

# Using the Dell Punchout

This document is a quick reference guide for users purchasing goods from the Dell punchout, including Computer Equipment, Peripherals, and related services (Contract #CTR068890) in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

This document provides important information for using the Dell punchout in APP. The Dell Punchout website has buttons and options that State users will use to process their orders successfully.

## Premier Page



Dell offers a Premier page that is customized according to your agency email. Please contact the contract manager if the items you need are not listed.

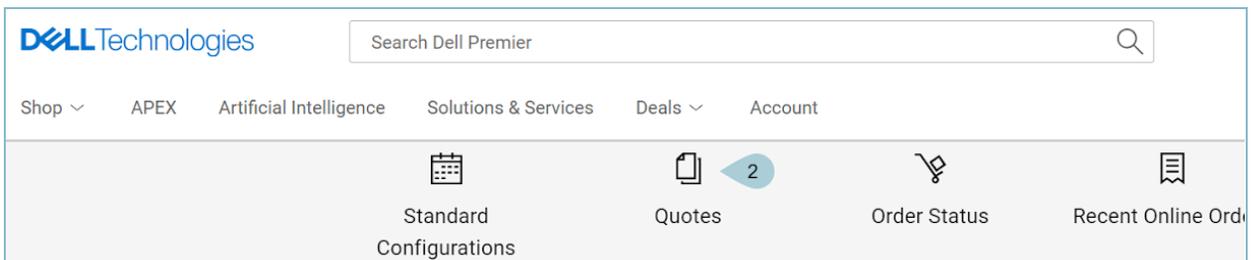
## Purchase Using a Dell Sales Quote Number

1. Locate the Dell punchout among the other Arizona punchouts in APP; click the **Shopping Cart** button to navigate to the website to shop.



Receive a sales quote from Dell as you would for any Dell product(s). The following steps demonstrate purchasing once a sales quote is acquired.

2. Click the Quotes link on the homepage.



3. Enter the Dell sales quote number in the search field to shop for your item(s).
4. The items included in the quote display.

3000177154814.1  3

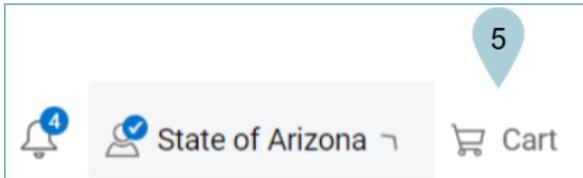
Name	Number	Created	Authorized Buyer	Expires	Purchased	 Subtotal / Total Price
Punchout Practice	3000177154814	noemail@azdoa.gov May 23, 2024	---	June 22, 2024	No	\$332.99 <b>\$332.99</b>

[View Details](#)



Click the **View Details** button to view multiple items of an order.

5. Click the **CART** button at the top of the page once the final item has been added to the cart.



6. Review your cart. Click the Create Order Requisition button.

 [Save as New eQuote](#) [Create Order Requisition](#) [Continue Shopping](#)

## Summary 6



Dell Premier Wireless ANC Headset - WL7024

[Specs](#)

Quantity 1

~~\$449.99~~  
 **-\$117.00**  
**\$332.99**

7. You are navigated to the Trade Compliance page. Click the **Confirm Change** button.

8. Click the **Submit Order Requisition** button.

9. Once back in APP, complete the requisition as you normally would.

## Purchase Using the Dell Cart (without a quote number)

1. Locate the Dell punchout among the other Arizona punchouts in APP; click the **Shopping Cart** button to navigate to the website to shop.
2. Scroll through the catalog or search for the specific item(s) in the **Search** bar.
3. Click the **Add to Cart** button at the top of the page to add items to your cart.
4. Follow steps 6-9 in the previous section to complete the purchase.

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## Resources

Click the link below for more information on using the Dell punchout in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides>