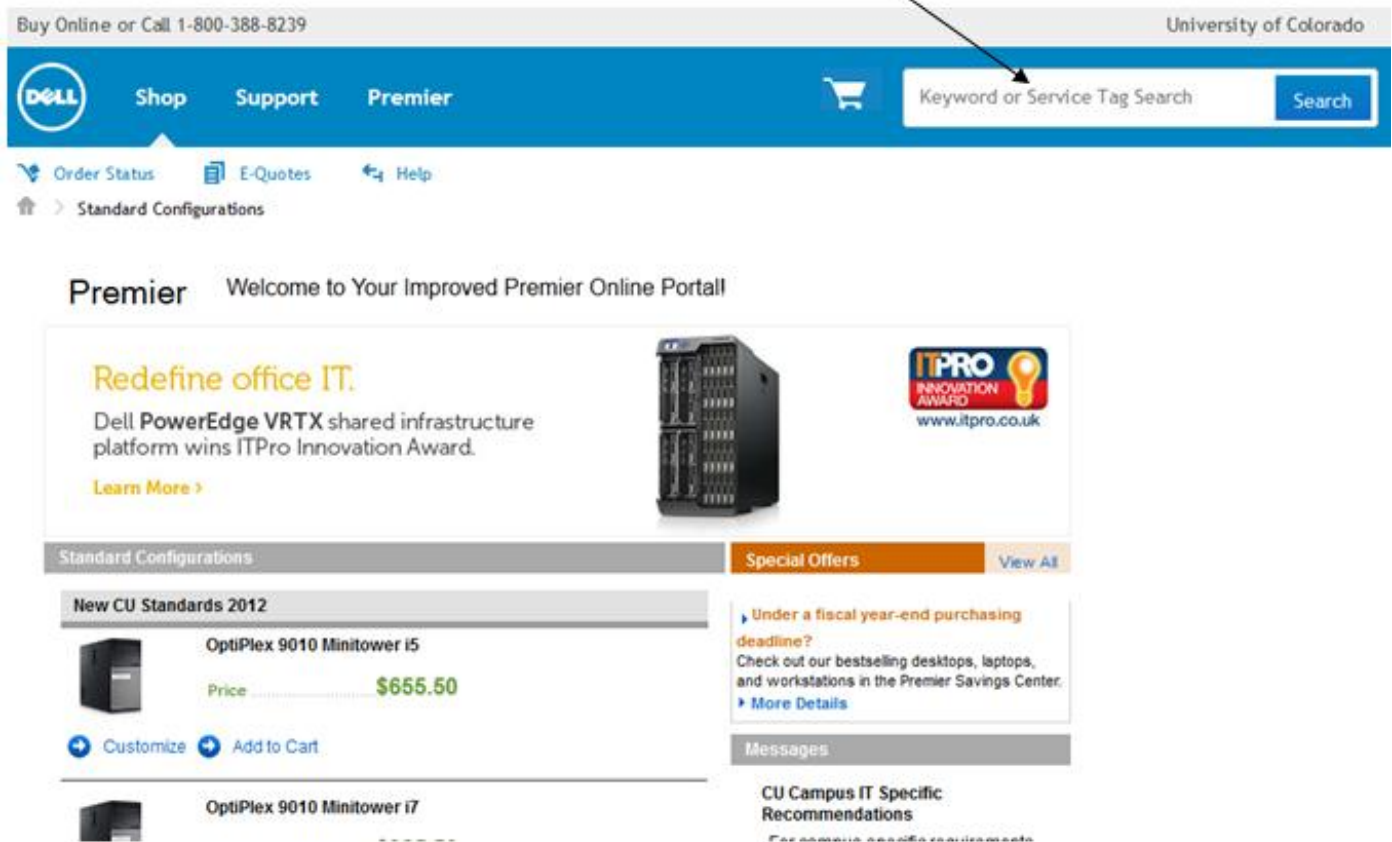# Dell Punch-out User Guide

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

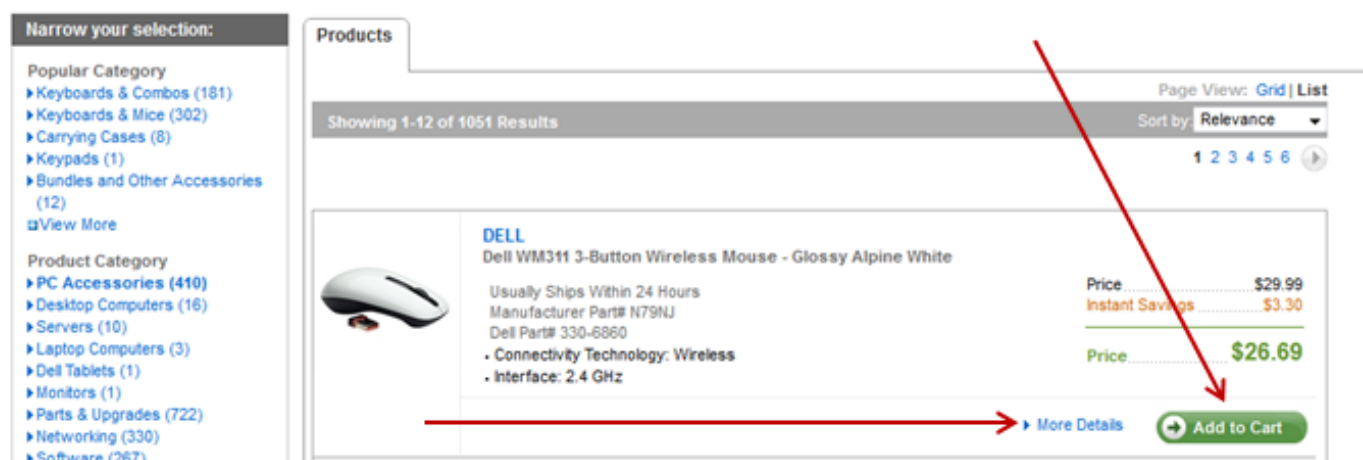Search within the Dell Punch-out by entering keywords into the search field, e.g. mouse:

Dell Punch-out User Guide

Select an item by clicking **Add to Cart** or select the **More Details** button for additional product information.
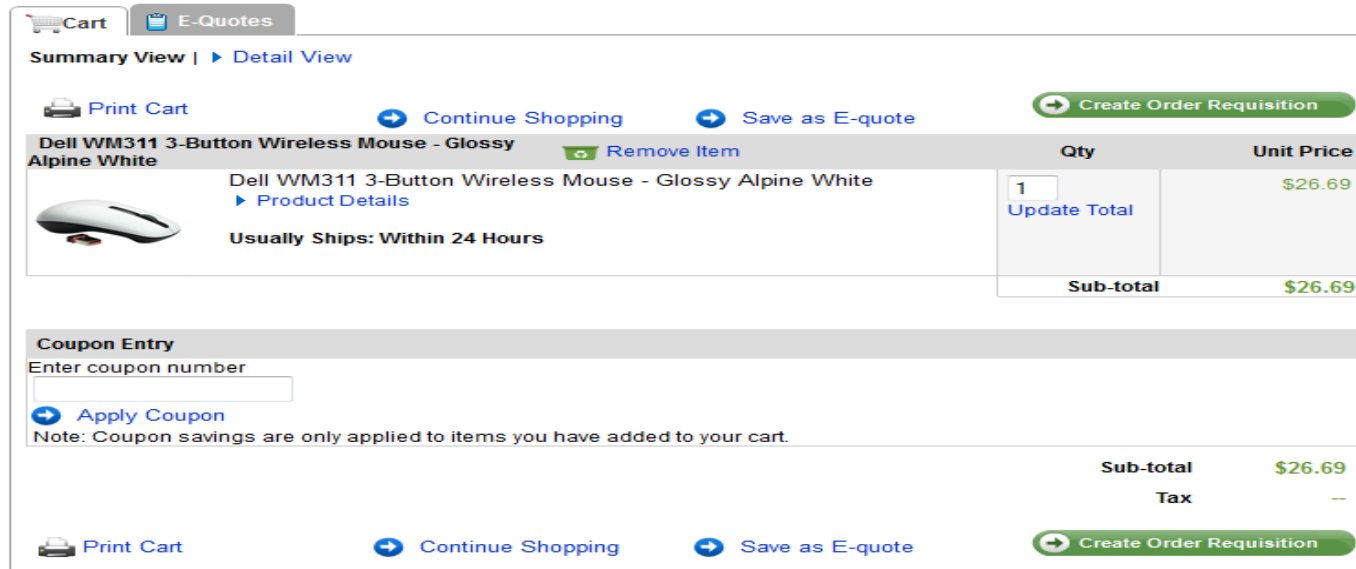

Upon clicking the "add to cart" button the item will be added and you'll be re-directed to your Dell shopping cart.

Dell Punch-out User Guide

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

My Cart

Cart | E-Quotes

Summary View | ▶ Detail View

🖨 Print Cart   ● Continue Shopping   ● Save as E-quote   ● Create Order Requisition

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

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

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

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

Coupon Entry

Enter coupon number

[   ]

● Apply Coupon

Note: Coupon savings are only applied to items you have added to your cart.

Sub-total $26.69

Tax   --

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

🖨 Print Cart   ● Continue Shopping   ● Save as E-quote   ● Create Order Requisition

-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.

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Shipping

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."

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Final Step: Review your order and, if everything is correct, select the [Submit Order Requisition] **to be returned to the CU Marketplace.**

VERIFY & SUBMIT ORDER REQUISITION

Secure Shopping Guarantee

Norton SECURED
powered by VeriSign

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

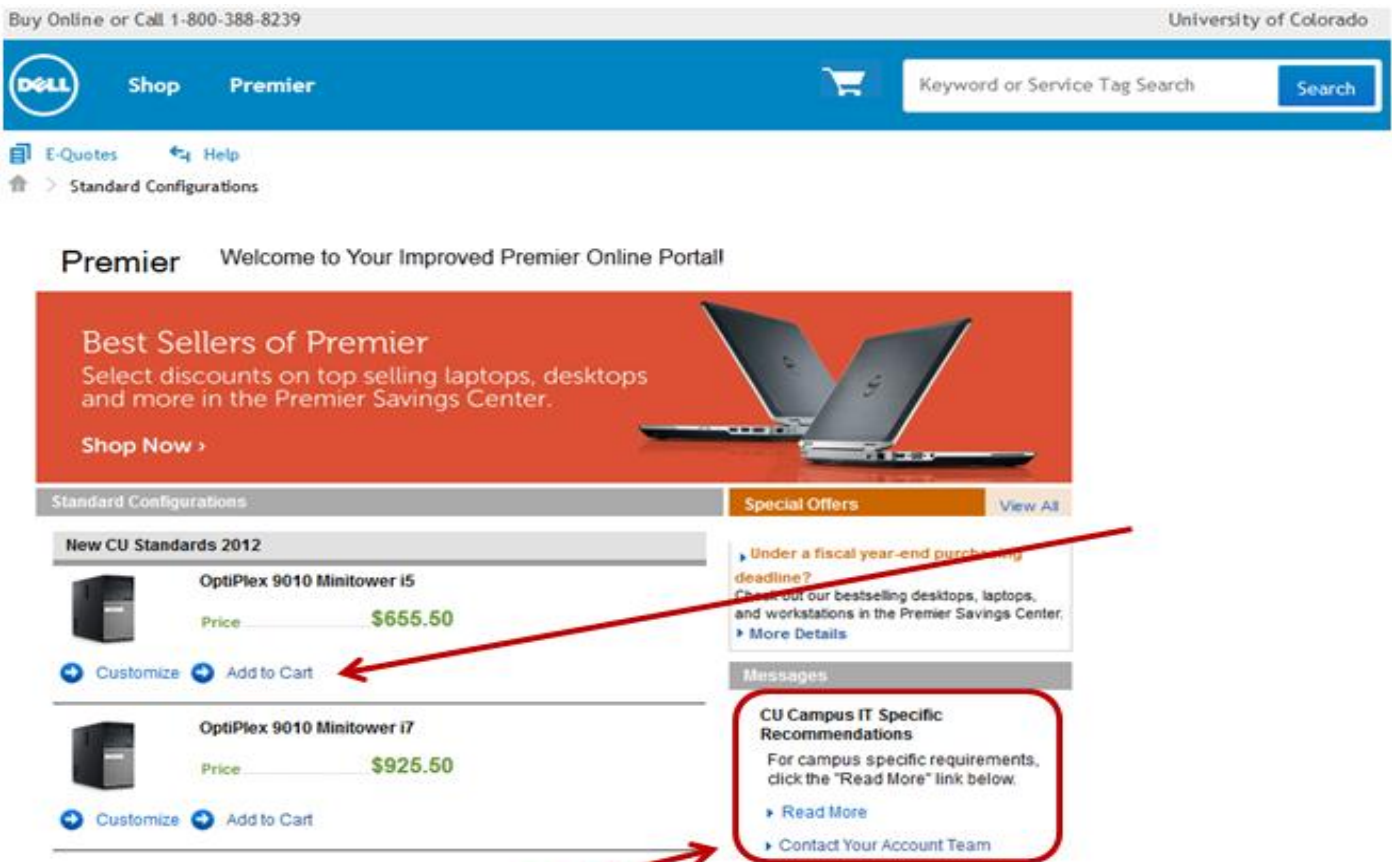| Description		
Dell WM311 3-Button Wireless Mouse - Glossy Obsidian Black for Select Dell Systems	Qty	1
	Unit Price	$26.69
Manufacturer Part# 3TJT5 Dell Part# 330-6856		
		TOTAL: $26.69

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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.

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.
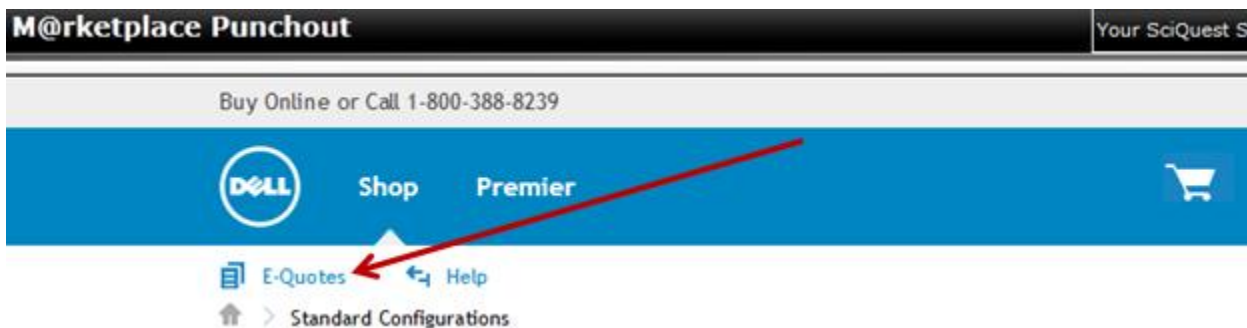
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You can also select the **Shop** button at the top of the page to view a list of pre-defined products.
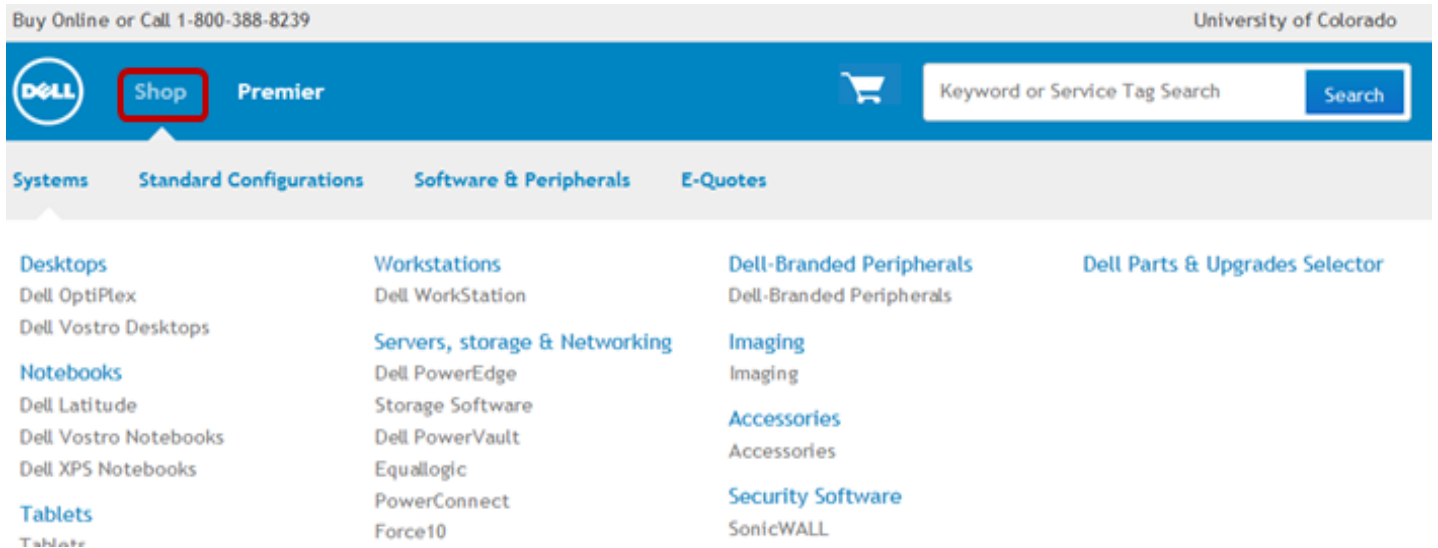
By Selecting one of the categories you'll be re-directed to a page of sub-categories and products. From here you'll select and add the product just as you would have using the search bar at the top of the Dell page.

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.

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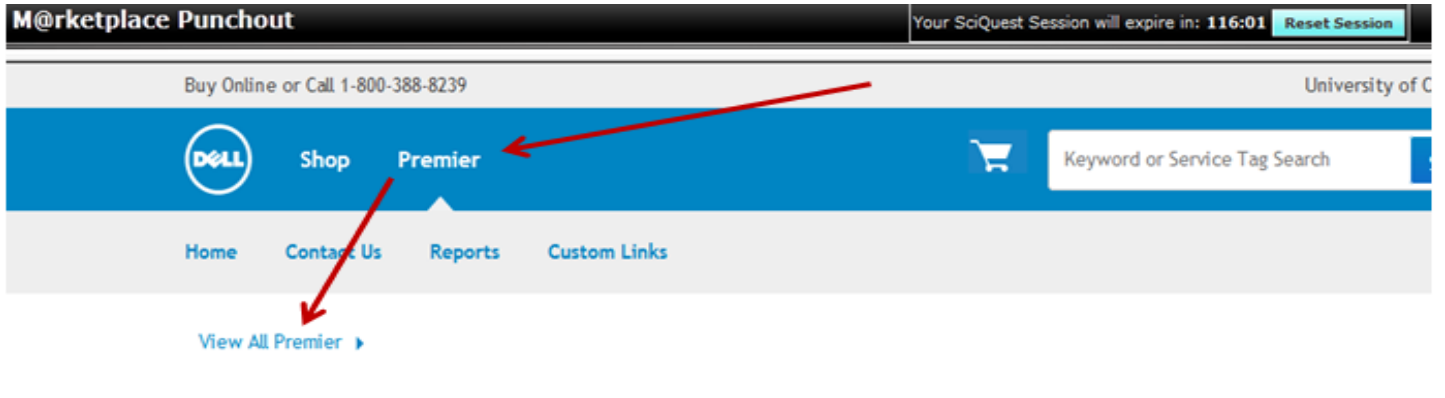
One the next page that populates select the link in the middle of the page called "Non-Standard Quotes." From here you'll see a complete listing of all quotes available to the University.
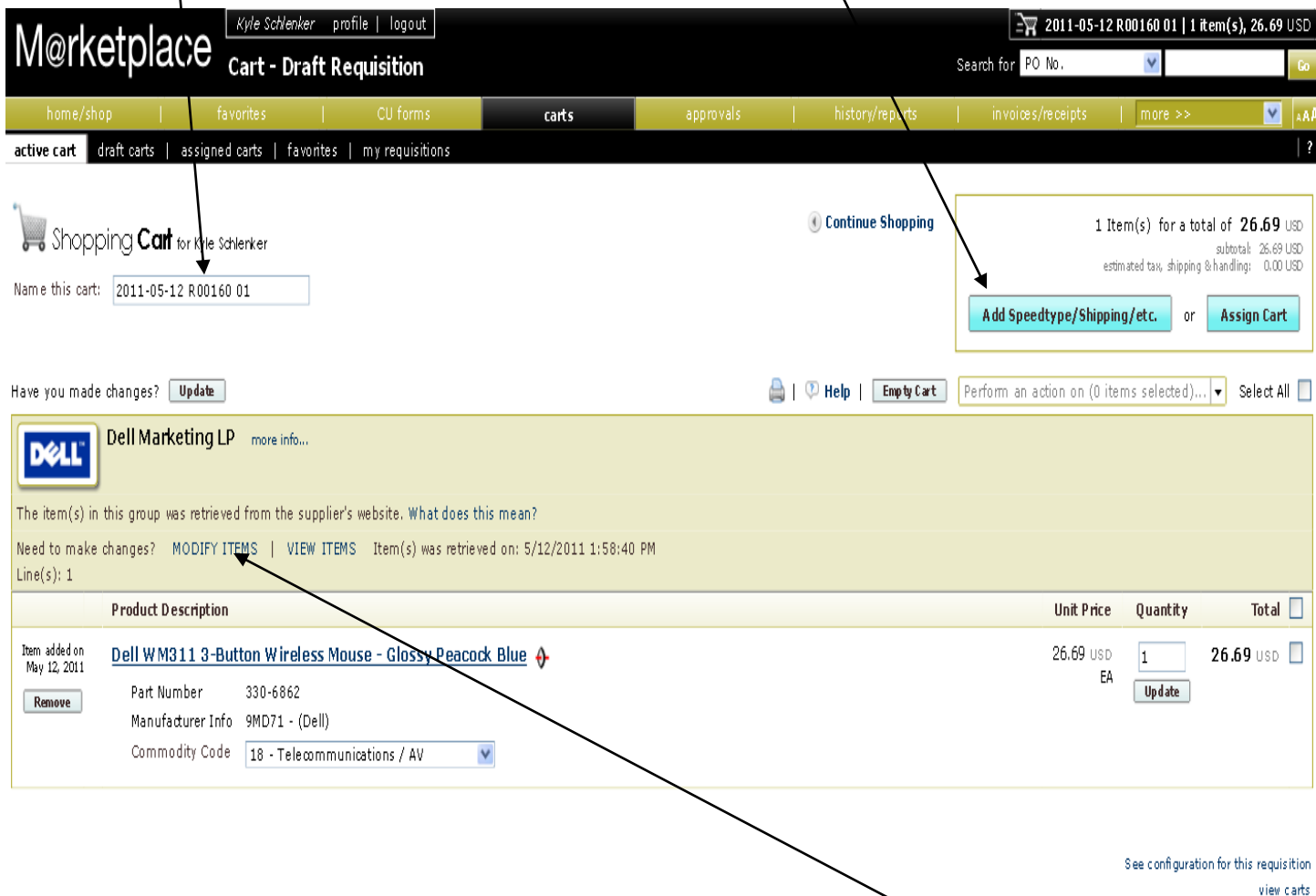

To purchase the quote simply click on the "Add to Cart" button. You can alter your existing quote by selecting the "customize" button however, the quote must then go back to Dell for approval. Also, please take note of the expiration date and ensure you have enough time to get your order approved.

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

Don't forget to <u>"name your cart"</u> for tracking and reference pusrposes!

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.