

## **Dell Ordering Guide**

Updated 6/2024

### **This guide covers**

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


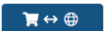
### **1.) ESN Tagging & Imaging**

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 [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."

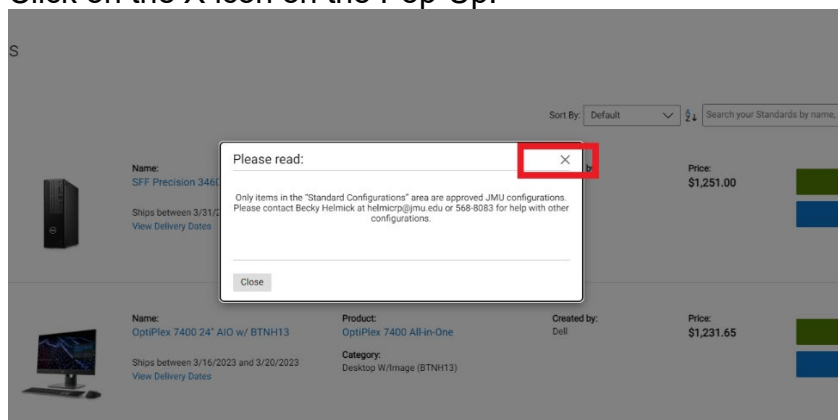
If you have any questions, please get in touch with Becky Helmick at 568-8083 or email [helmicrp@jmu.edu](mailto:helmicrp@jmu.edu).

### **2.) Accessing the Dell Punchout**

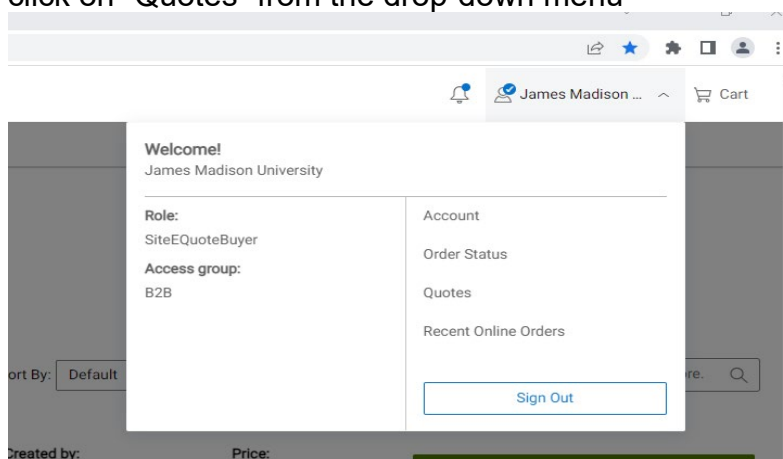
- a.) Login to eVA
- b.) Select "Shop," then "Search Products" from the top
- c.) Select the filter icon located on the far-left side of the screen - - 
- d.) In the "Supplier" drop-down box, type "Dell" and choose the supplier "Dell Marketing LP" with the address One Dell Way.
- e.) Two choices for 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

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



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



- On the quotes page, you will enter the quote number in the search field
  - As you enter the quote number, the results will display
    - 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

- 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.*

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

Purchase Selected

Name	Number	Created	Authorized Buyer	Expires	Purchased	Subtotal / Total Price
<input type="checkbox"/> Sharon P	1028444911549	chestefd@jmu.edu January 31, 2018	--	April 1, 2018	Yes	\$1,569.14 \$1,569.14

Dele [View Details](#)

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

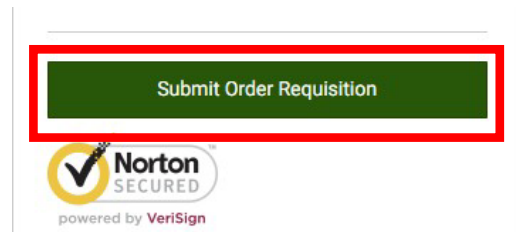
Subtotal (4) :  
| Total : :

[Save New eQuote](#) [Create Order Requisition](#) [Continue shopping](#)

Quantity	Unit Price	Item total

Savings \$1

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



h. The quote will be brought back into your requisition in eVA

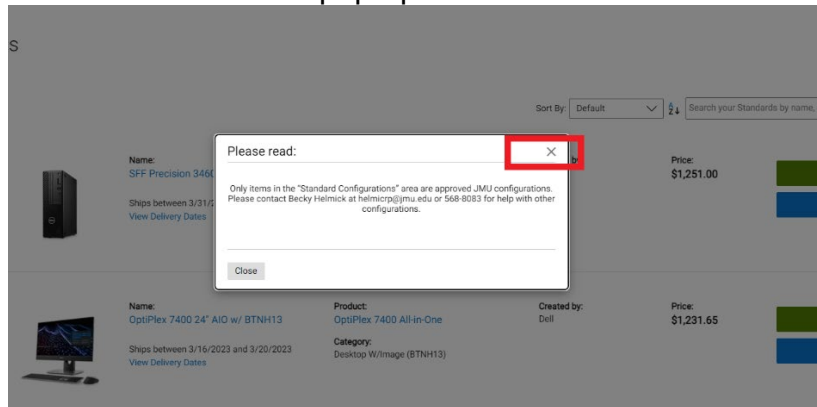
i. Complete the requisition as you usually would:

1. Enter the department and account code information
2. Add comments

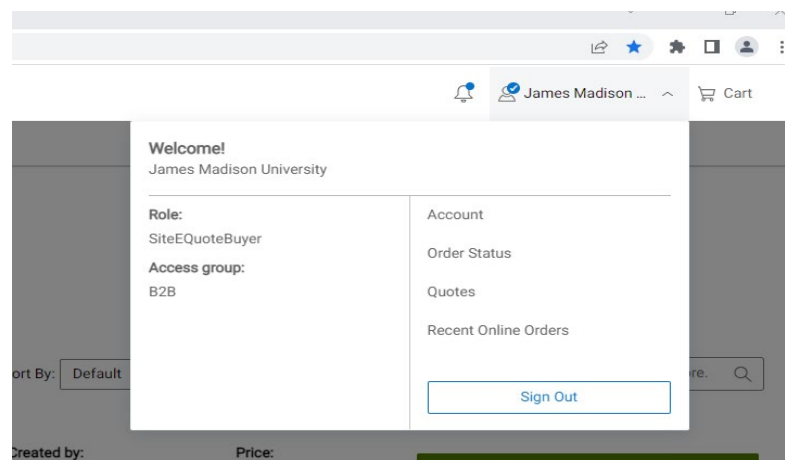
i. Finally, submit your order

### 3B.) Retrieving multiple eQuotes

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



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



- On the quotes page, you will enter the quote number, requester, or name in the search field
  - As you enter the quote number, the results will display
    - 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

- 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



Name

Number

Created

Authorized Buyer

Expires



S0undbad

1025685057768

chestefd@jmu.edu  
May 6, 2019

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July 5, 2019



Robinson

1031035584808

chestefd@jmu.edu  
May 2, 2019

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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 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



- 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](#)

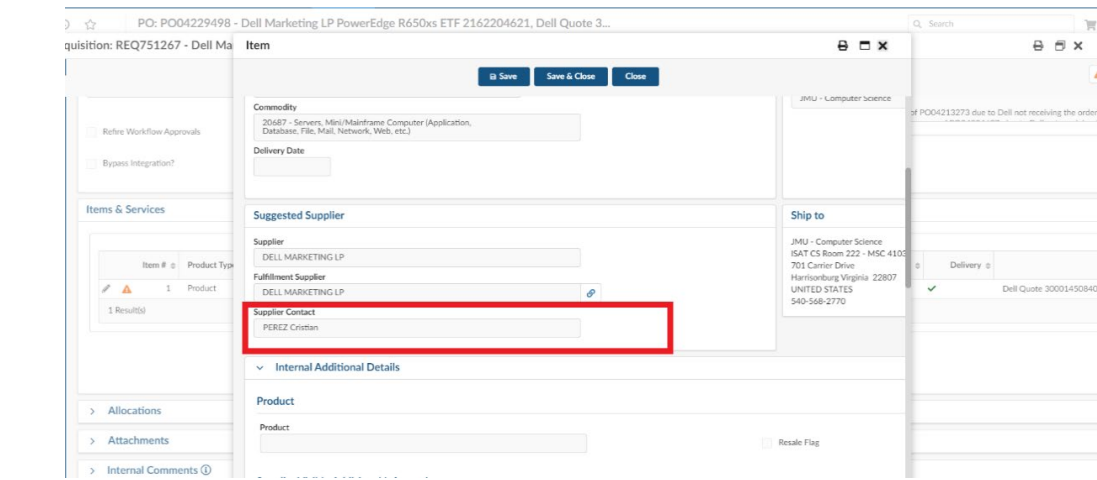
- i. On the next page, click “Create order Requisition”



- 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 Bo Biddle), she 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.



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

The screenshot shows the 'Item' form in the eVA system. The 'Supplier Part #' field is highlighted with a red box and contains the value '300014508416...'. Other fields include 'Fulfillment Supplier' (DELL MARKETING LP), 'Supplier Contact' (PEREZ Cristian), 'Product', 'Contract', and 'External Contract Number' (UVA845196). The 'Supplier Part #' field is also labeled 'Item Cross Reference'.

- 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 Peripherals, such as toner**

- At this time, there is an issue with the Dell Punchout preventing peripherals from being searched for; until this is fixed, these items need to be searched for in the [JMU Dell Primer page outside of eVA](#) (you will be prompted for your eID and password)
- Once on the Premier page, use the search in the top right; after finding the items you need and adding them to your cart, you will save them as an eQuote
- Then, following the steps in 3A or 3B, you will pull the eQuote from the Dell Punchout into eVA
- If you need assistance with getting an eQuote, please get in touch with [askeVA@jmu.edu](mailto:askeVA@jmu.edu) or [maris2ax@jmu.edu](mailto:maris2ax@jmu.edu)

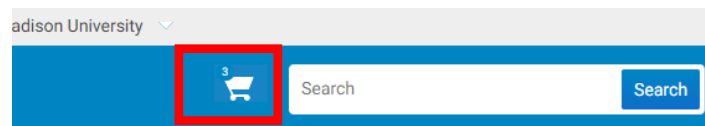
### 3E.) Ordering Standard Computers

- a. Navigate to the Dell Punchout (see step 1)
- b. 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			<a href="#">Customize &amp; Buy</a> <a href="#">Add to Cart</a>
<input type="checkbox"/>	 OptiPlex 7450 AIO	OptiPlex 7450 All-in-One	OptiPlex	\$1,180.00
	Quick Specs			<a href="#">Customize &amp; Buy</a> <a href="#">Add to Cart</a>
<input type="checkbox"/>	 OptiPlex 7050 SFF	OptiPlex 7050 Desktop	OptiPlex	\$1,265.00
	Quick Specs			<a href="#">Customize &amp; Buy</a> <a href="#">Add to Cart</a>

- c. 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*



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

Savings \$1,828.67

**Subtotal (7) \$2,699.57**


Price does not reflect applicable shipping, taxes and state environmental fee.

Create Order Requisition

Save as eQuote

Continue shopping ▼

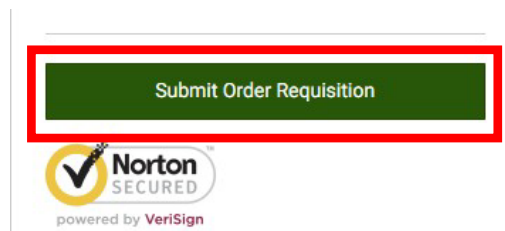
Print



powered by VeriSign



- 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](mailto: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](http://www.jmu.edu/computing/org/ccorg.shtml).