

Punch-Out Catalogs - Dell

1. Log on to The Purch.
2. Click on the Dell tab located in the Punch-Out Catalogue section on the home Screen.

The screenshot displays the 'Shop · Shopping Dashboard' interface. At the top, there is a navigation bar with 'All Orders', a search bar (Search (Alt+Q)), and a currency indicator (0.00 USD). Below this, the 'Shop' section includes a search bar and navigation links for 'Favorites', 'Forms', 'Non-Catalog Item', 'Quick Order', 'Suppliers', 'Categories', and 'Contracts'. The main content area is divided into several sections: 'Organization Message' (Welcome to The Purch!), 'My Purchase Orders' (There are no POs to display), and 'Quick Links' (Manage Shopping Showcase, Organization Message, Non-Catalog Item, View Carts, View Forms). The 'Showcases' section is expanded to show 'Punch-Out Catalogs', which includes logos for Amazon, CDW, Dell, and The Home Depot. A large red arrow points to the Dell logo. Below this, the 'Forms' section is expanded to show 'Blanket Orders', 'Check Request Template', 'New Vendor Request Template', 'Non-Catalog Form', and 'Quick Quote Request'.

- This will bring you to the Dell shopping page.
- When you have found the item, you wish to purchase click the Add to cart button.

https://www.dell.com/premier/std-configs/us/en/rc1092624

Procurement Integrations Quotes Recent Online Orders Help Order Status Custom Links

Standard Configurations

Northeastern State Univ NASPO ValuePoint SW1020D / WN26AGW

Sort By: Default

Image	Name	Product	Created by	Price	Buttons
	Name: Dell UltraSharp 24 USB-C Hub Monitor - U2422HE, 60.47cm (23.8")	Product: Dell UltraSharp 24 USB-C Hub Monitor - U2422HE	Created by: Dell		Add to Cart Customize & Buy
	Name: Dell Thunderbolt Dock- WD19TBS	Product: dell-wd19tbs-dock	Created by: Dell	Price: \$242.54	Add to Cart Customize & Buy
	Name: Dell Performance Dock- WD19DCS	Product: dell-wd19dcs-dock	Created by: Dell	Price: \$255.14	Add to Cart Customize & Buy

5. When you are ready to check out click on the cart button located at the top right of the Screen.

Standard Configurations — Mozilla Firefox
https://www.dell.com/premier/std-configs/us/en/rc/1092624

Dell Technologies Search Dell Premier

Contact Us Cart Northeastern Stat...

Shop Solutions & Services Support Deals Account

Procurement Integrations Quotes Recent Online Orders Help Order Status Custom Links

Standard Configurations

Northeastern State Univ NASPO ValuePoint SW1020D / WN26AGW

Sort By: Default Search your Standards by name, product type, category and more.

Name	Product	Created by	Price	Actions
 Name: Dell UltraSharp 24 USB-C Hub Monitor - U2422HE, 60.47cm (23.8")	Dell UltraSharp 24 USB-C Hub Monitor - U2422HE	Dell	\$309.91	Added to cart Add to Cart Customize & Buy
 Name: Dell Thunderbolt Dock- WD19TBS	dell-wd19tbs-dock	Dell	\$242.54	Add to Cart Customize & Buy
 Name: Dell Performance Dock- WD19DCS	dell-wd19dcs-dock	Dell	\$255.14	Add to Cart Customize & Buy

How easy is it to find the right products and parts?

Very Difficult 1 2 3 4 5 6 7 Very Easy

6. After Reviewing your order to make sure it is correct select the Create Order Requisition Button to continue.

Cart

Dell Contract Code: C000000181161
Customer agreement number: SW1020D

Items	Quantity	Unit Price	Item total
 Dell UltraSharp 24 USB-C Hub Monitor - U2422HE, 60.47cm (23.8") Configure Remove item	1	\$309.91	\$309.91

Estimated Ship Date
Tuesday, August 30, 2022
Show full spec

Do you have a coupon code?
Enter coupon code Apply Coupon

Subtotal (1): \$309.91

Remove all items Show all specs

Subtotal (1) \$309.91
Price does not reflect applicable shipping, taxes and state environmental fee.

Create Order Requisition
Save as eQuote
Continue shopping

Print

Norton SECURED powered by VeriSign

Contact Us

7. Press the Continue Securely button to continue.

The screenshot shows the Dell checkout process. At the top left is the Dell Technologies logo. The main heading is 'Checkout'. Below it is a progress bar with three stages: 'Shipping and Payment' (highlighted in blue), 'Review', and 'Requisition Initiated'. Under 'Shipping and Payment', there is a yellow information box that says: 'Please click on "Continue Securely" to proceed to create order requisition'. To the right, a summary box shows 'Subtotal (1)' as '\$309.91'. Below this is a green button labeled 'Continue Securely', which is pointed to by a large red arrow. Underneath the button is the Norton Secured logo, powered by VeriSign. On the far right, there is a vertical blue button labeled 'Contact Us'. At the bottom left, there is a small globe icon.

8. Review your order if correct click the submit order Requisition button.

The screenshot shows the 'Review' stage of the Dell checkout process. The progress bar at the top has 'Shipping and Payment' checked with a green checkmark, and 'Review' is the active stage. The heading is 'Checkout' and the sub-heading is 'Review and confirm your order'. Below this, there are sections for 'Terms of sale', 'Order information', and 'Delivery Method'. The 'Delivery Method' is 'FREE Standard Delivery' with a 'Change' link. The 'Items' section shows a table with one item: 'Dell UltraSharp 24 USB-C Hub Monitor - U2422HE, 60.47cm (23.8")'. To the right, a summary box shows 'Subtotal (1)' as '\$309.91', 'Estimated Shipping' as '\$0.00', and 'Total' as '\$309.91'. Below this is a green button labeled 'Submit Order Requisition', which is pointed to by a large red arrow. Underneath the button is the Norton Secured logo, powered by VeriSign. At the bottom left, there is a small globe icon and a URL: 'https://www.dell.com/en-us/retailer/en/us/rc/10926242/#/home'.

Items	Quantity	Unit Price	Item total
 Dell UltraSharp 24 USB-C Hub Monitor - U2422HE, 60.47cm (23.8")	1	\$309.91	\$309.91

9. This will bring you back to The Purch. From here you will click on the proceed to checkout located in the top left of the screen.

Shopping Cart · 3404320

Assign Cart **Proceed To Checkout**

Simple Advanced

Search for products, suppliers, forms, part number, etc.

1 Item

Dell Software Inc · 1 Item · 309.91 USD

SUPPLIER DETAILS PT Pay To 1: PO Box 731381, Dallas, Texas 7537...

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Dell UltraSharp 24 USB-C Hub Monitor - U2422HE, 60,Dell UltraSharp 24 USB-C Hub Monitor - U2422HE, 60.47cm (23.8")	210-AVZC	EA	309.91	Qty: 1 EA	309.91

ITEM DETAILS

Commodity Code

Taxable

Capital Expense

Details

For Chris Gay

Name 2021-11-18 CGAY 01

Estimate (309.91 USD)

Total: 309.91

10. This will Bring you to the Requisition Screen.

11. From here you will be entering Address for order to be shipped to.

12. You will click the Pencil icon next to shipping.

Requisition · 3404320

Assign Cart

Summary PO Preview Comments Attachments History

General

Cart Name 2021-11-18 CGAY 01

Description no value

Priority Normal

Prepared by Chris Gay

Prepared for Chris Gay

Blanket Order?

Standing Order? no value

Shipping

Ship To

Shipping and Receiving
Attn: AP
148 Short Street
Tahlequah, OK 74464
United States

Delivery Options

Expedite

Ship Via Best Carrier-Best Way

Requested Delivery Date no value

Billing

Bill To

Tahlequah Administration
Attn: AP
601 N Grand Ave
Tahlequah, OK 74464
United States

Credit Card Info

No credit card has been assigned.

Billing Options

Accounting Date no value

Accounting Codes

Fund	Organization	Account	Program	Activity
no value	no value	no value	no value	no value
<input checked="" type="checkbox"/> Required				

Internal Notes and Attachments

Internal Note no value

Internal Attachments Add

External Notes and Attachments

Note to all Suppliers no value

Attachments for all suppliers Add

Draft

Correct these issues.
You are unable to proceed until addressed.

Required: Fund
Required: Organization
Required: Account
Required: Program

Total (309.91 USD)

Subtotal 309.91

309.91

What's next for my order?

Next Step Buyer Assignment

Approvers There are no approvers

Workflow

Show skipped steps

Draft
Active
Chris Gay

Initial PR Validation
Future

13. This will open the Shipping menu.

14. select which campus you want the order to be shipped to by typing the Address in the Search box. For this example, we will be using the Tahlequah shipping and receiving address.

15. After you have selected the address click the save button to continue.

Edit Shipping

Ship To ★

CURRENT ADDRESS

Contact Line 1	Shipping and Receiving	<input type="checkbox"/> Add to my addresses
Attn:	<input type="text"/>	
Address Line 1	148 Short Street	
City	Tahlequah	
State	OK	
Zip Code	74464	
Country	United States	

Tahlequah Shipping – Shipping and Receiving , [Attn], 148 Short Street, Tahlequah, OK 74464, United States ★

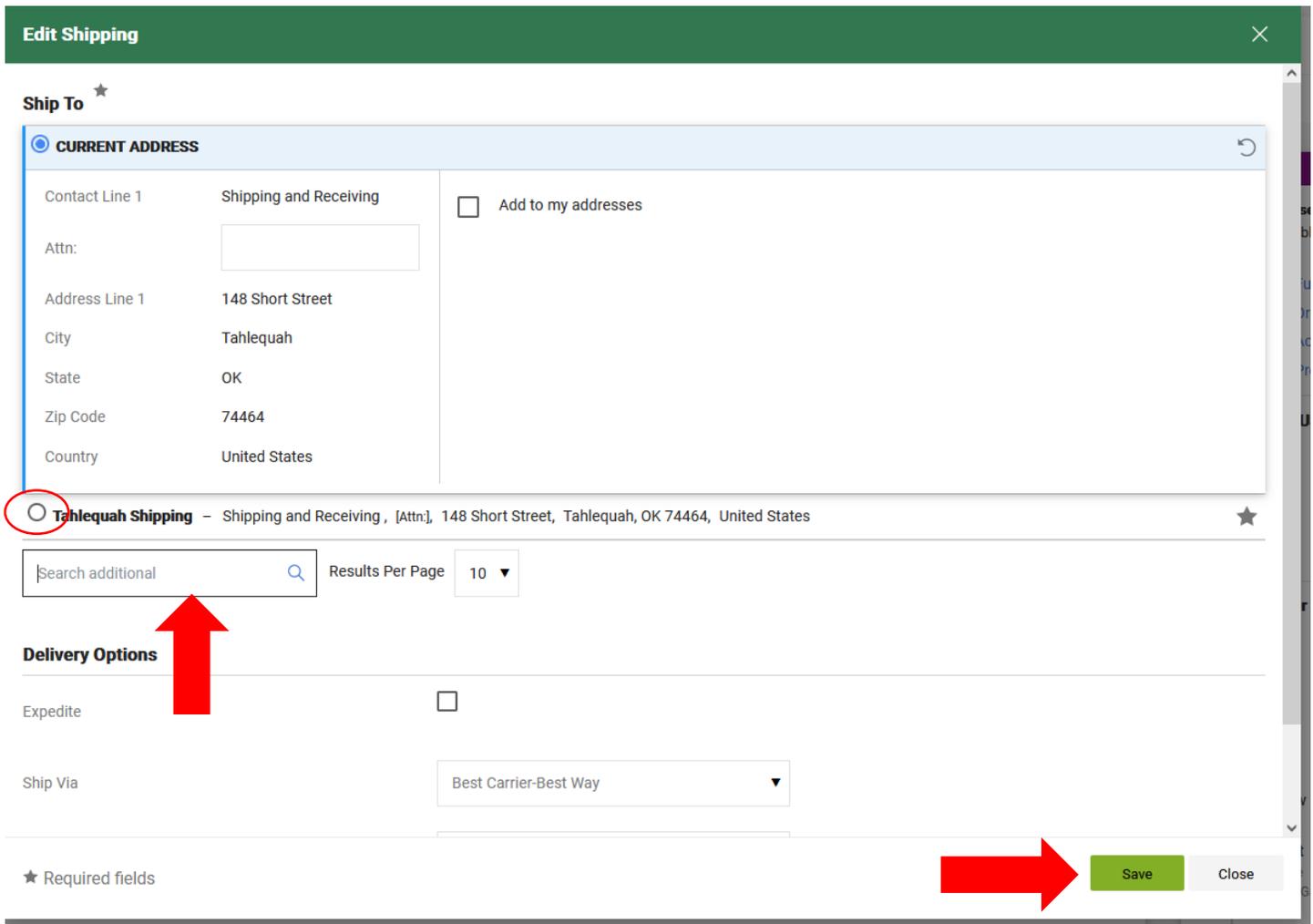
Results Per Page

Delivery Options

Expedite

Ship Via

★ Required fields

The image shows a screenshot of a web application's 'Edit Shipping' interface. At the top, there is a green header bar with the text 'Edit Shipping' and a close button (X). Below the header, the main content area is titled 'Ship To' with a star icon. Underneath, there is a section for 'CURRENT ADDRESS' with a refresh icon. This section contains a table with fields for 'Contact Line 1', 'Attn:', 'Address Line 1', 'City', 'State', 'Zip Code', and 'Country', each with its corresponding value. To the right of this table is a checkbox labeled 'Add to my addresses'. Below the current address section, there is a list of saved addresses. The first address, 'Tahlequah Shipping', is selected and circled in red. Below the address list is a search box with the placeholder text 'Search additional' and a search icon, and a 'Results Per Page' dropdown menu set to '10'. A red arrow points from the search box down to the 'Delivery Options' section. The 'Delivery Options' section includes an 'Expedite' checkbox and a 'Ship Via' dropdown menu currently set to 'Best Carrier-Best Way'. At the bottom of the form, there is a 'Required fields' section and two buttons: a green 'Save' button and a grey 'Close' button. A red arrow points from the bottom right towards the 'Save' button.

16. Next, we will add the account code. You can click on the pencil icon in the Account Codes section to add the FOAP.

The screenshot shows a requisition form for requisition 3404320. The form is divided into several sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and External Notes and Attachments. The Accounting Codes section is highlighted with a red arrow pointing to a pencil icon, indicating where to click to add a new code. The Accounting Codes table has the following columns: Fund, Organization, Account, Program, and Activity. All fields in this table are marked as 'Required' with a red dot. The Billing section shows 'Bill To' information for Tahlquah Administration. The right sidebar shows a 'Draft' status with a 'Correct these issues' message and a 'Buyer Assignment' next step.

17. Here you can add your Fund, Org, Account, Program and activity code once you have done this, click the save button to continue.

The screenshot shows the 'Edit Accounting Codes' modal. The modal has a header 'Edit Accounting Codes' and a close button. Below the header is the 'Accounting Codes' section with a table. The table has the following columns: Fund, Organization, Account, Program, and Activity. Each column has a search field and a 'Required' indicator. The search fields are circled in red. Below the table is a 'Required fields' section. At the bottom right of the modal is a 'Save' button and a 'Close' button. A red arrow points to the 'Save' button. The background shows the same requisition form as in the previous screenshot.

18. After you have double checked that the information you have entered is correct you will click the place order button.

Requisition • 3419034

Summary PO Preview Comments Attachments History

General

Cart Name: 2021-12-03 requester 02
Description: no value
Priority: Normal
Prepared by: Rudy Requester
Prepared for: Rudy Requester

Shipping

Ship To
Shipping and Receiving
Attn: 148 Short Street
Tahlequah, OK 74464
United States

Delivery Options
Expedite:
Ship Via: Best Carrier-Best Way
Requested Delivery Date: no value

Billing

Bill To
Tahlequah Administration
Attn: AP
601 N Grand Ave
Tahlequah, OK 74464
United States

Credit Card Info
No credit card has been assigned.

Billing Options
Accounting Date: no value

Accounting Codes

Fund	Organization	Account	Program	Activity
10001 Education and General	T60016 Office of Business Affairs	521150 In State Lodging Reimb	511900 All Other Agency Specials	no value

Total (366.69 USD)
Subtotal: 366.69
366.69

What's next for my order? >

19. Your order is now on its way to be approved by your account supervisor and to be the purchasing office to be made into a PO.

Simple Advanced Go to: Non-catalog Item | Favorites | Forms | Shop | Quick Order Browse: Suppliers | Categories | Contracts

Search for products, suppliers, forms, part number, etc.

Requisition 3419034 Submitted

Summary

Requisition number	3419034
Requisition status	Pending
Cart name	2021-12-03 requester 02
Requisition date	12/3/2021
Requisition total	366.69 USD
Number of line items	1

Options

- [Print](#)
- [Recent orders](#)
- [Return to your home page](#)