

Dell Ordering Guide

Updated 02/2023

This guide covers:

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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 a 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."

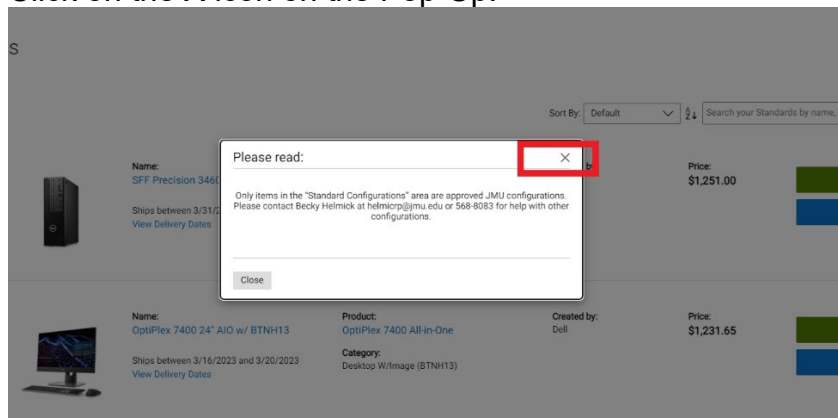
If you have any questions, please contact Becky Helmick at 568-8083 or email helmicrp@jmu.edu.

2.) Accessing the Dell Punchout

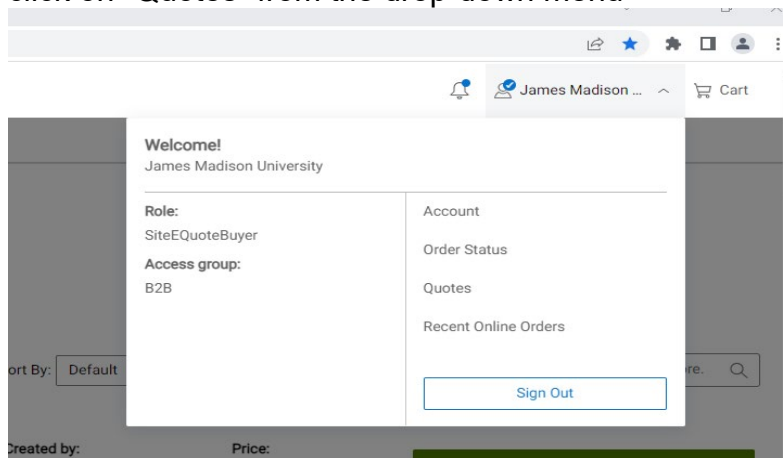
- a.) Login to eVA
- b.) Select "Shop", then "Search Products" from the top
- c.) Select the filter icon  located on the far-left side of the screen
- d.) In the "Supplier" drop down box, type "Dell" and choose the supplier "Dell Marketing LP" with the address of One Dell Way.
- e.) Two choices for Dell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

- 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. In 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 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

2. *Keep in mind, eQuotes begin with the number "1". If you received a quote from a Dell Rep beginning with the number "3", you will need to 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

Delete [View Details](#)

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

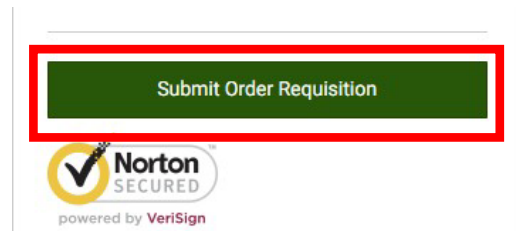
Subtotal (4) : :
| Total : :

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

Quantity	Unit Price	Item total

Savings \$1
Subtotal (4) \$1,569.14

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



h. The quote will be brought back into your requisition

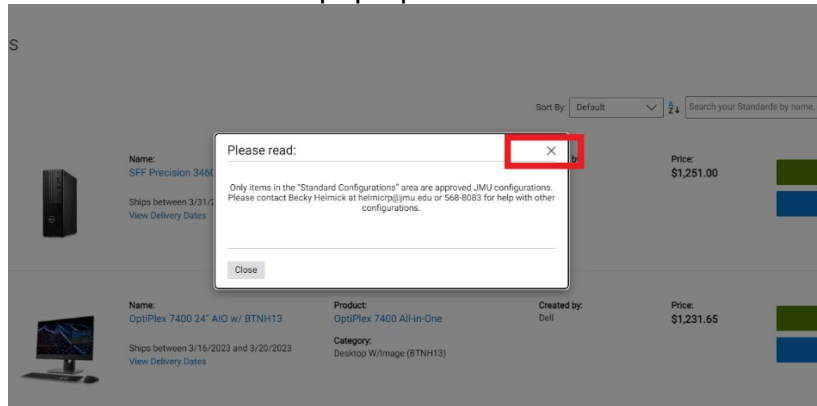
i. Complete the requisition as you normally would:

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

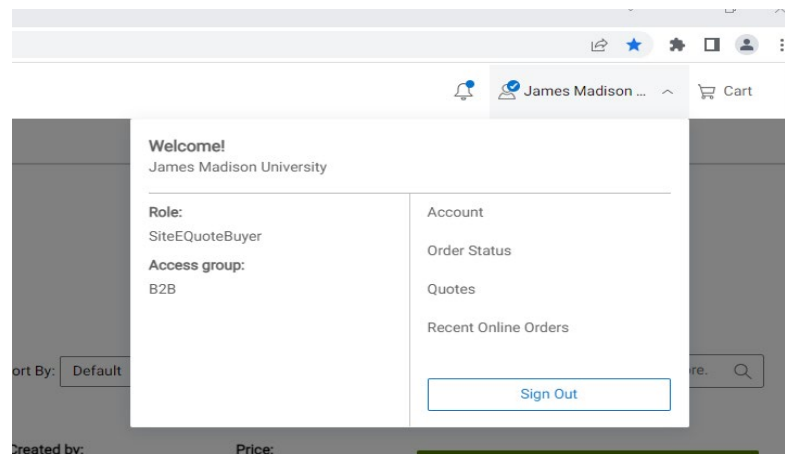
i. Finally, submit your order

3B.) Retrieving multiple eQuotes

- 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, 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
<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.
- 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



- 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.

- SOUNDBAD 1025685057768
▶ Show More
- Robinson 1021695728142
▶ Show More

Cancel

Review Order

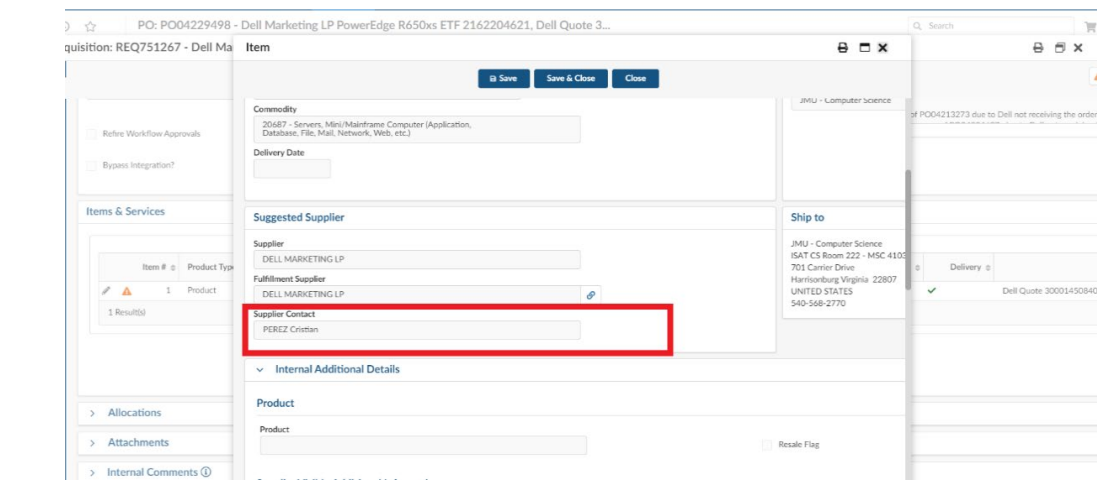
- i. On the next page, click “Create order Requisition”



- j. The quote will be brought back into your requisition
- ii. Complete the requisition as you normally 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 will need to submit this in eVA as a Non-Catalog order (see the [New eVA Transition Guide](#) for instructions on how to enter a non-catalog order).
- b. For the “Supplier”, make sure you are selecting “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 will need to fill out the “Supplier Part #” box with the quote number.

The screenshot shows the 'Item' form in the eVA system. The form is titled 'EQ751267 - Dell Marketing LP'. It has three buttons at the top: 'Save', 'Save & Close', and 'Close'. The form is divided into several sections:

- Fulfillment Supplier:** DELL MARKETING LP. Address: Harrisonburg Virginia 22801, UNITED STATES, 540-568-2770.
- Supplier Contact:** PEREZ Cristian.
- Internal Additional Details:**
 - Product:** Product field, Resale Flag (checkbox).
- Supplier Visible Additional Information:**
 - Contract:** External Contract Number: UVA845196. **Supplier Part #:** 300014508416... (highlighted with a red box). Item Cross Reference.
 - Comment:** Dell Quote 3000145084067.1.
- Other:** Other field.

- e. Complete the remainder of the order as usual following the [New eVA Transition Guide](#) for a non-catalog order and then Submit for Approval.

3D.) Ordering Peripherals, such as toner




- At this time there is an issue with the Dell Punchout preventing peripherals to be 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 in 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 it 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 contact askeVA@jmu.edu or foltzjw@jmu.edu

3E.) Ordering Standard Computers

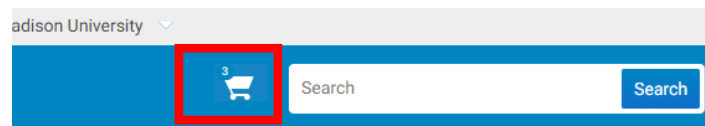
- Navigate to the Dell Punchout (see step 1)

- 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			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

- 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](#)

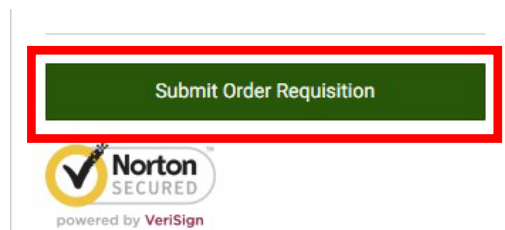
[Continue shopping ▼](#)

[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 own line item*)
- a. Complete the requisition as you normally would:
 1. Enter the department and account code information
 2. Add comments
 - g. 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>, 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.

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.