

How to Create a Dell Requisition

This manual documents how to create a requisition by "punching out" to the Dell Website. From this guide you may also learn how to save Dell quotes and use them for future requisitions and also review the University of South Carolina's purchase orders from the Dell web site.

VERSION 1.0

UPDATED September 2026

AUDIENCE Requesters

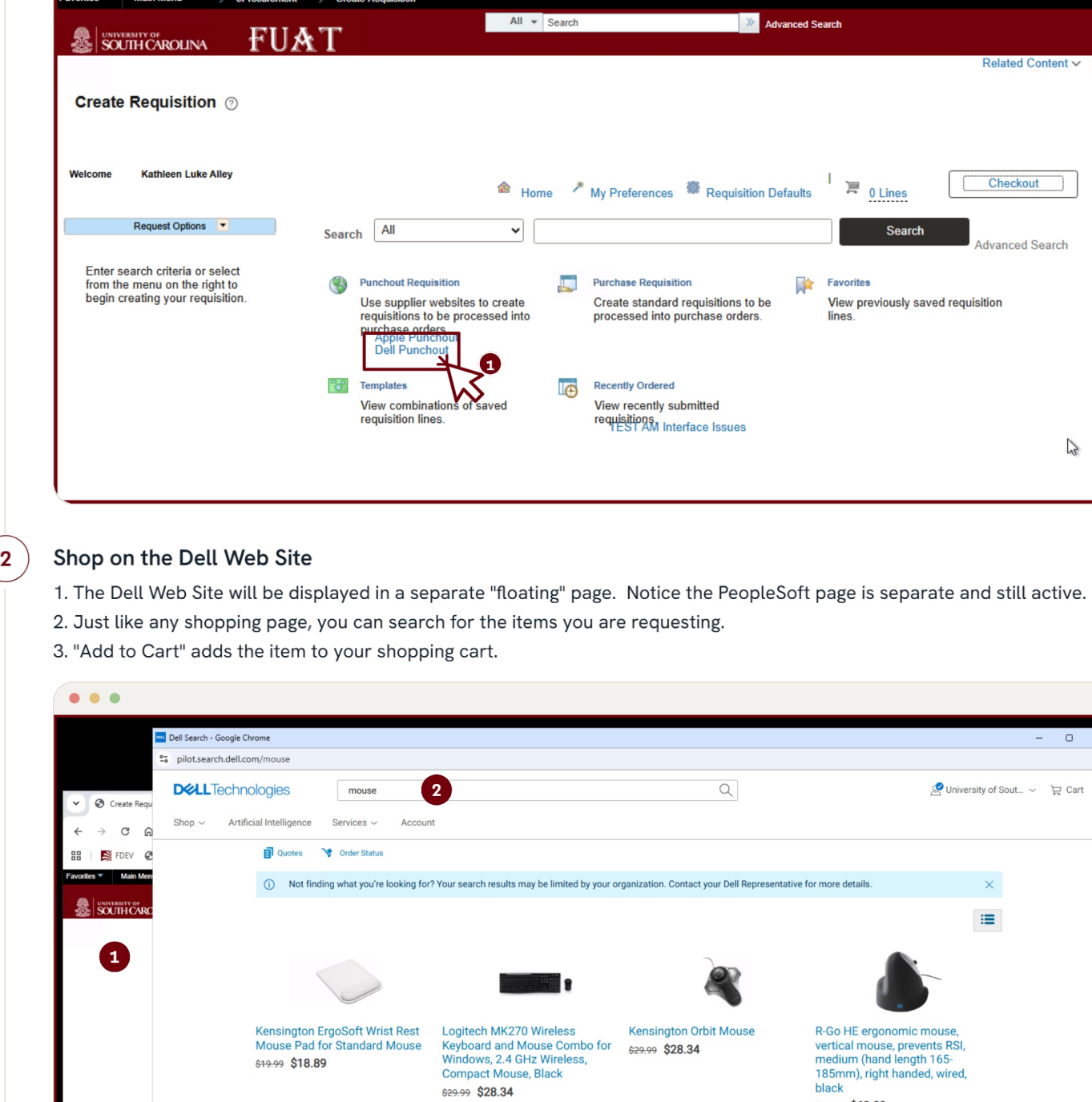
CLASSIFICATION Internal use

01 / OVERVIEW

The Dell Punchout Process

The requester will initiate the Punchout in Dell. The result will be the display of a "Dell" shopping page where the requester can shop for Dell items at the UofSC contract prices. When completed, the requester can ask the Dell UofSC contract prices to be displayed in the PeopleSoft system. At that point, the PeopleSoft requisition entry page will be displayed permitting the requester to add additional information such as an approval justification and chart of accounts values. After the requisition is submitted and approved, the PeopleSoft purchase order will be automatically sent to Dell where the supplier can fulfill the purchase and ship the items to the requester.

Approval routing



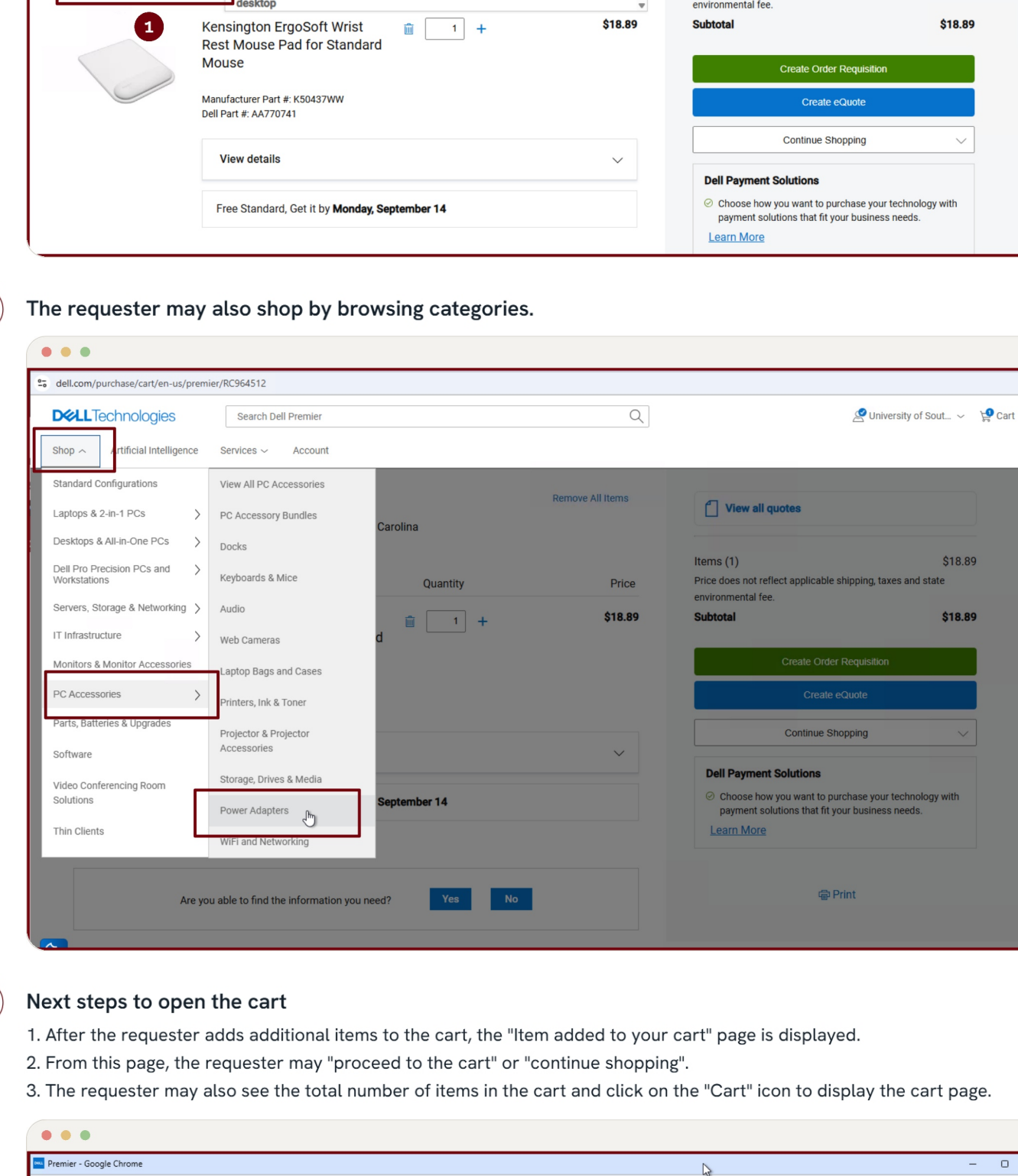
STEP DETAILS
Send the item info to PeopleSoft: Returns the request with a comment when something is missing.

02 / PUNCHOUT TO DELL

This section demonstrates how to "punch out" to the Dell web site.

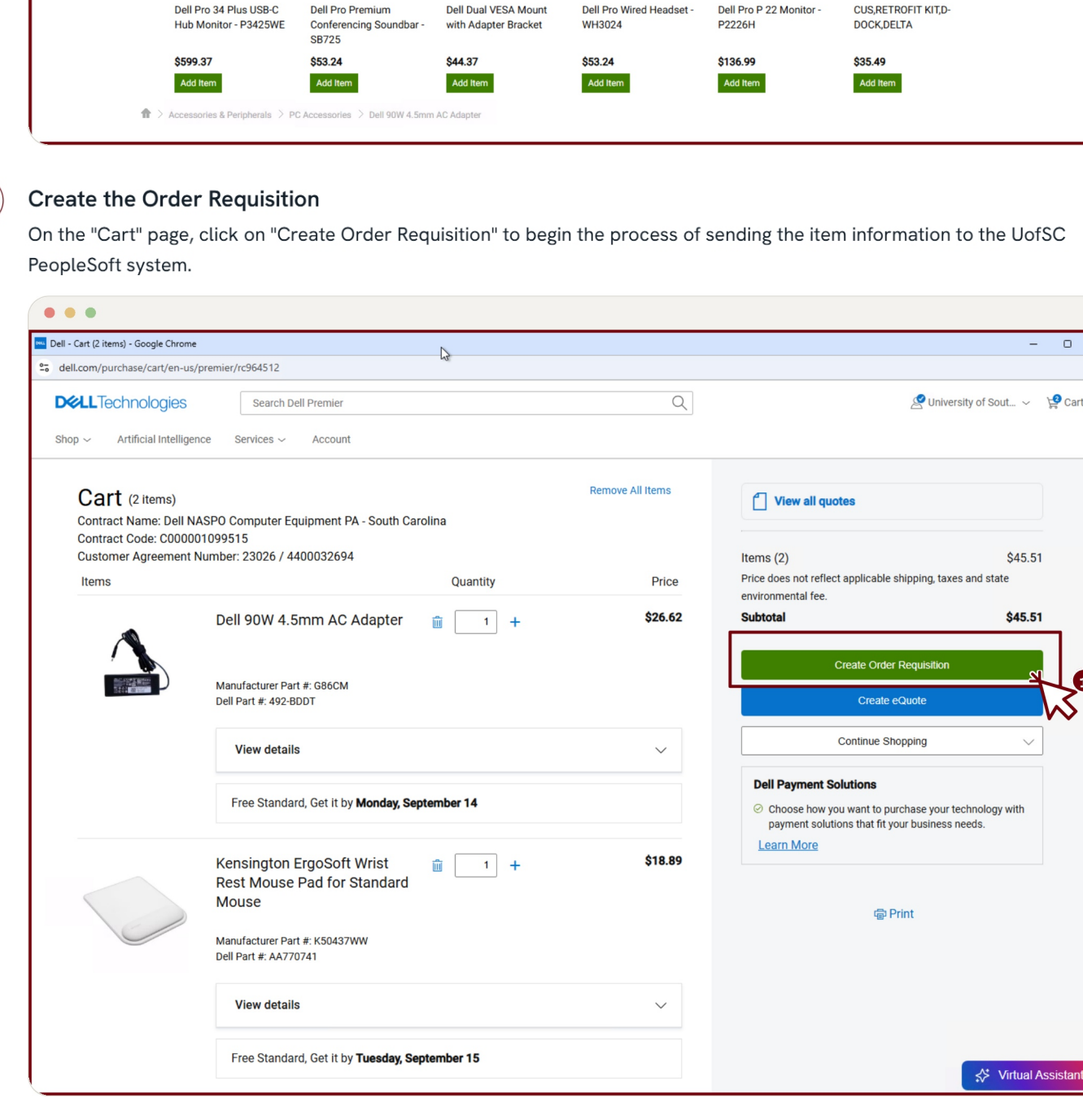
1. Navigate to «Create Requisitions» and select «Dell Punchout»

Main Menu » «Procurement» » Create Requisition



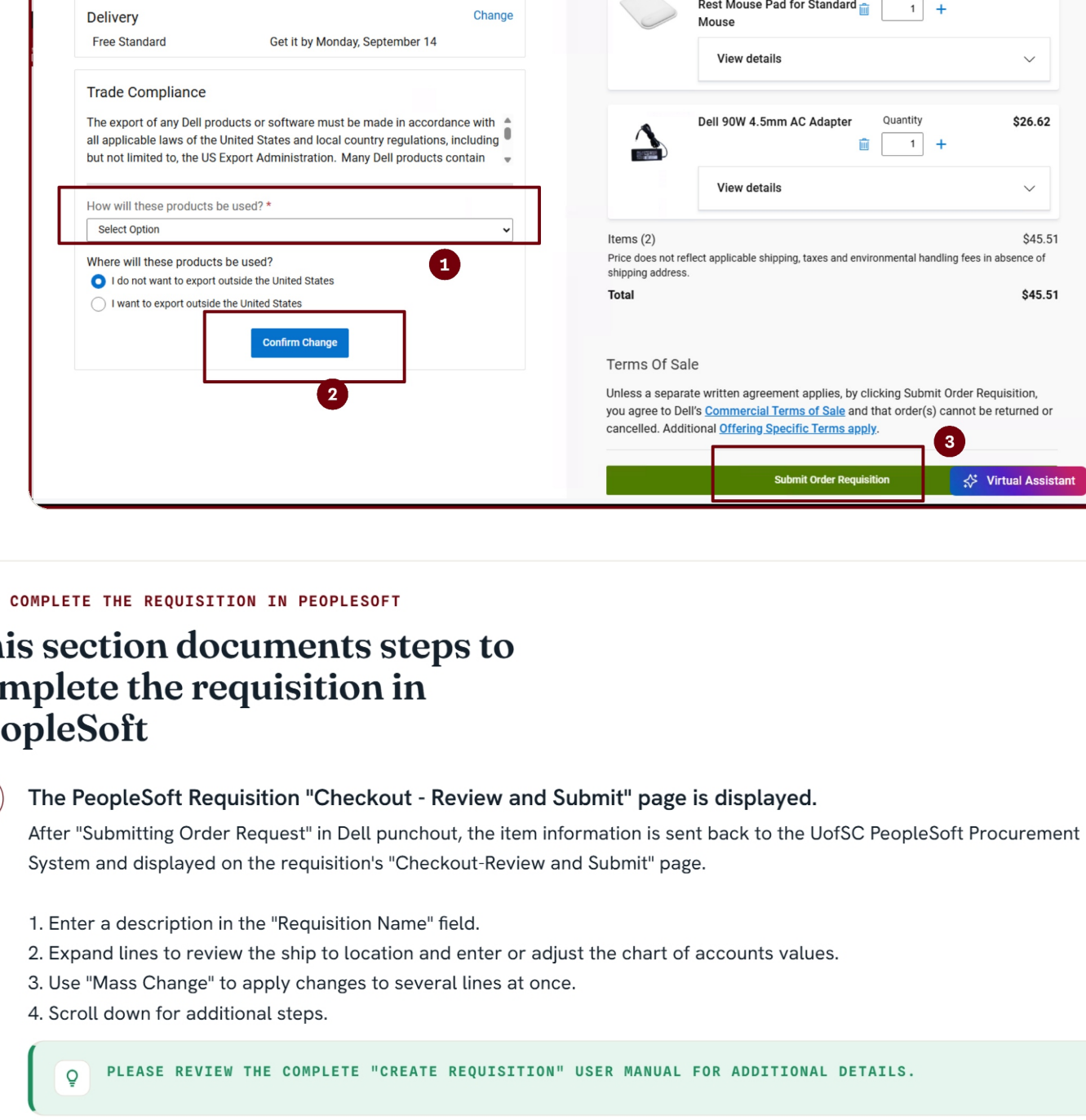
2. Shop on the Dell Web Site

1. The Dell Web Site will be displayed in a separate "floating" page. Notice the PeopleSoft page is separate and still active.
2. Just like any shopping page, you can search for the items you are requesting.
3. Add to Cart the item to your shopping cart.

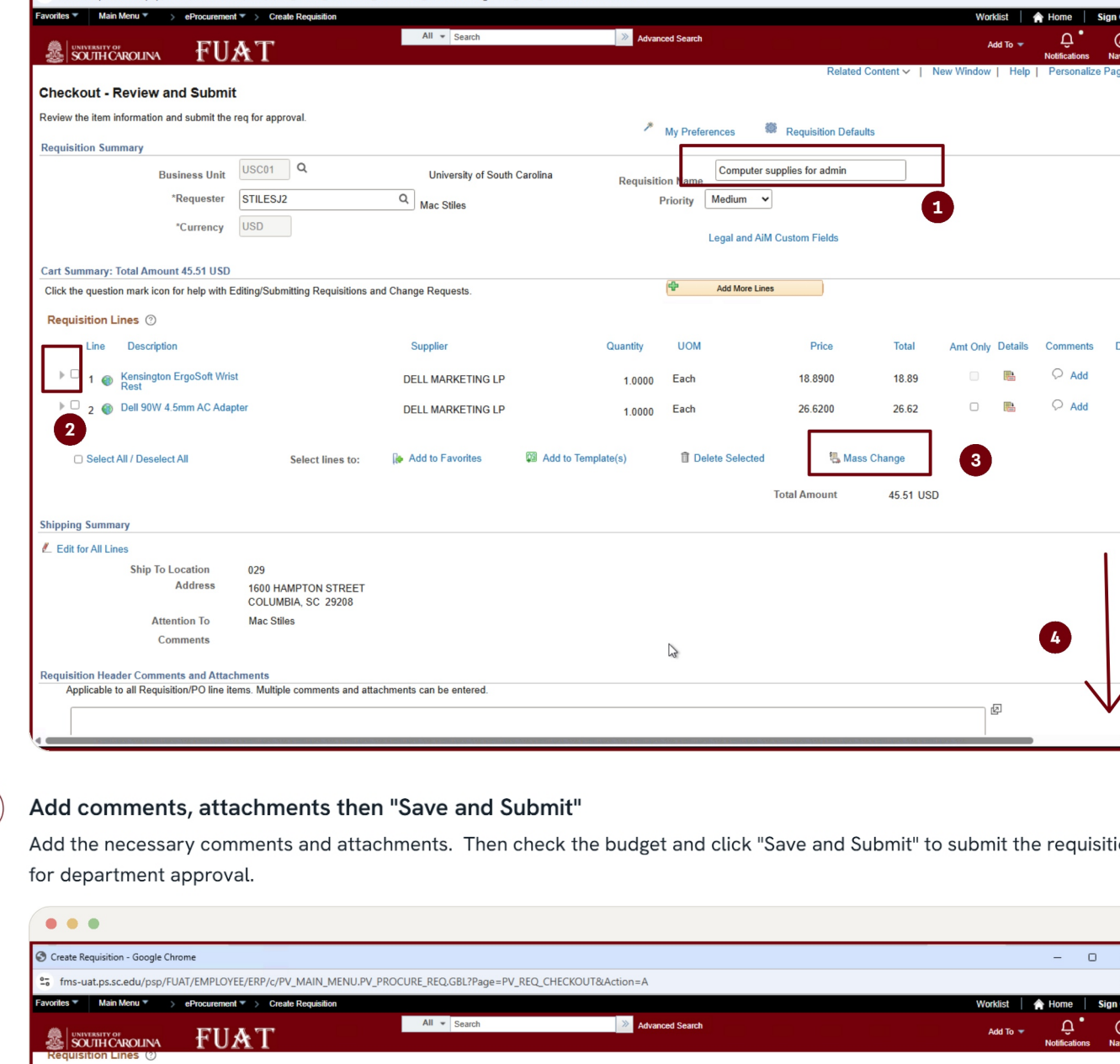


3. Review the Cart and Continue Shopping

1. After adding the item to the cart, the "Cart" page is displayed, and it will list all the items in your cart.
2. Continue shopping by searching if applicable.

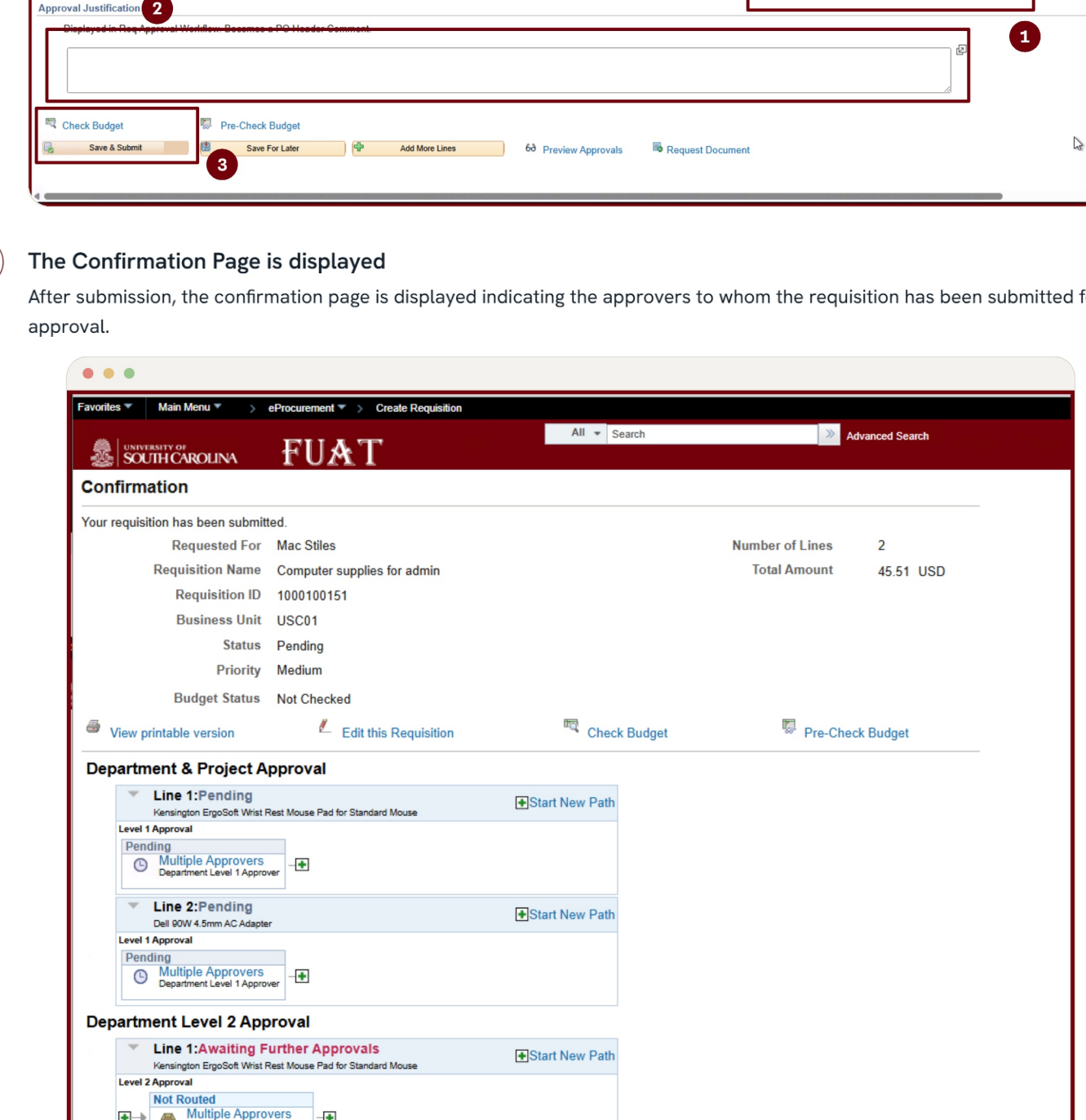


4. The requester may also shop by browsing categories.



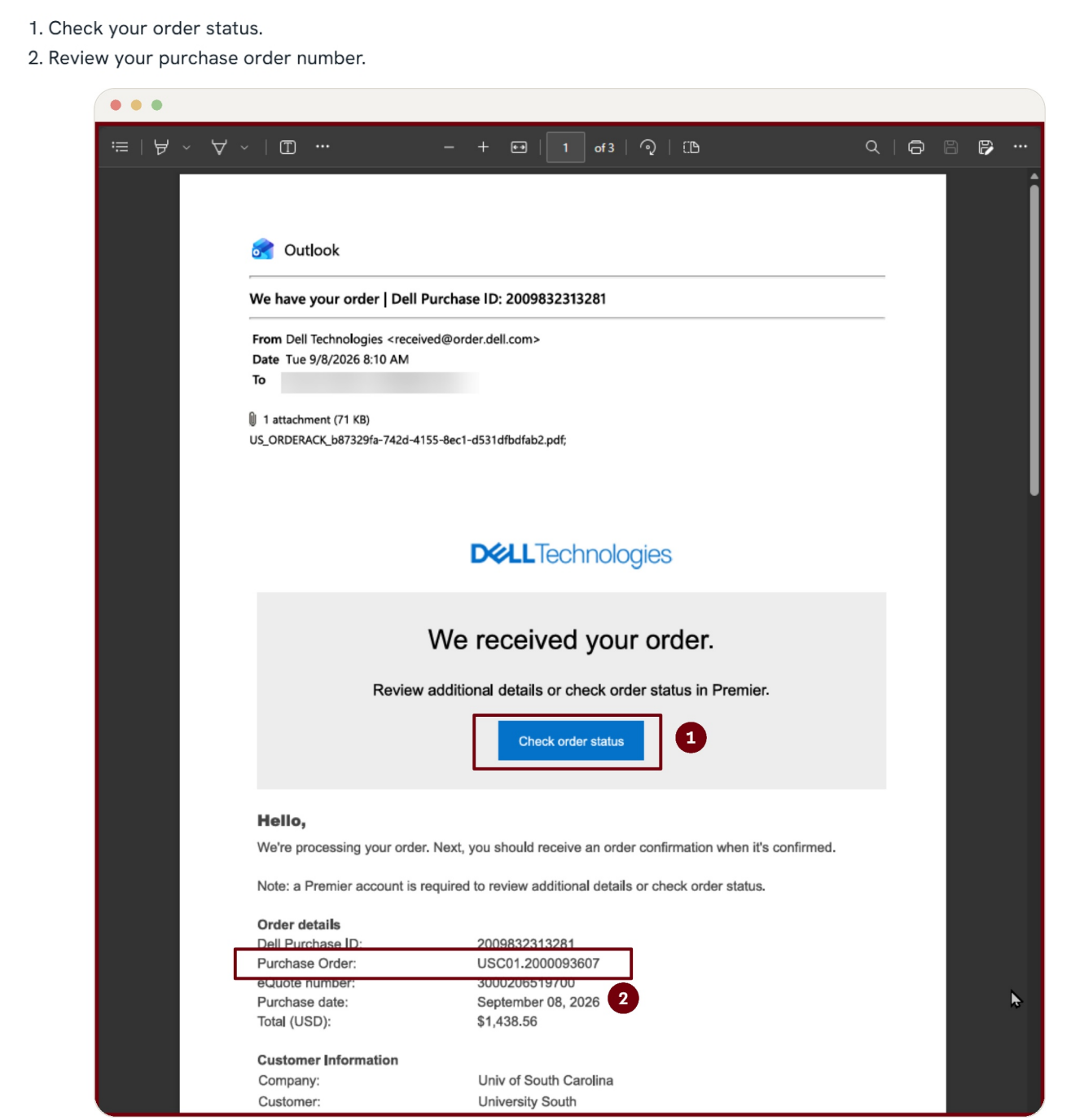
5. Next steps to open the cart

1. After the requester adds additional items to the cart, the "Item added to your cart" page is displayed.
2. From this page, the requester may "proceed to the cart" or "continue shopping".
3. The requester may also see the total number of items in the cart and click on the "Cart" icon to display the cart page.



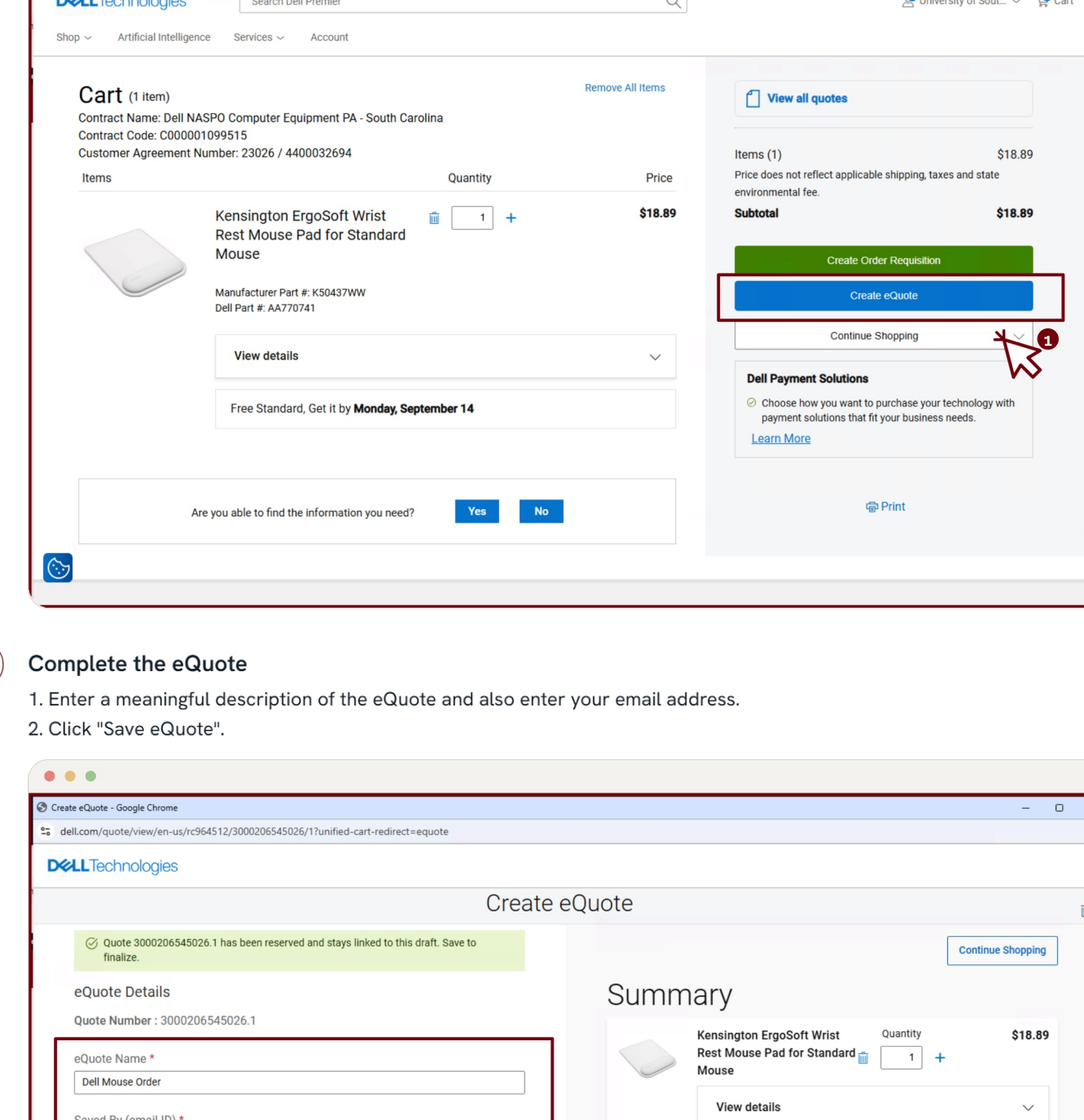
6. Create the Order Requisition

On the "Cart" page, click on «Create Order Requisition» to begin the process of sending the item information to the UofSC PeopleSoft system.



7. Submit Order Requisition

1. Identify how these items will be used.
2. Identify where these items will be used and click "Confirm Change".
3. Click "Submit Order Requisition".



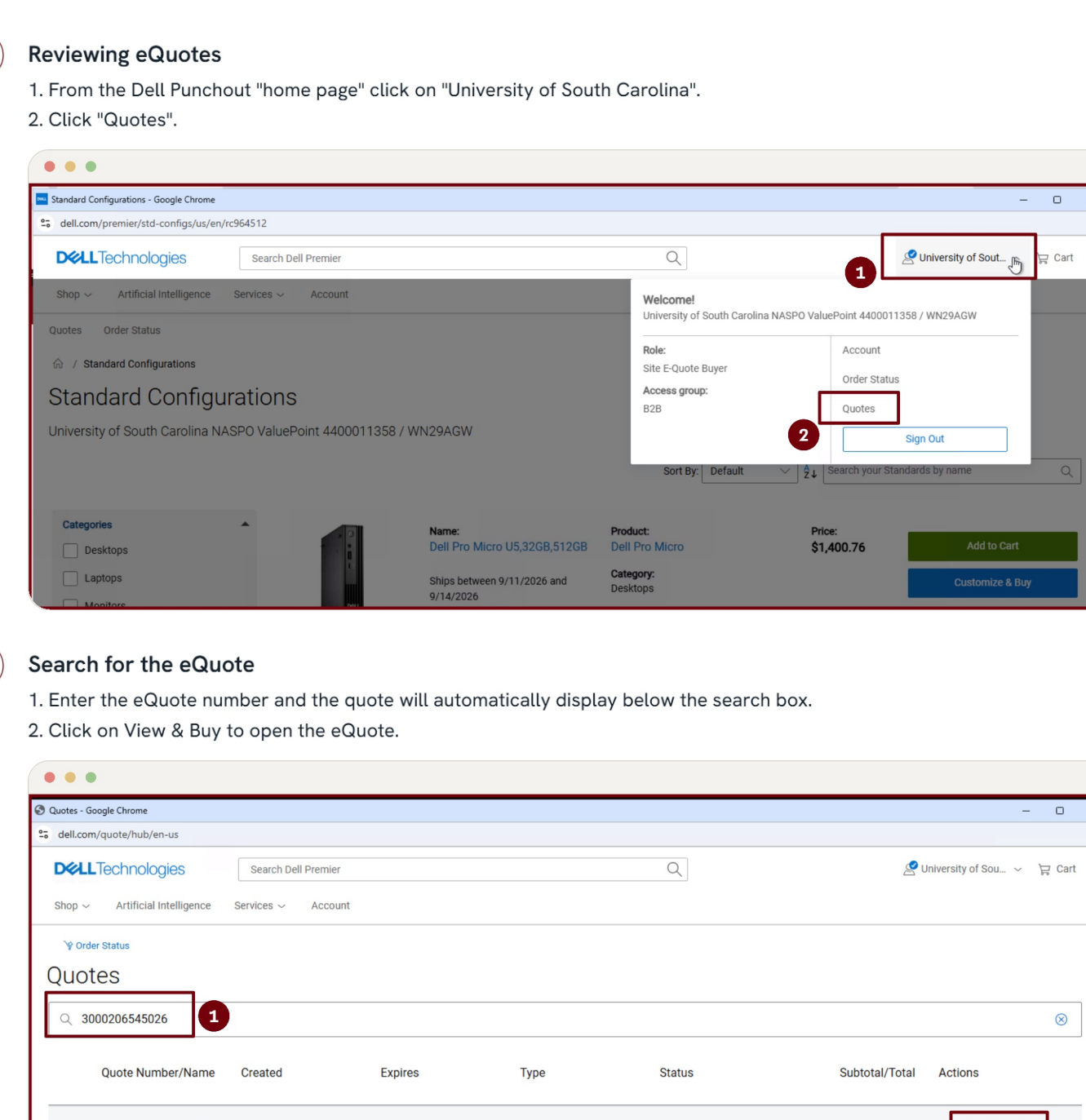
03 / COMPLETE THE REQUISITION IN PEOPLESOFT

This section documents steps to complete the requisition in PeopleSoft

8. The PeopleSoft Requisition "Checkout - Review and Submit" page is displayed.

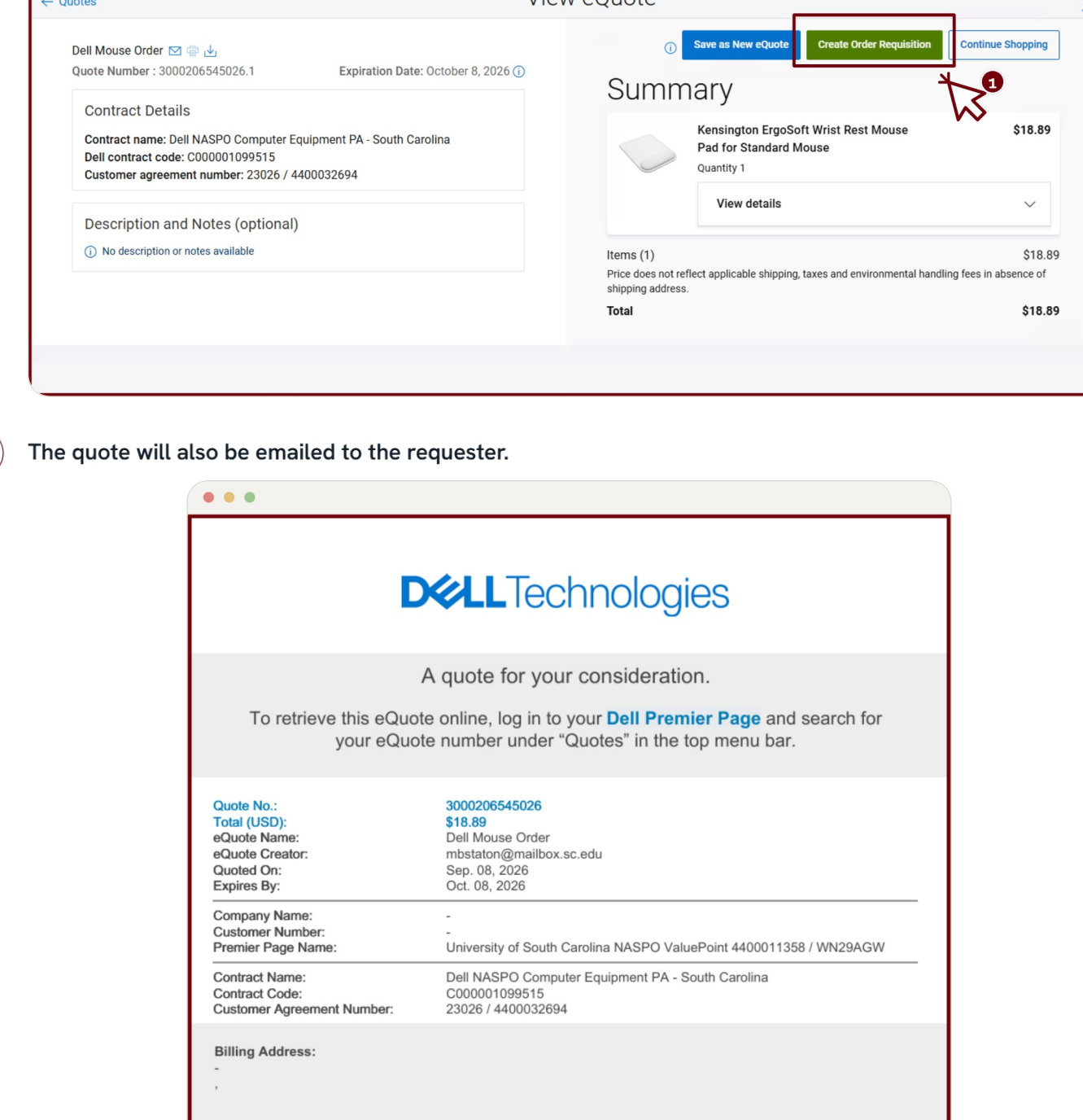
After "Submitting Order Request" in Dell, the item information is sent back to the UofSC PeopleSoft Procurement System and displayed on the requisitions' "Checkout Review and Submit" page.

1. Enter a description in the "Requisition Name" field.
2. Expand lines to review the ship to location and enter or adjust the chart of accounts value.
3. Scroll down for additional steps.



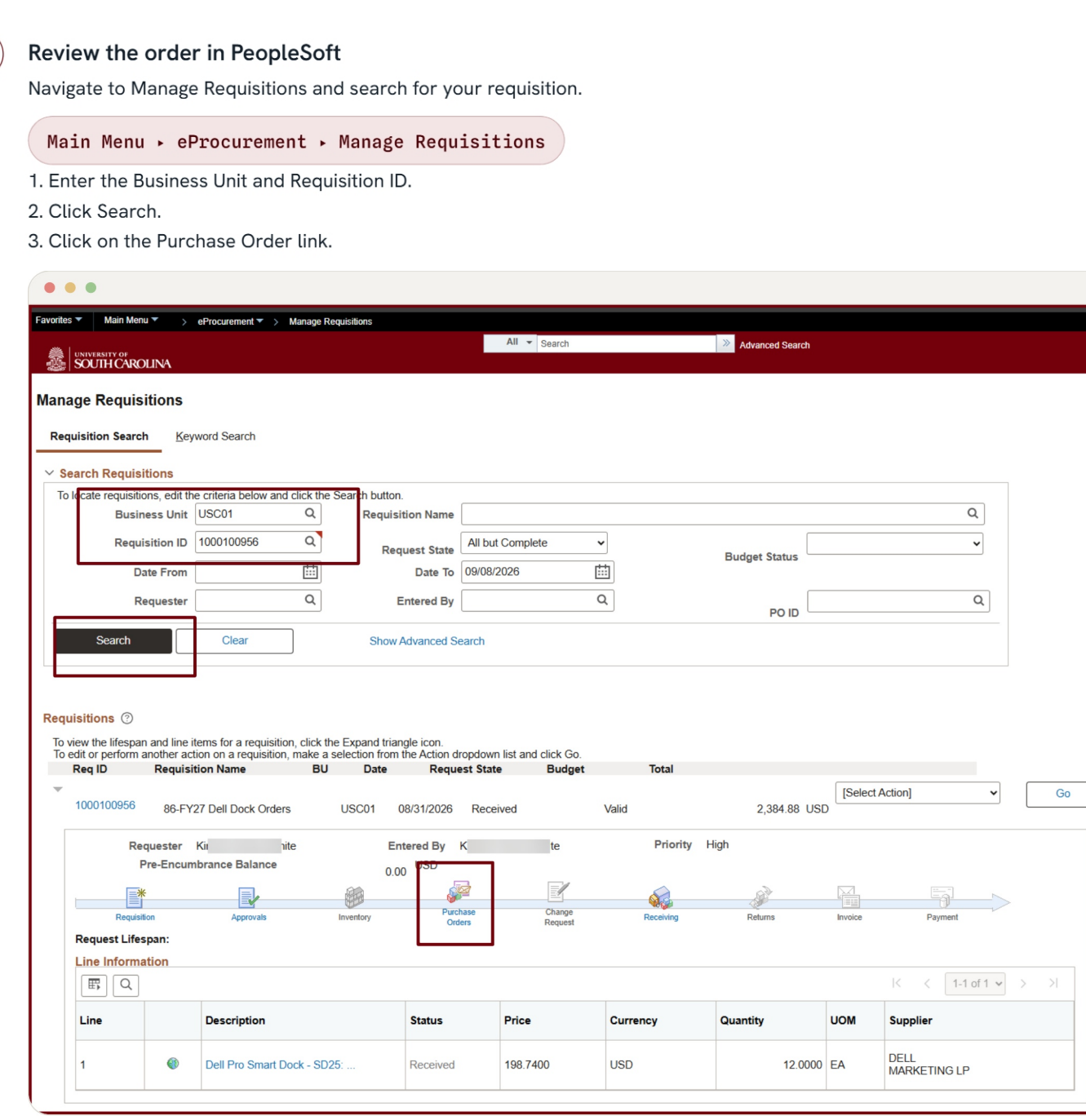
9. Add comments, attachments then "Save and Submit"

Add the necessary comments and attachments. Then check the budget and click "Save and Submit" to submit the requisition for department approval.



10. The Confirmation Page is displayed

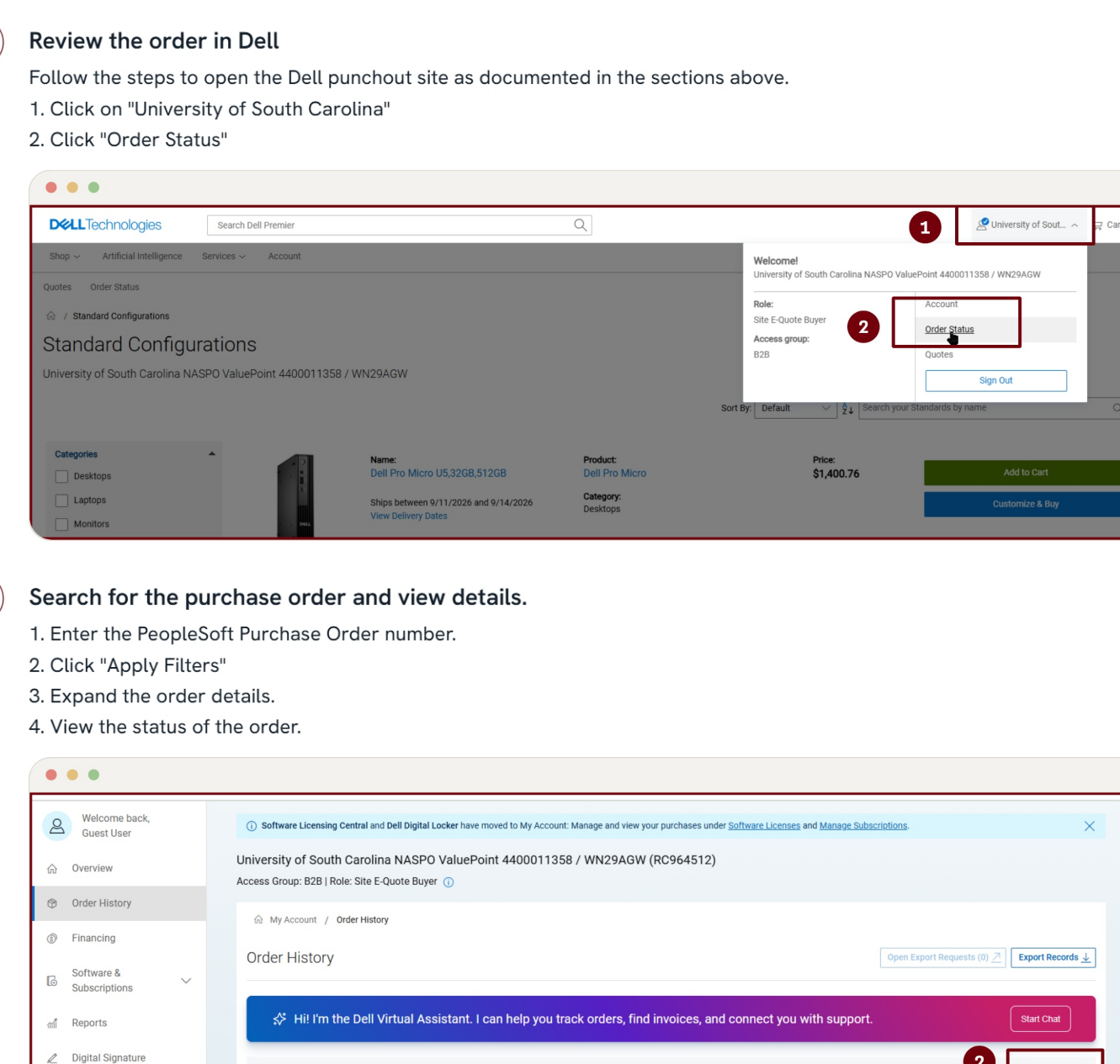
After submission, the confirmation page is displayed indicating the approvers to whom the requisition has been submitted for approval.



11. Receiving the confirmation email

After the requisition has been sourced to a purchase order and the purchase order has been automatically dispatched to Dell, the requester will receive a confirmation email.

1. Check your order status.
2. Review your purchase order number.



04 / USING EQUOTES

Saving and using an eQuote

At the Dell punchout site, the requester may also save their cart to an eQuote and return later to use the quote to create the PeopleSoft Requisition.

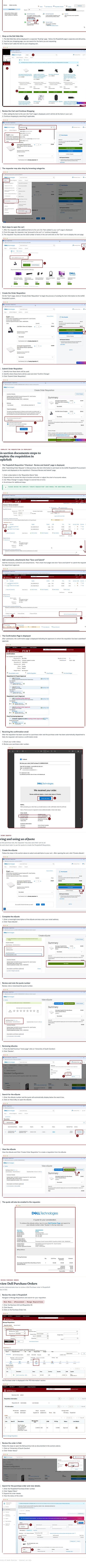
12. Create the eQuote

Follow the steps in the section above to select and add items to your cart. After opening the cart, click "Create eQuote".

13. Complete the eQuote

1. Enter a meaningful description of the eQuote and also enter your email address.
2. Click "Save eQuote".

14. Review and note the quote number



15. Reviewing eQuotes

1. From the Dell Punchout "home page" click on "University of South Carolina".
2. Click "Quotes".

16. Search for the eQuote

1. Enter the eQuote number and the quote will automatically display below the search box.
2. Click on View & Buy to open the eQuote.

17. View the eQuote

View the eQuote and Click "Create Order Requisition" to create a requisition from the eQuote.

18. The quote will also be emailed to the requester.

05 / REVIEW PURCHASE ORDERS

Review Dell Purchase Orders

This section demonstrates how to review a Dell Purchase order in PeopleSoft and also in Dell.

19. Review the order in PeopleSoft

1. Navigate to Manage Requisitions and search for your requisition.

Main Menu » «Procurement» » Manage Requisitions

1. Enter the Business Unit and Requisition ID.
2. Click Search.
3. Click on the Purchase Order link.

The Purchase order is displayed in the "PO Information" section.

20. Review the order in Dell

1. Follow the steps to open the Dell punchout site as documented in the sections above.
2. Click "Order Status"

21. Search for the purchase order and view details.

1. Enter the PeopleSoft Purchase Order number.
2. Click "Apply Filters"
3. Expand the order details.
4. View the status of the order.

22. Search for the purchase order and view details.

23. Search for the purchase order and view details.

24. Search for the purchase order and view details.

25. Search for the purchase order and view details.

26. Search for the purchase order and view details.

27. Search for the purchase order and view details.

28. Search for the purchase order and view details.

29. Search for the purchase order and view details.

30. Search for the purchase order and view details.

31. Search for the purchase order and view details.

32. Search for the purchase order and view details.

33. Search for the purchase order and view details.

34. Search for the purchase order and view details.

35. Search for the purchase order and view details.

36. Search for the purchase order and view details.

37. Search for the purchase order and view details.

38. Search for the purchase order and view details.

39. Search for the purchase order and view details.

40. Search for the purchase order and view details.

41. Search for the purchase order and view details.

42. Search for the purchase order and view details.

43. Search for the purchase order and view details.

44. Search for the purchase order and view details.

45. Search for the purchase order and view details.

46. Search for the purchase order and view details.

47. Search for the purchase order and view details.

48. Search for the purchase order and view details.

49. Search for the purchase order and view details.

50. Search for the purchase order and view details.

51. Search for the purchase order and view details.

52. Search for the purchase order and view details.

53. Search for the purchase order and view details.

54. Search for the purchase order and view details.

55. Search for the purchase order and view details.

56. Search for the purchase order and view details.

57. Search for the purchase order and view details.

58. Search for the purchase order and view details.

59. Search for the purchase order and view details.

60. Search for the purchase order and view details.

61. Search for the purchase order and view details.

62. Search for the purchase order and view details.

63. Search for the purchase order and view details.

64. Search for the purchase order and view details.

65. Search for the purchase order and view details.

66. Search for the purchase order and view details.

67. Search for the purchase order and view details.

68. Search for the purchase order and view details.

69. Search for the purchase order and view details.

70. Search for the purchase order and view details.

71. Search for the purchase order and view details.

72. Search for the purchase order and view details.

