



University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

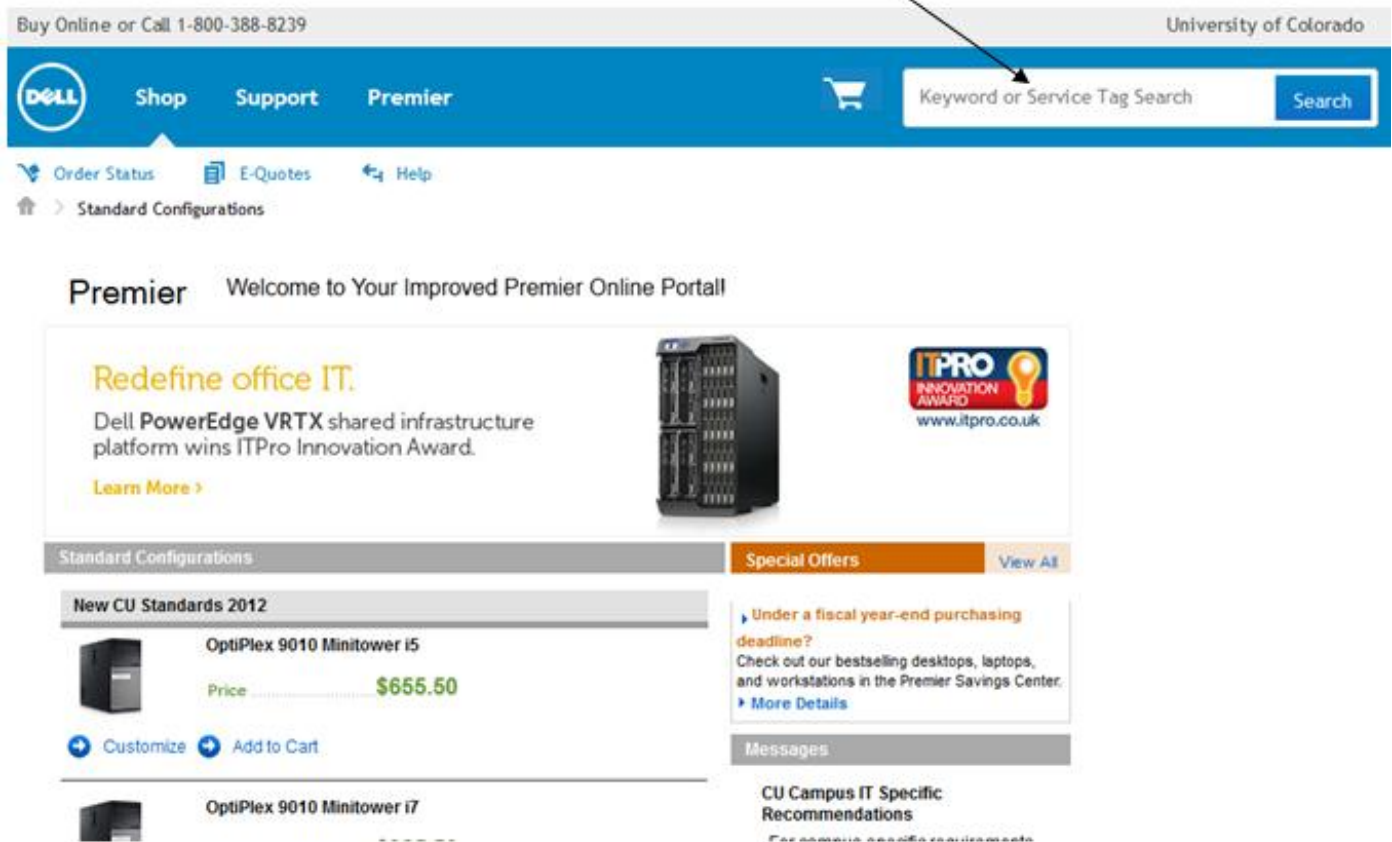
M@rketplace

Dell Punch-out User Guide

If you're using Internet Explorer as your internet browser, you must answer "NO" to the security warning when first accessing the catalog.



Search within the Dell Punch-out by entering keywords into the search field, e.g. mouse:

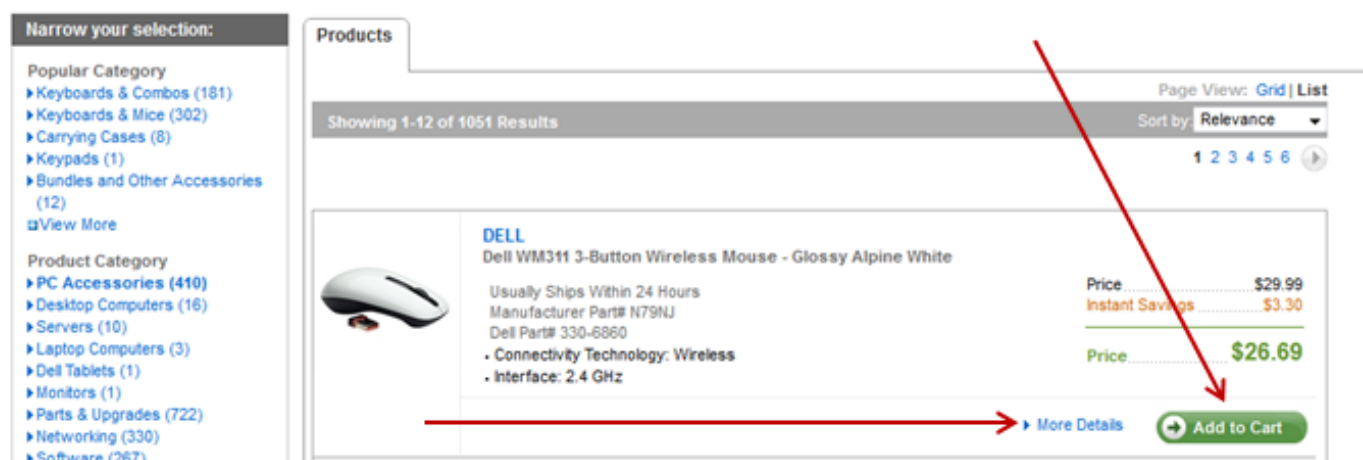


Dell Punch-out User Guide

Select an item by clicking  or select the [More Details](#) button for additional product information.

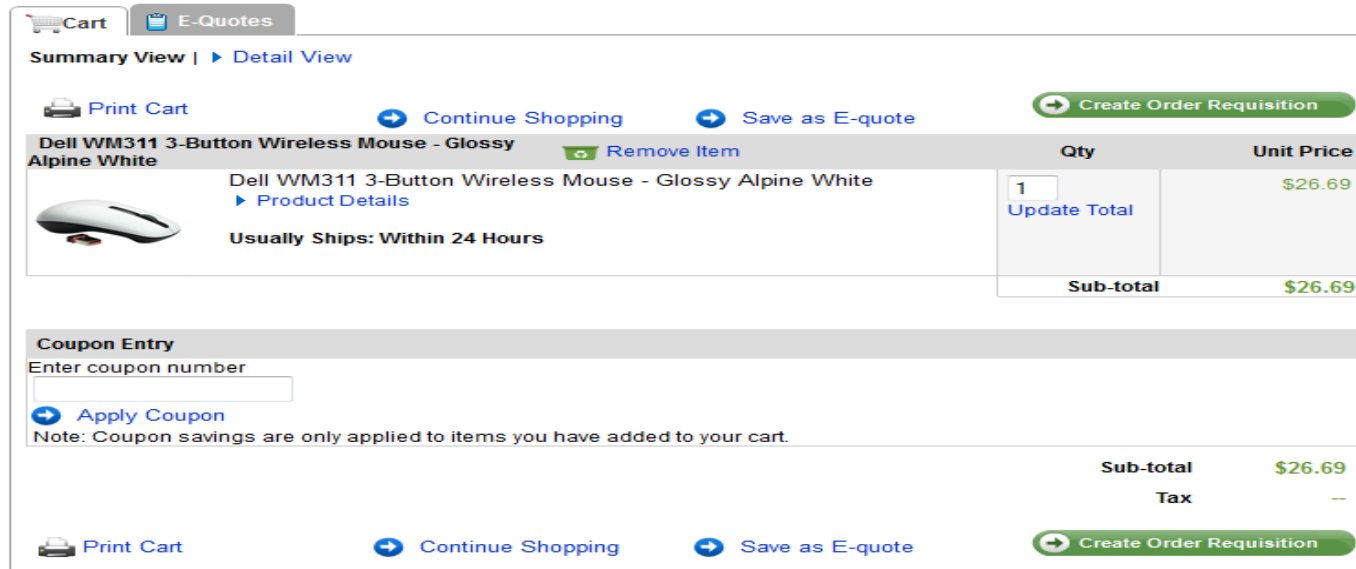


Search Results for "mouse"



Upon clicking the “add to cart” button the item will be added and you’ll be re-directed to your Dell shopping cart.

My Cart






Dell Punch-out User Guide

Within the shopping cart you'll have several options for proceeding forward:

My Cart

The screenshot shows the 'My Cart' page with the following elements:

- Top navigation: [Cart](#) and [E-Quotes](#) tabs.
- View options: [Summary View](#) | [Detail View](#).
- Actions: [Print Cart](#), [Continue Shopping](#), [Save as E-quote](#), and a green [Create Order Requisition](#) button.
- Item list:

	Qty	Unit Price
 Dell WM311 3-Button Wireless Mouse - Glossy Obsidian Black for Select Dell Systems Remove Item Product Details Usually Ships: Within 24 Hours	1 Update Total	\$26.69
Sub-total		\$26.69
- Coupon Entry section:

Enter coupon number

[Apply Coupon](#)
Note: Coupon savings are only applied to items you have added to your cart.
- Summary:

Sub-total	\$26.69
Tax	---
- Bottom actions: [Print Cart](#), [Continue Shopping](#), [Save as E-quote](#), and a green [Create Order Requisition](#) button.

-Save your shopping cart as a personal "E-quote" for future purchase (valid for 30 days)

-Adjust the Qty. by using the text box & selecting "update total"

-Remove items from the cart by selecting the green "remove item" button

-Continue shopping, you'll be returned to the Dell homepage

-Begin checkout by selecting, "Create Order Requisition"

If you're ready to check-out select the [Create Order Requisition](#) button and you'll be directed to a page where you'll need to enter your shipping preference and agree not to export the Dell item out of the U.S.



Dell Punch-out User Guide

Shipping



SHIPPING

PAYMENT

VERIFY & SUBMIT ORDER REQUISITION

* Indicates Required Fields

Continue

Shipping & Handling Method

Shipping Option

- ☒ No Charge - Lowest Cost 3-5 Day Delivery
- ☐ Next Business Day
- ☐ 2 Business Days

* Trade Compliance

- ☐ I WILL NOT export this order outside the United States.
- ☐ I WILL export this order outside the United States.

The export of any product and software purchased from Dell must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding product(s) to be exported, their destination or their end-use.

Continue

Select your shipping option (Shipping charges apply to next day and 2 day delivery). Confirm that you will not export the item out of the U.S. and select "Continue."



Dell Punch-out User Guide

Final Step: Review your order and, if everything is correct, select the the CU Marketplace.

Submit Order Requisition

to be returned to

VERIFY & SUBMIT ORDER REQUISITION



Secure
Shopping
Guarantee



SHIPPING

PAYMENT

VERIFY & SUBMIT ORDER REQUISITION

Your Order Requisition is nearly complete. Please review the following details and edit if necessary. Select "Submit Order Requisition" (bottom right) to submit.

Unless you have a separately signed agreement between you and Dell that specifically applies to this order, by clicking on the "Submit Your Order" button, you agree to Dell's [COMMERCIAL TERMS OF SALE](#) (for purchases meant for internal use), or the [RESELLER TERMS OF SALE](#) (for purchases meant for resale), as well as Dell's [WARRANTY](#) and applicable [SERVICE DESCRIPTION\(S\)](#). THESE TERMS CONTAIN IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, INCLUDING LIMITATIONS OF LIABILITY. These terms are hereby fully incorporated into the transaction and are available in hardcopy from Dell upon request.

Send your eQuote to purchasing along with your requisition.

Submit Order Requisition

View/Print Cart

- [Print Order Summary](#)
- [Print Order Details](#)

Order Requisition Date and Time:
August 13, 2013 6:05 PM CST

Shipping & Handling Information

Shipping & Handling Method

No Charge - Lowest Cost 3-5 Day Delivery

[Edit](#)

Contact Information

Billing Information

Payment Method
Credit Terms

Contract Code
64ADH

Order Summary

Detailed View

Description

Dell WM311 3-Button Wireless Mouse - Glossy Obsidian Black for Select Dell Systems



Manufacturer Part# 3TJTS
Dell Part# 330-6856

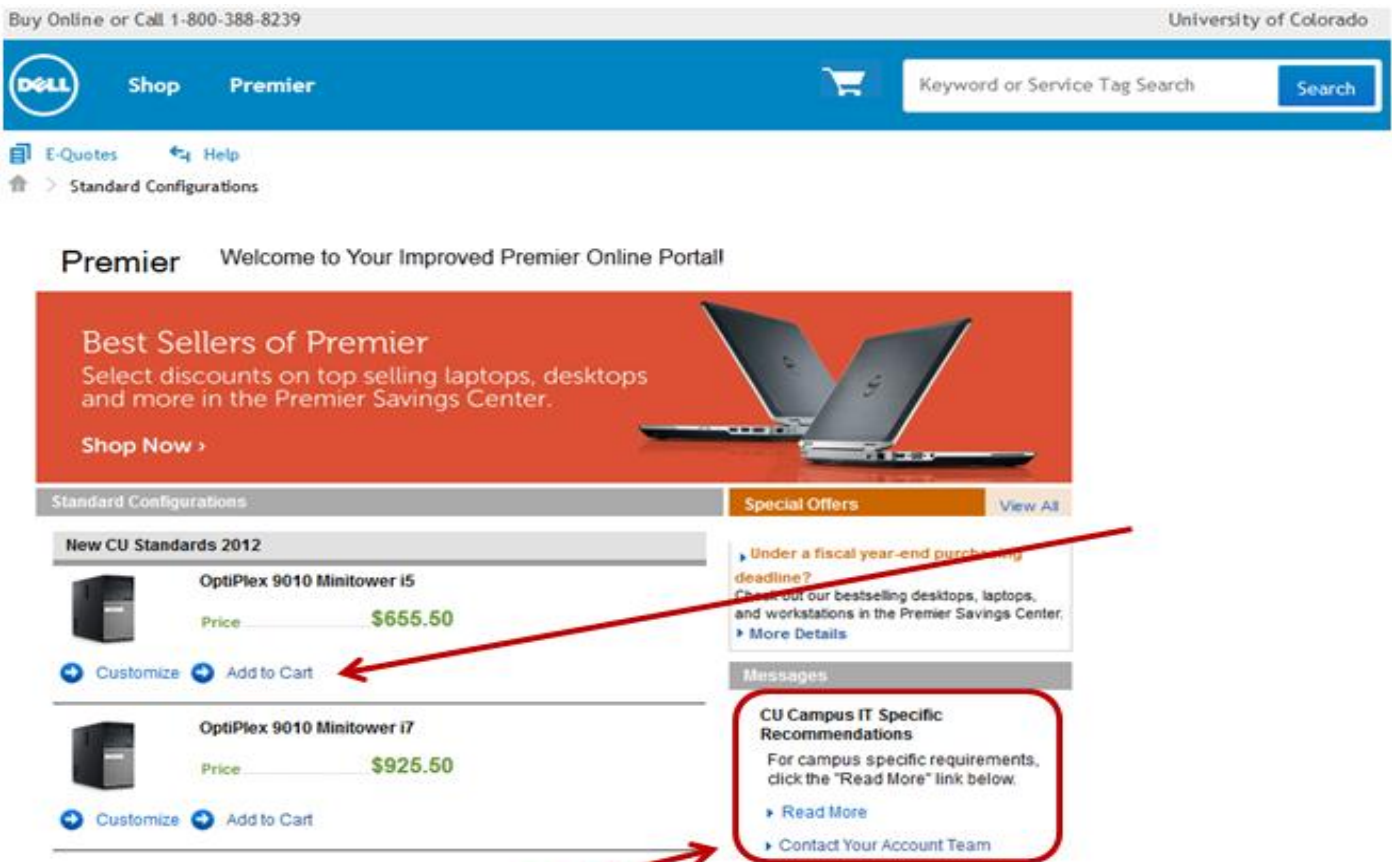
Qty	1
Unit Price	\$26.69

TOTAL: \$26.69

Dell Punch-out User Guide

Other Ordering options and Non-Standard Quotes:

The homepage of the Dell catalog has a listing of “Standard Configurations” as determined by the each campus’s IT department. These can be added to your cart “as is” by selecting the [Add to Cart](#) button or, to adjust the standard configuration, select the [Customize](#) button.



Buy Online or Call 1-800-388-8239 University of Colorado

Dell Shop Premier

Keyword or Service Tag Search [Search](#)

[E-Quotes](#) [Help](#)


[Standard Configurations](#)


Premier Welcome to Your Improved Premier Online Portal

Best Sellers of Premier
Select discounts on top selling laptops, desktops and more in the Premier Savings Center.
[Shop Now](#)

Standard Configurations **Special Offers** [View All](#)

New CU Standards 2012

 **OptiPlex 9010 Minitower i5**
Price **\$655.50**
[Customize](#) [Add to Cart](#)

 **OptiPlex 9010 Minitower i7**
Price **\$925.50**
[Customize](#) [Add to Cart](#)

Under a fiscal year-end purchasing deadline?
Check out our bestselling desktops, laptops, and workstations in the Premier Savings Center.
[More Details](#)

Messages

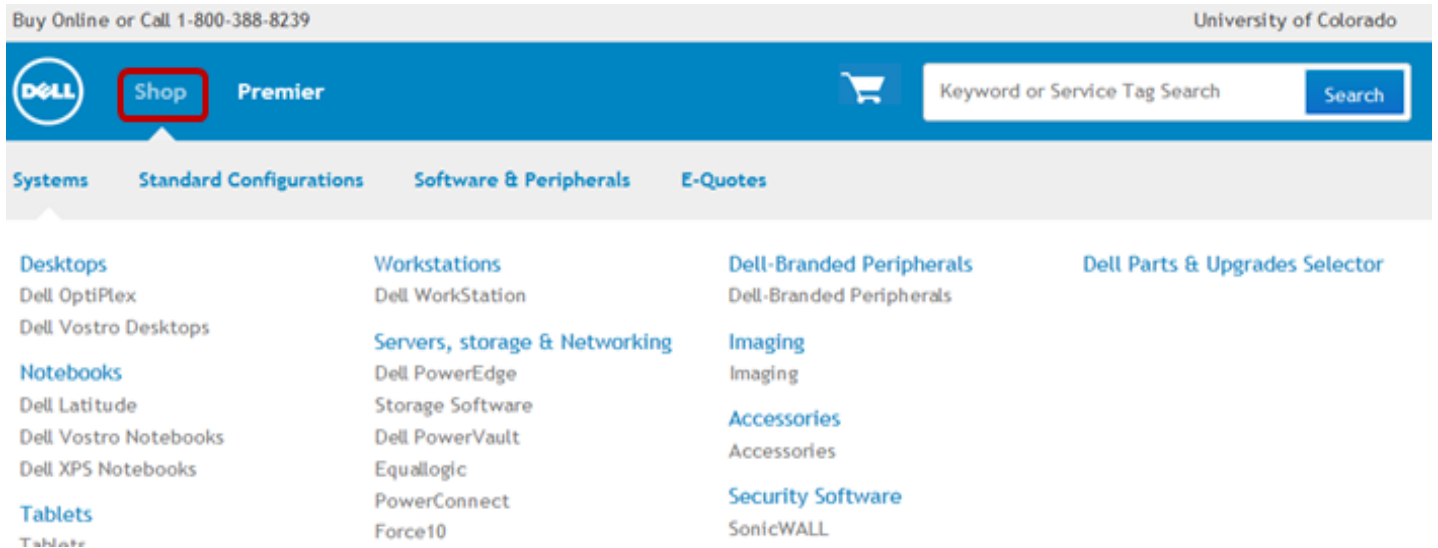
CU Campus IT Specific Recommendations
For campus specific requirements, click the "Read More" link below.
[Read More](#)
[Contact Your Account Team](#)

If you need more information regarding your campus’s recommended configurations, select the “read more” link for campus specific listings or select the “Contact Your Account Team” link to speak to a Dell representative directly.




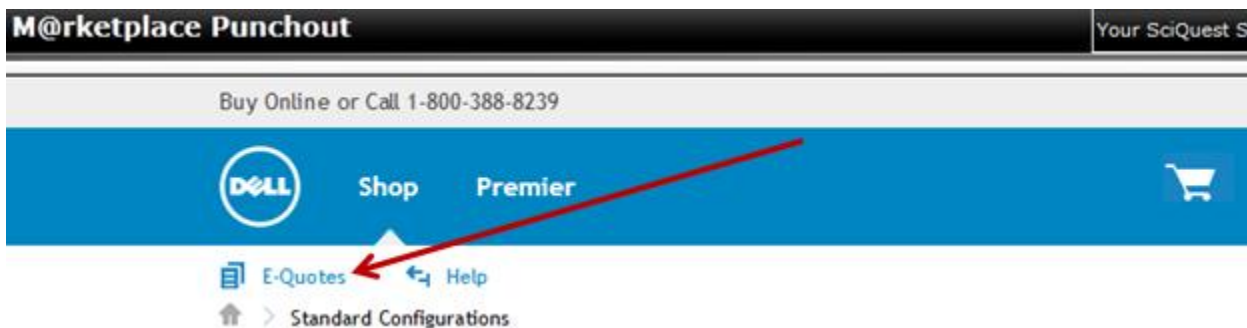
Dell Punch-out User Guide

You can also select the **Shop** button at the top of the page to view a list of pre-defined products.



By Selecting one of the categories you'll be re-directed to a page of sub-categories and products. From here you'll select and add the product just as you would have using the search bar at the top of the Dell page.

The Quote button at the top of the page  **E-Quotes** is where you'll retrieve any "Saved" shopping carts:



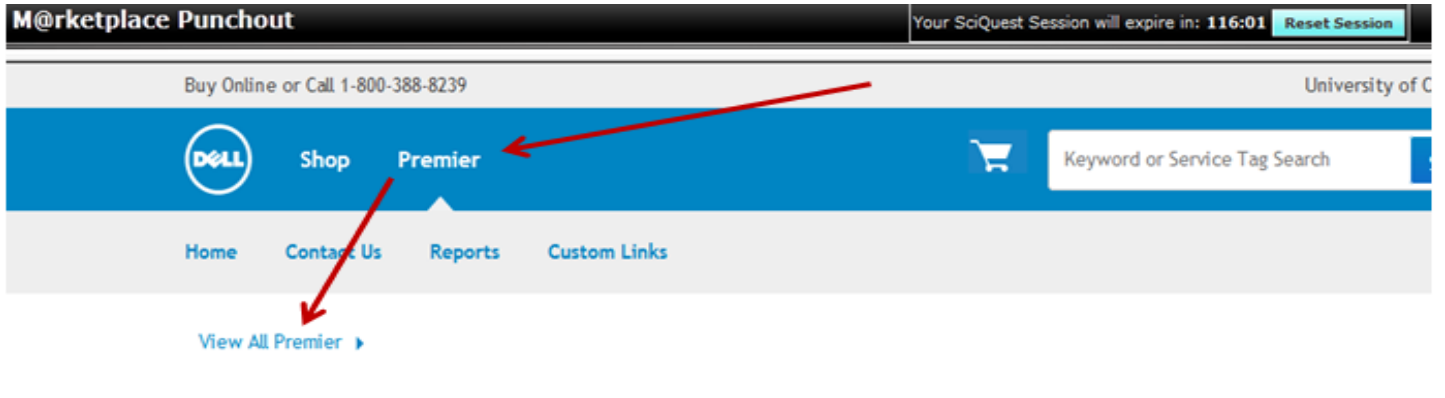
You will not find any Quotes given out by Dell Sales Representatives using this link. To retrieve Dell Sales quotes follow the information below.



Dell Punch-out User Guide

Non-Standard Quotes:

If you're Dell sales representative has provided you with a quote for goods or services that quote can be purchased using the Dell Punch-out catalog. To retrieve your quote, navigate to the Dell homepage, Click on the "Premier" link at the top of the page and then click on "View All Premier."



On the next page that populates select the link in the middle of the page called "Non-Standard Quotes." From here you'll see a complete listing of all quotes available to the University.

Standard Configurations

Non-Standard Quotes

Q:660611177 Expires 9_12_13
PWA,CTL,SAS,H310,ADPT,FH,PWS

\$2,799.86

[Customize](#)
[Add to Cart](#)

Q:660610206 Expires 9_12_13
ASSY,CBL,PERC8,T3600/T5600,V2

\$249.75

[Customize](#)
[Add to Cart](#)

Q:659872932 Expires 9_5_13 8X
DVD+/-RW,LAT E6X30,CUS (Order as unit 1)

\$145.09

[Customize](#)
[Add to Cart](#)

Q:656894813 Expires 9_5_13 XPS L322X (BTX)

\$1,198.99

[Customize](#)
[Add to Cart](#)

Q:658009806 Expires 9_6_13 OptiPlex 9010 Minitower

\$19,998.60

[Customize](#)
[Add to Cart](#)

Q:660393710 Expires 9_10_13 Latitude E6430

\$1,302.19

[Customize](#)
[Add to Cart](#)

Q:660389594 Expires 9_12_13 PowerEdge R620

\$30,621.52

[Customize](#)
[Add to Cart](#)

Q:660452037 Expires 9_12_13 XPS 8700

\$1,028.99

[Customize](#)
[Add to Cart](#)

Q:660593877 Expires 9_12_13 DELL UltraSharp U2412M 24"W Monitor

\$818.97

[Customize](#)
[Add to Cart](#)

Messages

CU Campus IT Specific Recommendations

For campus specific requirements, click the "Read More" link below.

[Read More](#)

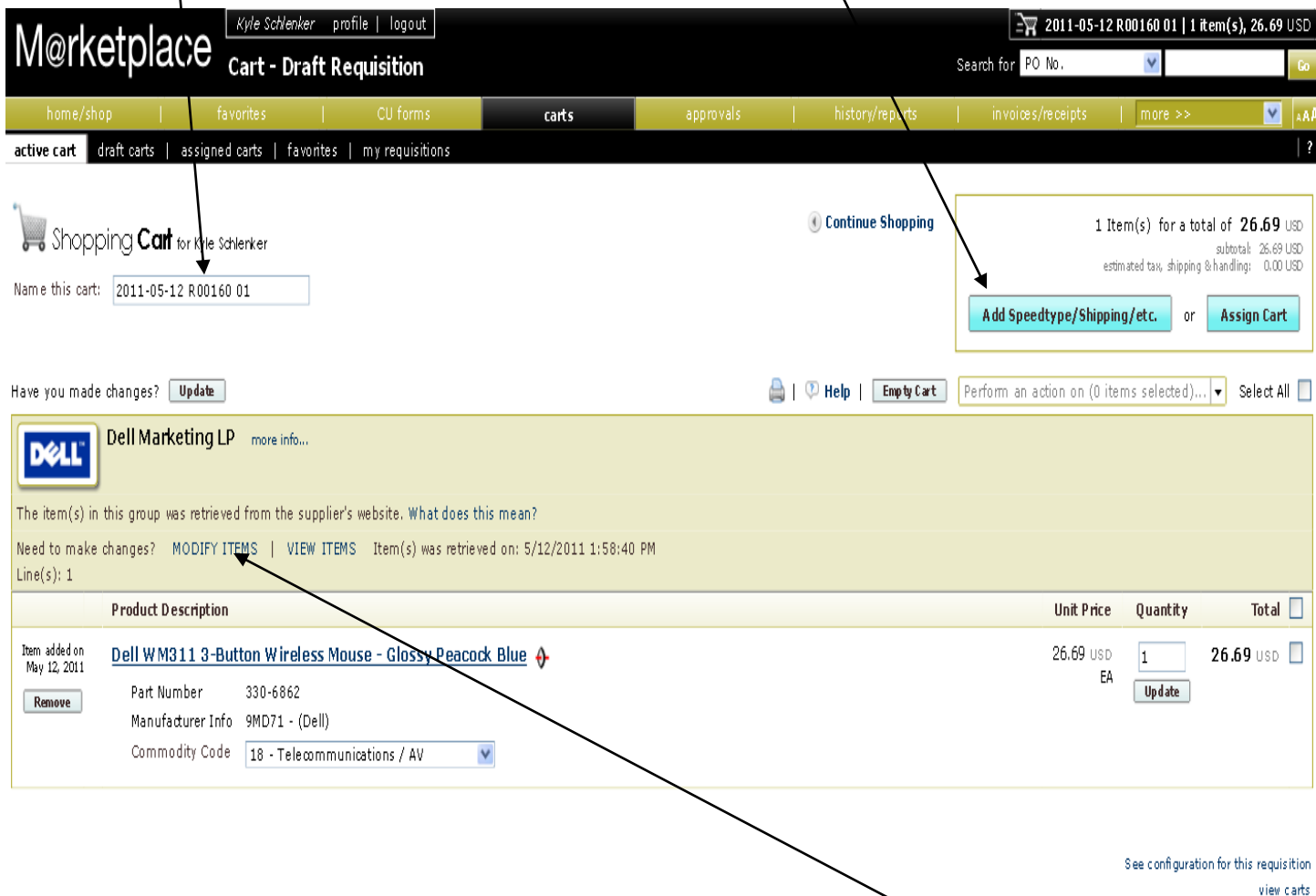
[Contact Your Account Team](#)

To purchase the quote simply click on the "Add to Cart" button. You can alter your existing quote by selecting the "customize" button however, the quote must then go back to Dell for approval. Also, please take note of the expiration date and ensure you have enough time to get your order approved.

Dell Punch-out User Guide

Success! Now your Dell cart is back in CU Marketplace and you can submit your cart or assign it accordingly!

Don't forget to "name your cart" for tracking and reference purposes!



Marketplace Kyle Schlenker profile | logout

2011-05-12 R00160 01 | 1 item(s), 26.69 USD

Search for PO No. Go

home/shop | favorites | CU forms | **carts** | approvals | history/reports | invoices/receipts | more >>

active cart | draft carts | assigned carts | favorites | my requisitions

Shopping Cart for Kyle Schlenker

Name this cart:

Continue Shopping

1 Item(s) for a total of **26.69 USD**
 subtotal: 26.69 USD
 estimated tax, shipping & handling: 0.00 USD

Add Speedtype/Shipping/etc. or Assign Cart

Have you made changes?

Dell Marketing LP more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 5/12/2011 1:58:40 PM

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on May 12, 2011 Dell WM311 3-Button Wireless Mouse - Glossy Peacock Blue <input type="button" value="Remove"/>	26.69 USD EA	<input type="text" value="1"/> <input type="button" value="Update"/>	26.69 USD
Part Number 330-6862 Manufacturer Info 9MD71 - (Dell) Commodity Code <input type="text" value="18 - Telecommunications / AV"/>			

See configuration for this requisition
[view carts](#)

To modify item quantities or add additional products to this order click the **MODIFY ITEMS** link. You will be transmitted back to the Punch-out where you can add or delete items and then go through the same check-out process outlined in this user-guide.