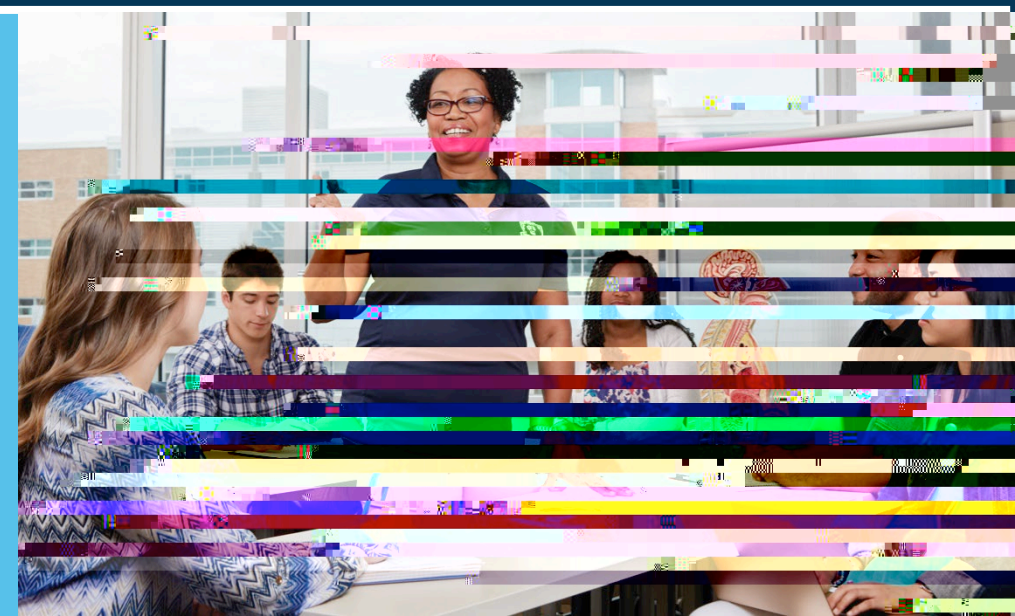




Dell Purchasing Guide

Issuing an eVA Purchase Order





Issuing an eVA Purchase Order to Dell (continued)

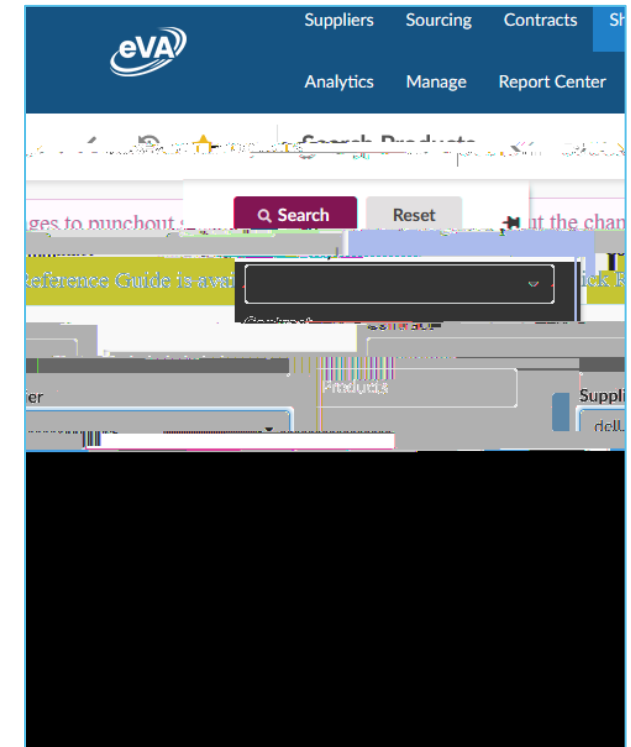
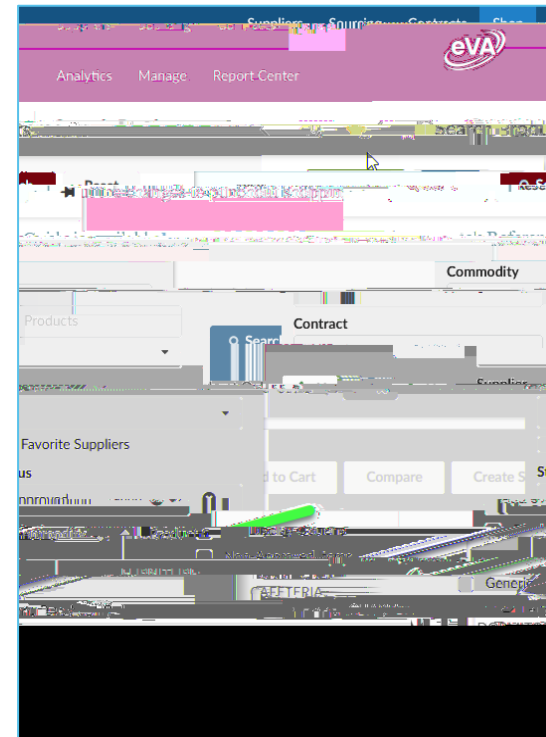
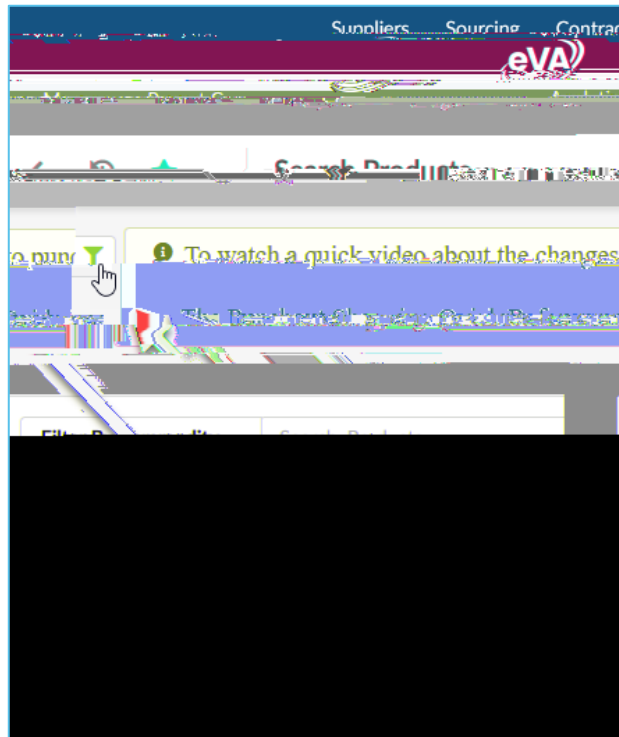
Filter to find the Dell Marketing catalog.

Select the filter icon to expand the filtering screen.

Check the "Punchout Only" option.

Then type "DELL MARKETING LP" in the Supplier field

Click Search





Issuing an eVA Purchase Order to Dell (continued)

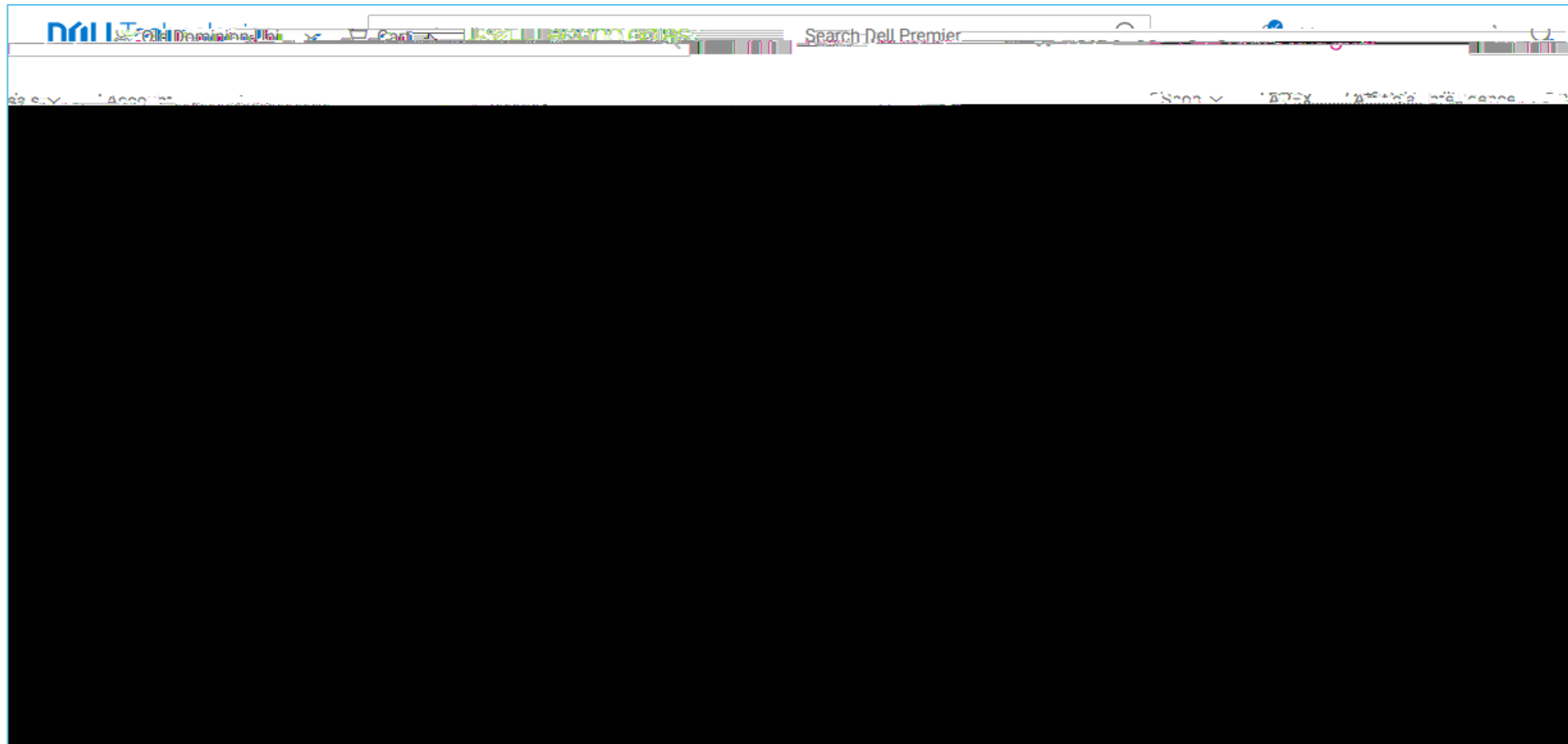
Select the catalog for Dell Marketing.





Issuing an eVA Purchase Order to Dell (continued)

Enter your quote number in the **Purchas Selected** search field.
Click **View Details**.





Issuing an eVA Purchase Order to Dell (continued)

Click **Create**
Order
Requisition

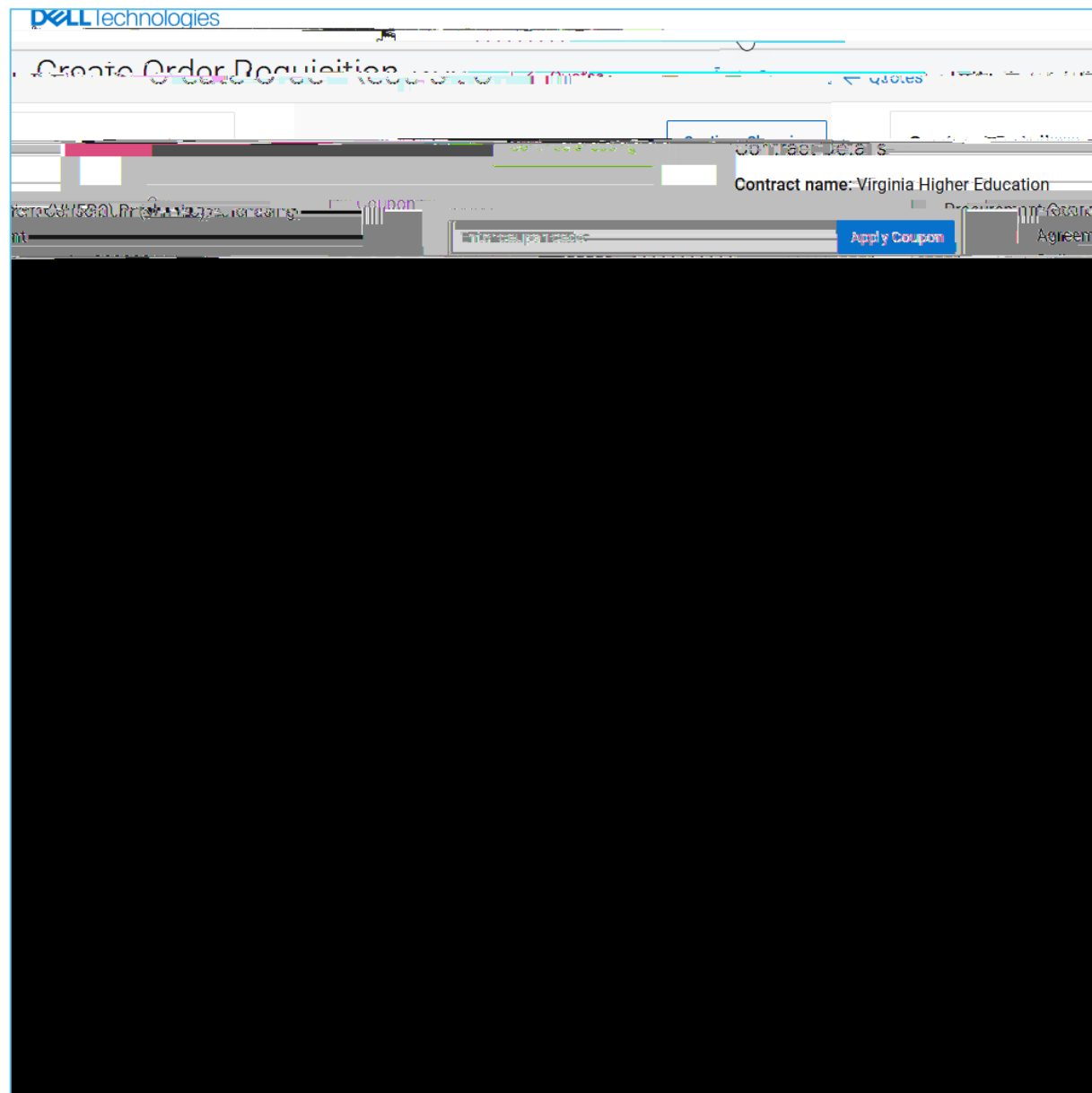


Issuing an eVA Purchase Order to Dell (continued)

Select **I do not want to export outside of the United States** and select **Confirm Changes**.

This is also where the quantity can be increased or decreased, if needed.

Then click, **Submit Order Requisition**.





Issuing an eVA Purchase Order to Dell (continued)

Click on the
shopping cart.



Issuing an eVA Purchase Order to Dell (continued)



Issuing an eVA Purchase Order to Dell (continued)

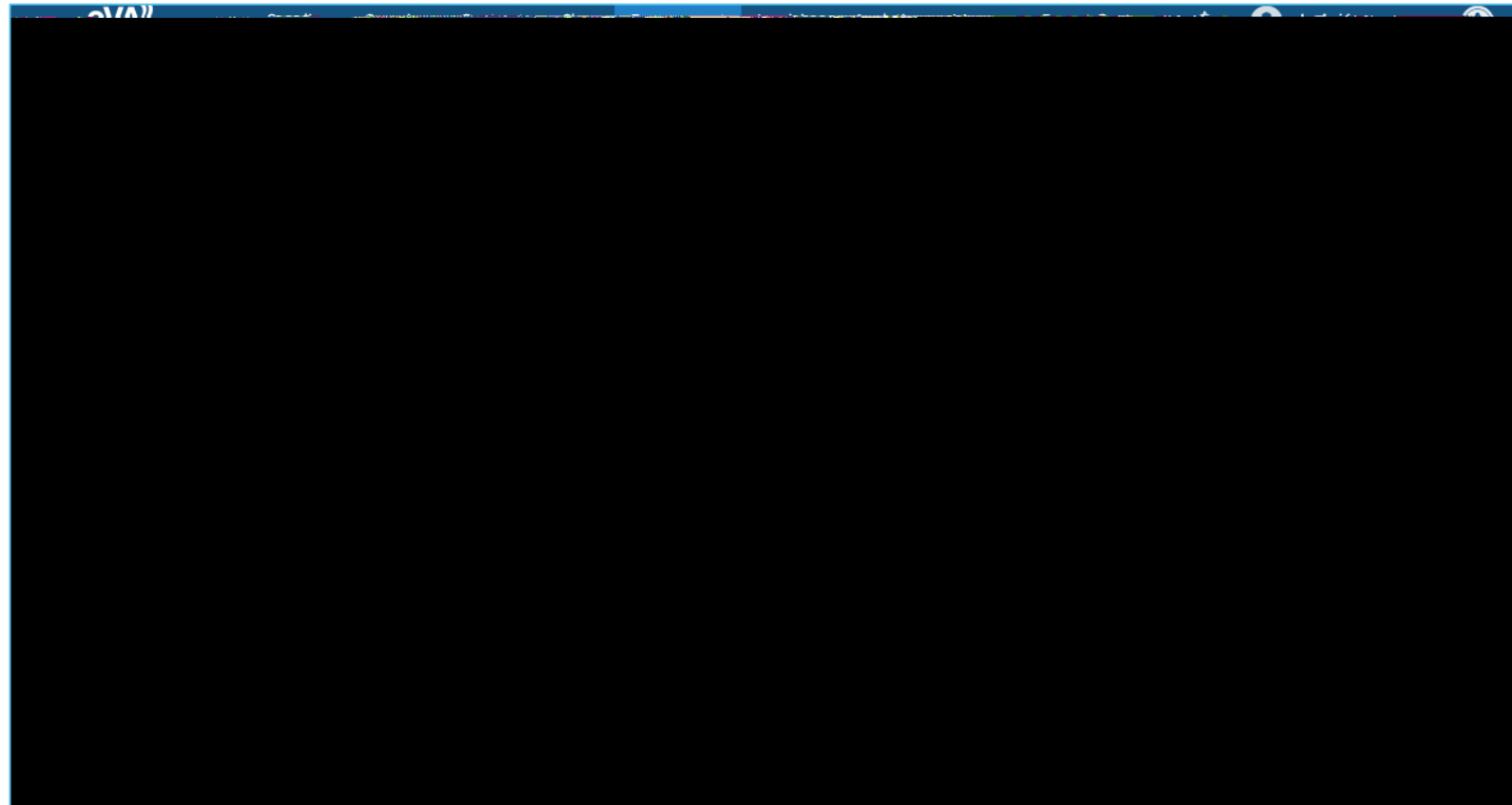
Now you are in the requisition.

Edit the **Name** to include Dell and the Budget Code, you may also include a few keywords, if helpful.

Select **R01** for the **PO Category**.

Select **Equipment – Technology** for the **Procurement Transaction Type**.

Verify **Ship To**, add name of the person and/or dept the equipment is intended for in the **Comments**.

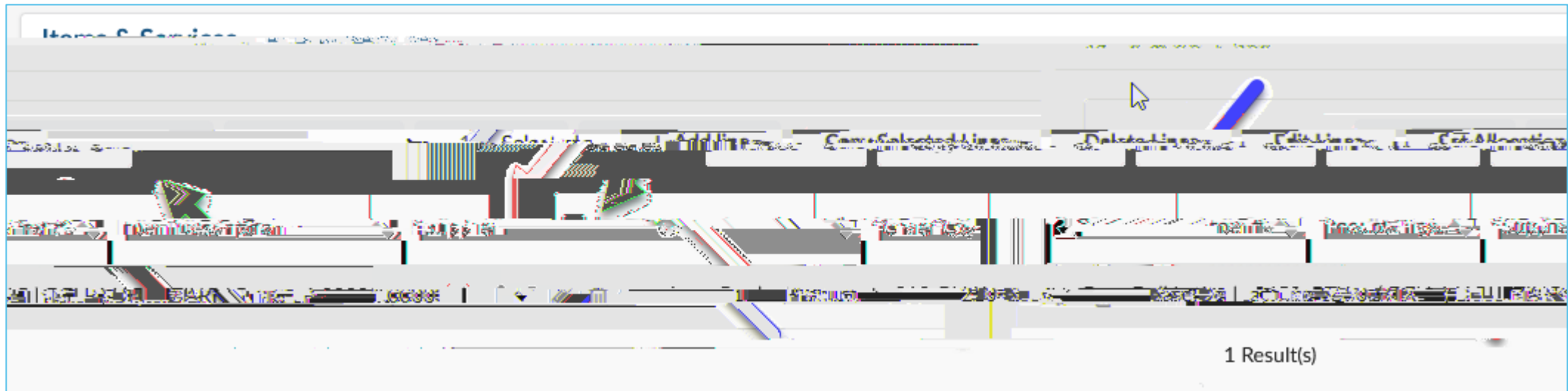




Issuing an eVA Purchase Order to Dell (continued)

Scroll to the line item and select **Set Allocations**.

Scroll back to the top and click **Submit for Approval**.



Dell emails order confirmations after every Dell order is processed. Order confirmation emails include the Dell Purchase ID and Tracking Numbers.



Procurement Services Contacts

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