University Computer Purchases

- Dell Products
- Apple Products

Effective Date: July 1, 2018
Introduction

ITS has established recommended desktop computer configurations for all ITS managed computers. See the ITS website for details or contract the Help Desk at 757-683-3192.

Dell Products

The Dell Premier website is set up with ODU contract pricing and include various standard configurations and authorized options available to University departments. All Dell orders must be placed in eVA with a copy of the Dell eQuote attached and contract number UVA845196 referenced. The PCard is not a payment option.

Apple Products

Apple purchases are processed through the University Village Bookstore. Purchases at the Bookstore can be direct billed to the University departments specified budget or a University PCard, up to the cardholder’s limit.
Dell Guide

✓ Obtaining a Dell Premier Account
✓ Creating a Dell eQuote
✓ Issuing an eVA Purchase Order
✓ How to Check the Status of a Dell Order
Obtaining a Dell Premier Account

To obtain a Dell Premier Account, contact Procurement Services at procurement@odu.edu.

Having an account will allow you to view available products and configuration options with associated ODU contract pricing and create eQuotes.
Where to go to create a Dell eQuote

- Dell Premier website can be accessed here.
- After logging in, the landing page is the Universities Standard Configurations.

Standard Configurations
If your department computer hardware need is not addressed by the pre-configured systems on the Dell website, contact your TSP for assistance configuring a workstation.
Issuing an eVA Purchase Order to Dell

- Must have your quote number or you can shop directly from the Dell eVA catalog.
- Click on Add from Catalog.

This guide is specific to Dell eVA Catalog orders only.
eVA User Guide located on the Procurement Services website includes step by step instructions on how to issue an eVA Purchase Order.
Issuing an eVA Purchase Order to Dell (continued)

Type “Dell” in the Search field and click Search.
Issuing an eVA Purchase Order to Dell (continued)

- Click “DELL MARKETING LP” to expand list.
- Select (ODU) Computers, Hardware, Services, Software
Issuing an eVA Purchase Order to Dell (continued)

- Click Quotes.
- Enter your quote number in the Purchas Selected search field.
- Click View Details.
Changes to your quote can be made here.
Quantities can be increased or new product added to an existing quote.

When ready to create requisition, click **Create Order Requisition**.
Issuing an eVA Purchase Order to Dell (continued)

Review and confirm, then click **Submit Order Requisition**.
Issuing an eVA Purchase Order to Dell (continued)

- Once you are back to your requisition, you can edit all or each line item individually to add the budget code and subaccount code.
- Verify shipping details and click Submit.
How to Check the Status of a Dell Purchase Order

1. Order Status website can be accessed here.
2. Click on Other search options.
3. Select PO Number from Search By drop down.
4. Enter your eVA PO Number
5. Enter the ODU Customer Number: 125941006
6. Click on Submit.
Technical Contact is ITS at 683-3192

Dell Premier Account Request Contact
procurement@odu.edu

Contract Administrator Contact
Janis Hall
jnhall@odu.edu