AND the single transaction limit is essential. If it exceeds that, the end user must 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 when it 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 order more than \$50,000.00 on their SPCC, they will need to contact Procurement for approval.

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

To complete the eVA order, you must fill out 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.