DELL MARKETING PUNCH-OUT CATALOG

Effective August 15, 2017, Dell Marketing (Supplier ID: V000001259) has now been created as a punch-out catalog in PeopleSoft. All requisitions for Dell Marketing must now be entered through the punch-out process (i.e. W.B. Mason and Grainger), using “State Contracts” as the purchasing methodology, contract number 89967.

NOTE: The items listed in the punch out are for negotiated, standard configurations and their peripherals. For assistance purchasing products outside of the standards, please send an email to itservicedesk@montclair.edu.

To create a Punch-Out Requisition:

In PeopleSoft, go to Main Menu > eProcurement > Requisition and select Dell Marketing in the Web section of the Create Requisition screen.

The following message MAY appear when you access the Dell Marketing punch out catalog:
IF it appears, click the floating “X” in the upper right corner to close it.

The Dell Standard Configurations page displays and lists the standard items available for purchase at MSU.


To filter the category of items to purchase, click the drop-down in the Filter field at the top left of the list. As a default, “All Categories” will display.

To select multiple items for your requisition, click the box to the left of the item name, and click the Add Selected To Cart button at the top of the list. The quantity can be adjusted on the Cart screen.

To select individual items, click the corresponding Add to Cart link and confirm/update the quantity in the Cart screen.

To view the specifications of a specific item, click the Customize link on the corresponding line item. Note, only specific items which include additional components (such as some laptops and external drives) are customizable. Most items are standard and customization is NOT available.
From the *Specifications* screen, to review the item specifications, once again, click the **Review & Continue** button. If the item is to be purchased, click the **Add to Cart** button on the *Review* page.

Otherwise, select the **Add to Cart** button from the *Standard Configurations* screen to add the corresponding items to your cart.

The Shopping Cart quantities and items can be adjusted within your cart.

- To **remove an item** from the cart, click the **Remove Item** link next to the image of the item.
- To **change quantity** of an item within the cart, click the “-” or “+” sign in the quantity field of the corresponding item.
- To **add additional items** into your cart, click the **Continue shopping** (ivory) button.

To **save your cart** (for later) without placing the order, click the **Save as eQuote** (blue) button. Dell will send an email to the requisitioner stating the cart has been saved and including instructions for how to retrieve the specific eQuote.
To check out of the Dell Marketing screen and return to the requisition screen, click the **Create Order Requisition** (green) button.

1. The **Checkout** screen displays the Shipping and Payment information. Click the **Continue Securely** (green) button to resume the checkout.
2. The **Review and confirm your order** screen displays. Scroll down to ensure that all items are in your cart and are correct. If not, make adjustments accordingly. If everything is correct, then click the **Submit Order Requisition** (green) button to continue into the standard PeopleSoft requisition.
3. When the **Check Budget** message displays, click the **OK** button to continue.

4. In the **Requisition Name** field, enter a unique description of the purchase (items or reason).
5. Click the drop down arrow in the **Purchasing Methodology** field and select **State Contract**.
6. Enter 89967 in the **Contract/Waiver #** field.

For each line item, indicate the Ship To and Accounting codes for the goods ordered.

7. Click the **Show Ship To and Accounting** button (the right pointing arrow to the far left of the line item) on the order line.
8. In the display, click the **Ship To Look Up** button (magnifying glass) and select the appropriate ship to location. Note: MSU01 is the default location corresponding to 1 Normal Avenue.

9. The “Attention To” field is required to be completed to include the Requestor’s Name/Building Code and Room Number/Extension. An example of this information is: Sue Johnson/UNIV5100/1234. Please note, there is a 30 space limit within the “Attention To”, which includes the slashes and spaces as well as characters. If this information is not completed within the requisition line, the request cannot be saved and processed within PeopleSoft.

10. Office supplies orders are next day delivery. For all other punch out catalog orders, indicate a due date.

11. Click the **Expand Section** button in the Accounting Lines section of the screen.

12. Click the **Chartfields2** tab.

The Accounting information will be pre-populated based on the CWID entered at sign in. Typically, these fields will not need to be changed unless you are ordering for your non-primary business area.

13. If you need to change any of the Chartfield codes, click the **Look Up** button (magnifying glass) of the corresponding field and search for your code.

In a punch out requisition, the Account field is populated based on the items being purchased, so there is no need to change the defaulted Account code(s).

Purchase requisitions cannot be submitted without a budget check performed.

14. Click **Save for Later** to store your purchase requisition information while you perform budget checking.

15. Click the **Check Budget** link. If your Budget Check produces an Error code instead of a Valid status, review your budget report to confirm there is enough money in the account and check the chartfield string to ensure the correct Fund, Department, Account combination are used before contacting the Budget Department. Then click the Check Budget link again to recheck your data.

16. Once a Valid status displays for your budget check, click the **Save & submit** button to submit the purchase requisition for approval.

The Purchase Requisition Confirmation screen will display with the purchase requisition name and number listed and the approval flow for the request.

After the department manager’s approval, all purchases will be routed in PeopleSoft to IT for approval, and then Dell Marketing will receive the purchase order.

Once a request is submitted, the Requisitioner will receive three emails from Dell, as follows:
• The first email will be sent immediately after the request has been submitted through PeopleSoft and will confirm that the request was received (PO Acknowledgement).
• The second email indicates that Dell has processed the Purchase Order and is working on fulfilling the request (PO Confirmation).
• The last email confirms that the request has been shipped from Dell (Shipment Confirmation).

As with all other punch-outs, Dell Marketing requests cannot be edited or cancelled. Once received, if an item needs to be returned, contact the supplier at 800-999-3355.