



Punch-Out Vendor Ordering Guide



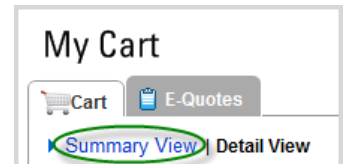
University of Nebraska's Dell Account Number: 530005601571

Searching / Ordering / Checkout Procedure

NOTE: Please use **Firefox** or **Internet Explorer** to access the Dell Punch-Out site as you may encounter errors when using Google Chrome.

If you will need IT involvement for anything, please contact them to have them create your cart for you.

1. Use the Search field to enter a keyword(s) to find an item, or use the categories across the top of the page to browse available items.
2. From the Item Description page, enter the quantity in the **Qty** field and click **Proceed to Cart & Checkout**.
3. If you need to add other items, continue searching and adding items to your cart.
4. When you are ready to return your items to your eSHOP cart, either click **Proceed to Cart & Checkout** after adding an item to your cart, or click **My Cart** at the top of the page at any time which will display the items in your cart. If you need to make changes, click the **Summary View** link. You can then make any necessary changes.
5. To check out, click **Create Order Requisition** from your cart.
6. Choose your desired shipping option and Trade Compliance option.
7. Click **Continue**.
8. Review the information one last time and click **Submit Order Requisition**.
9. Your item(s) have been added to the active cart in eSHOP. If you want to add or remove items, you need to click the **Modify Items** link to take your cart back into Dell, view your cart and make the necessary additions/changes there.



Retrieving a Quote

1. Click **My Premier** from the top of any page.
2. In the small box with the blue bar at the top, click **Detailed View**.
3. Using the Display Options on the left side of the screen, choose the radio button above the type of quote you are searching for (E-Quote or Sales-created Quote).
4. Enter your quote # to search, or select the e-quote using the check boxes on the right hand side of the screen.
5. Click **Purchase** to add the quote to your cart.
6. When you are checking your cart out in eSHOP, be sure to enter the quote number in the **Quote Number** field by following the steps below:
 - Click **Proceed to Checkout**.
 - Click the **Requisition** tab and the **Summary** tab.
 - Click the **edit** button in the **General** section.
 - Enter the quote number in the **Quote Number** field and click **Save**.

[Accessing e-quotes through Dell's punchout](#)

[Accessing Sales Created, DOMS, or non-standard quotes through Dell's punchout](#)

[Accessing Reporting through Dell's Punchout](#)

Creating / Accessing Favorites

1. You cannot create a Favorites list on Dell's punch-out site.

Additional Information Sent

Suppliers vary in their ability to accept certain information that is sent electronically from eSHOP. So, even though you enter the data when you create the Purchase Requisition in eSHOP, it may not always be accepted by the supplier when they receive the order electronically.

1. **External Notes** – No
2. **External Attachments** – No
3. **Information in "Ship via" field** – No
4. **Delivery Date** – No


Shipping Charges

1. Free shipping? – **Yes** for Standard 3-5 day shipping. There is a charge for upgraded shipping.

Order / Shipping Confirmation

1. Will I receive a confirmation that my order has been received? **Yes**
2. Will I receive a confirmation that my order has been shipped? **Yes**

Viewing Previous Orders / Order Status

1. Click **Quick Links > Order Status** from the top of any page.
2. Enter the two required pieces of information and click  **Submit**

Note: The PO Number and Zip code are often the two easiest pieces of information to include when tracking status. Be sure that when you include the zip code that you are using your Billing Zip Code. UNL orders would use 68508 as the zip code.

3. Click on the **Order Number** to view more details.

Cancelling an Order

1. Contact your Dell representative, Erika Gurrola. Email: Erika_Gurrola@Dell.com. Telephone: (800) 274-7799, ext 513-9385. The University of Nebraska's Dell account number is: **530005601571**.
2. Fill out and submit a Change Order Request Form in eSHOP.

Returns

1. Contact your Dell representative. Click **Quick Links > My Products and Services** to view contact information. The University of Nebraska's Dell account number is: **530005601571**.

Helpful Hints & Tips

1. **eQuotes:** If you are unable to pull up your eQuote by the number or receive an error message that you don't have permission to purchase an eQuote that you can locate, try clicking on the eQuote hyperlink on the home page and entering in the email address of the person that originally entered the eQuote. **Note:** eQuotes need to be created in eSHOP in order to be able to be retrieved.