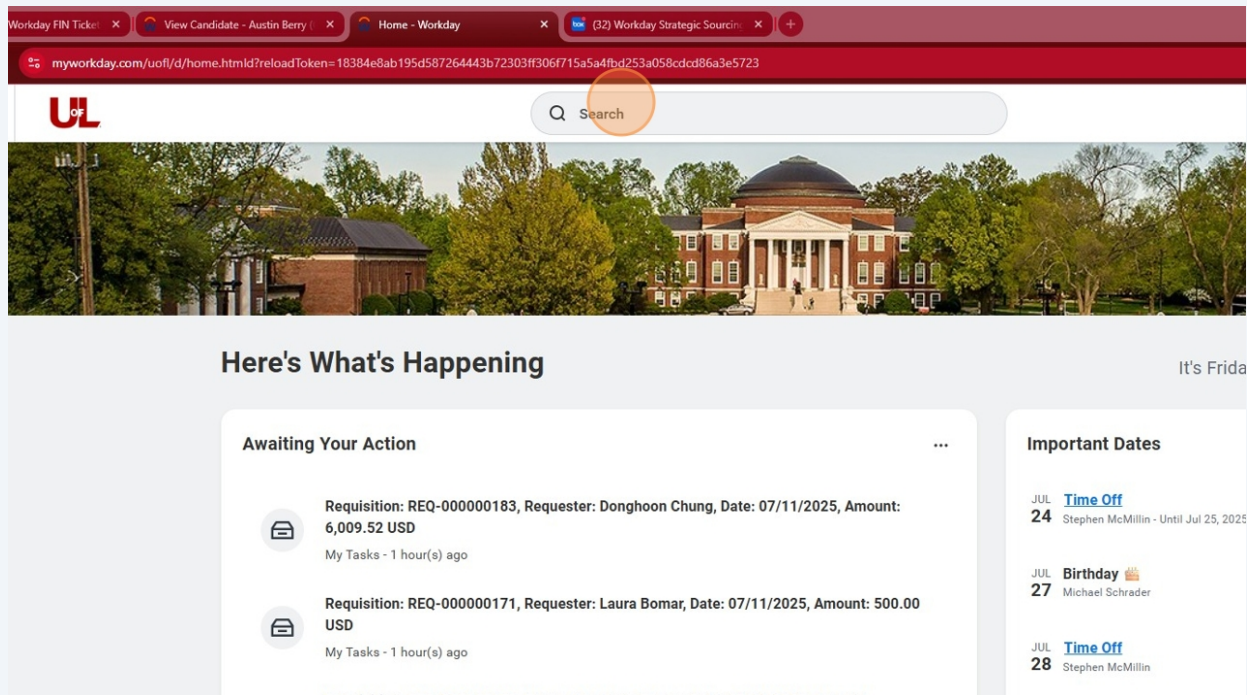


Dell Punchout Instructions

- 1 From the Workday Home screen, enter Create Requisition in the Search bar.



2 Select "Create Requisition" task

The screenshot shows the Workday homepage with a search bar at the top right. The search bar contains the text "Create Requisition" and a magnifying glass icon. Below the search bar, a dropdown menu is open, showing a list of tasks: "Create Requisition Task", "Create Requisition Template Task", "Create Requisition Worktags Template Task", and "Create Shared Requisition Template Task". The "Create Requisition Task" option is highlighted with an orange circle. The background of the page shows the Workday logo, a banner image of a building, and a section titled "Here's What's Happening" with a "View More" link. Below this, there are sections for "Awaiting Your Action" and "Important Dates".

3 Click Requisition Type and select Standard Purchase

The screenshot shows the "Create Requisition" form. The form has a red header bar with the text "Create Requisition". Below the header, there are several fields for requisition details. The "Requisition Type" field is highlighted with an orange circle, and its dropdown menu is open, showing three options: "Owner Supplied Materials", "Standard Purchase", and "Tie-To Requisition (Update Existing PO)". The "Standard Purchase" option is selected with a radio button. Other fields include "Requester" (Amber Horn), "Requesting Entity", "Company" (ULSA University of Louisville), "Currency" (USD), "Deliver-To", "Ship-To", "Program", "Project", "Gift", "Grant", "Cost Center" (CC000110 CAPS), and "Fund" (FD17 General Operating -).

4

Click X on Deliver-To to update address. You can enter a part of the address you are searching for and it will bring up all values that contain that information. Select the correct address and room location for your delivery. The Ship-To field will automatically populate based on what is in the system.

Create Requisition

Requester * X Amber Horn ...

Requesting Entity

Company * X ULSA University of Louisville ...

Currency * X USD ...

Requisition Type * X Standard Purchase

Deliver-To * X Belknap Campus > Service Complex (Belknap) ...

Ship-To * 1901 Floyd Street Inventory
X Control Louisville, KY 40208
United States of America

Program

Project

Gift

Grant

Cost Center X CC000110 CAPS ...

5

Enter the Workday Program/Project/Gift/Grant "PPGG" code for the order. If the cod is unknown, type in a part of the word for the "PPGG" and it will bring up all options available. Select the correct one.

Requester * X Amber Horn ...

Requesting Entity

Company * X ULSA University of Louisville ...

Currency * X USD ...

Requisition Type * X Standard Purchase

Deliver-To * Belknap Campus > Service Complex (Belknap) ...

Ship-To * PG00080 ULSA - General Fund - Purchasing Office ...

Program purch X

Project

Gift

Grant

Cost Center X CC000110 CAPS ...

Search Results (2)

- ☐ PG00080 ULSA - General Fund - Purchasing Office
- ☐ PG02542 ULRF - Academic Program Support - Purchasing - Health Science Campus

6

Location is required for any purchase that is an asset. Enter the location where the asset will be housed.

The screenshot shows a purchase form with the following fields and values:

- Deliver-To:** Belknap Campus > Service Complex (Belknap) > Room 208A (Service Complex - Belknap)
- Ship-To:** 2215 S. Brook Street Walk, Service Complex LOUISVILLE, KY 40208 United States of America
- Program:** PG00080 ULSA - General Fund - Purchasing Office
- Project:** (empty)
- Gift:** (empty)
- Grant:** (empty)
- Cost Center:** CC000110 CAPS
- Fund:** FD17 General Operating - General Fund
- Function:** FN06 Institutional Support
- Activity:** (empty)
- Location:** (empty, highlighted with an orange circle)

Buttons: OK, Cancel

Windows taskbar at the bottom shows the Start button, Search bar, and various application icons including File Explorer, Microsoft Edge, Word, and Excel.

7

Click OK

This screenshot shows the same purchase form as above, but with the **Location** field now populated with the same value as the **Deliver-To** field: "Belknap Campus > Service Complex (Belknap) > Room 208A (Service Complex - Belknap)".

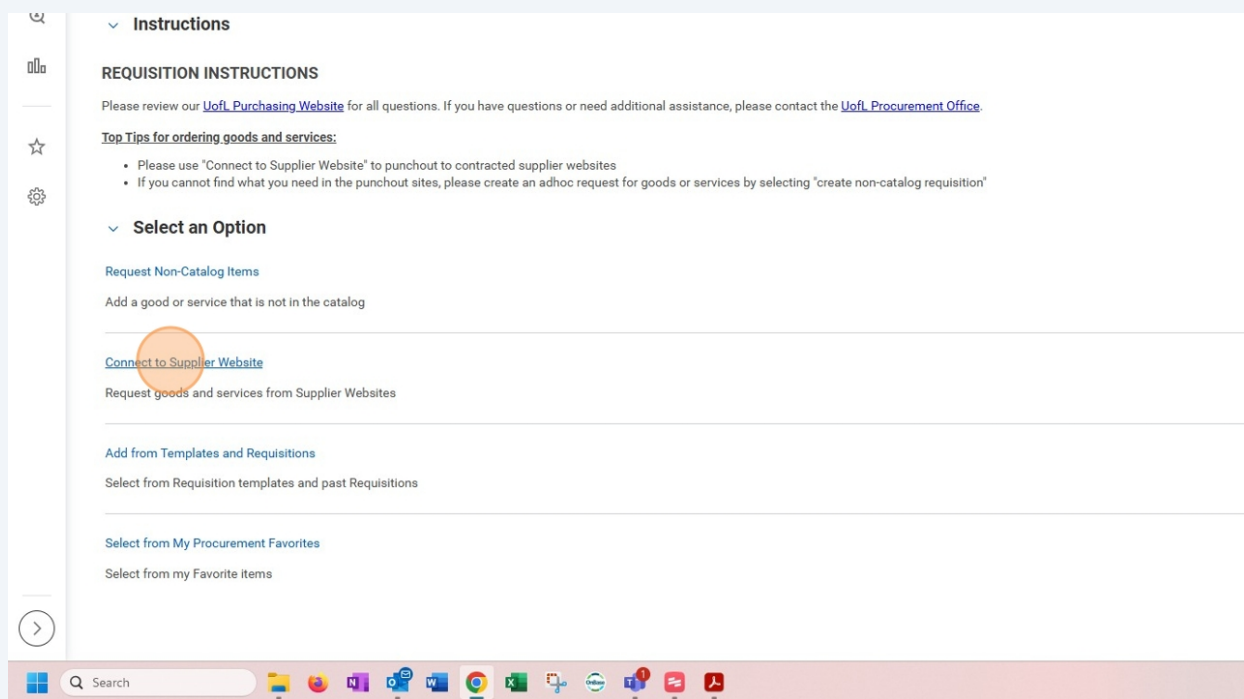
An orange circle highlights the **OK** button at the bottom of the form.

Buttons: OK, Cancel

The Windows taskbar at the bottom remains the same.

8

Click "Connect to Supplier Website "



Instructions

REQUISITION INSTRUCTIONS

Please review our [UofL Purchasing Website](#) for all questions. If you have questions or need additional assistance, please contact the [UofL Procurement Office](#).

Top Tips for ordering goods and services:

- Please use "Connect to Supplier Website" to punchout to contracted supplier websites
- If you cannot find what you need in the punchout sites, please create an adhoc request for goods or services by selecting "create non-catalog requisition"

Select an Option

Request Non-Catalog Items

Add a good or service that is not in the catalog

Connect to Supplier Website

Request goods and services from Supplier Websites

Add from Templates and Requisitions

Select from Requisition templates and past Requisitions

Select from My Procurement Favorites

Select from my Favorite items

9

Click "Connect" next to Dell Marketing LP

Requisition Type
Standard Purchase

Multi-Supplier	Supplier	Description	Connect
<input type="checkbox"/>	VWR Funding Inc		<button>Connect</button>
<input type="checkbox"/>	Staples Inc		<button>Connect</button>
<input type="checkbox"/>	GovConnection Inc		<button>Connect</button>
<input type="checkbox"/>	Dell Marketing LP		<button>Connect</button>
<input type="checkbox"/>	W W Grainger Inc		<button>Connect</button>

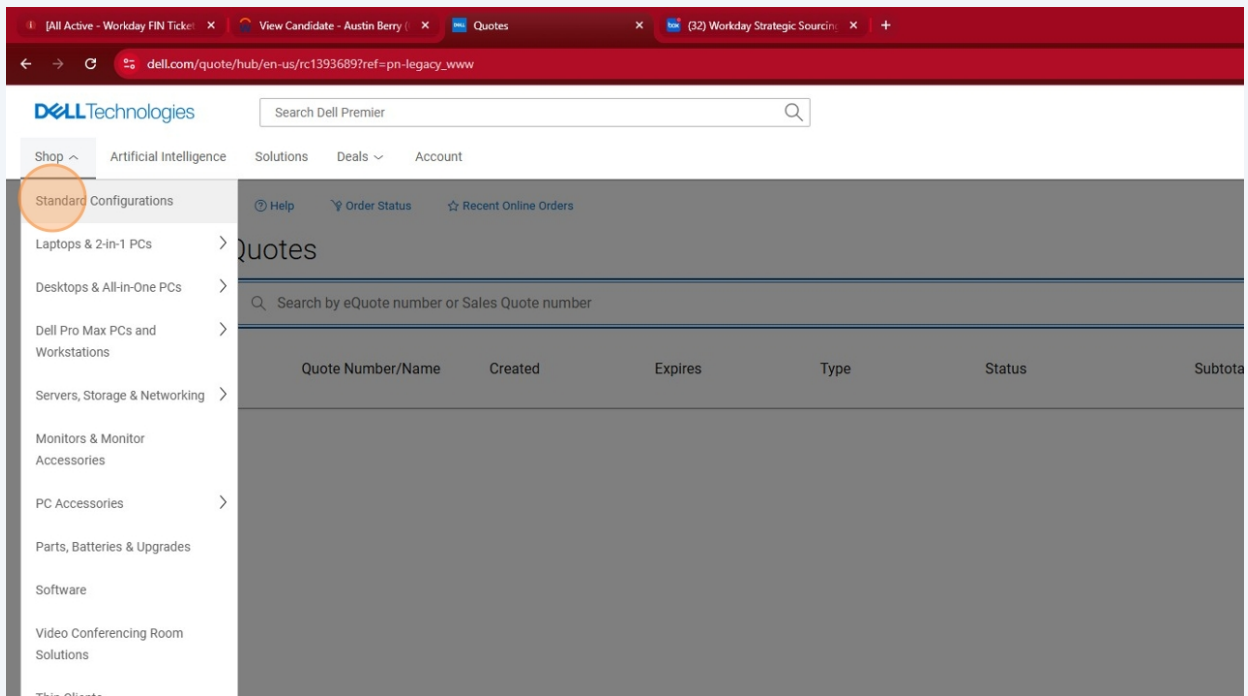
10 Click "Quotes" if a quote is needed or if a quote has already been requested.

The screenshot shows the Dell Premier website interface. The top navigation bar includes links for Shop, Artificial Intelligence, Solutions, Deals, and Account. Below this, a secondary navigation bar contains 'Quotes', Help, Order Status, and Recent Online Orders. The 'Quotes' link is highlighted with an orange circle. The main content area is titled 'Standard Configurations' and 'University of Louisville'. A sidebar on the left lists categories: Desktops, Laptops, Monitors, Accessories, Docking Station, and Workstations. The main area displays two product listings: 'Dell Pro Tower u5/8/256/DVD' and 'Dental Informatics MFF i5/16GB/256 w/ AP'. Each listing includes a product image, name, price, and shipping information.

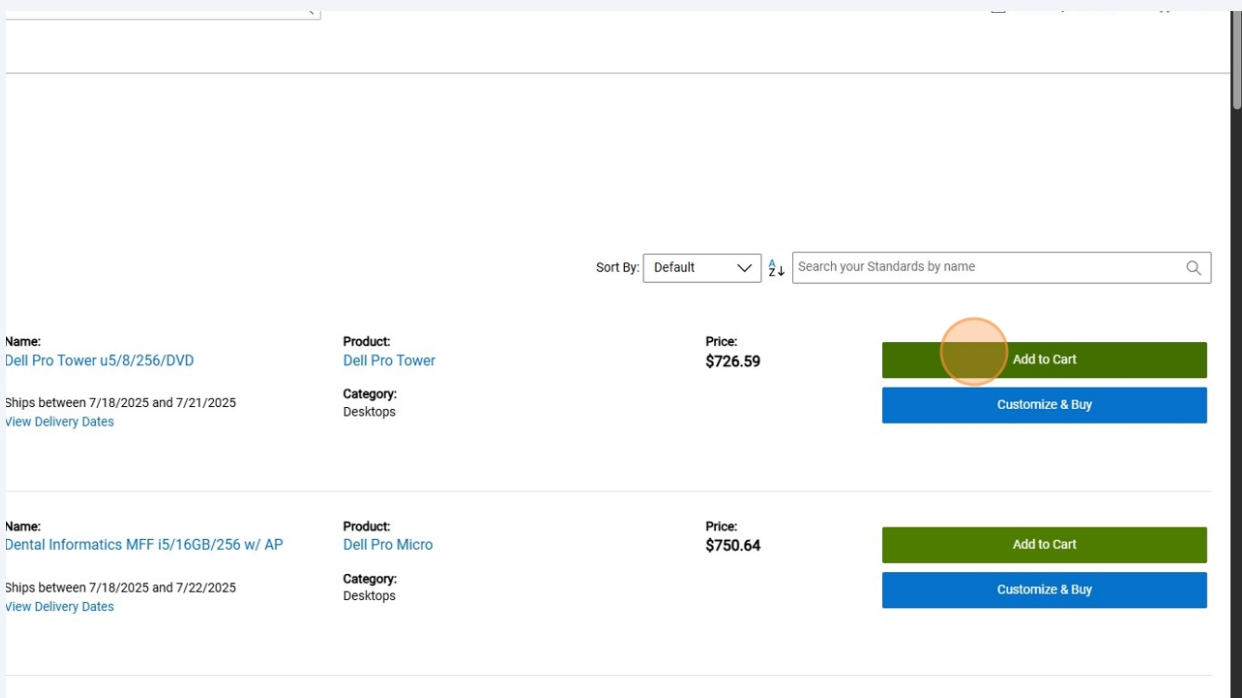
11 Click "Search by eQuote number or Sales Quote number"

The screenshot shows the Dell Premier website interface for the 'Quotes' page. The top navigation bar includes links for Shop, Artificial Intelligence, Solutions, Deals, and Account. Below this, a secondary navigation bar contains 'Help', 'Order Status', and 'Recent Online Orders'. The main content area is titled 'Quotes'. A search bar is prominently displayed with the placeholder text 'Search by eQuote number or Sales Quote number', which is highlighted with an orange circle. Below the search bar is a table with the following headers: 'Quote Number/Name', 'Created', 'Expires', 'Type', 'Status', and 'Subtotal'.

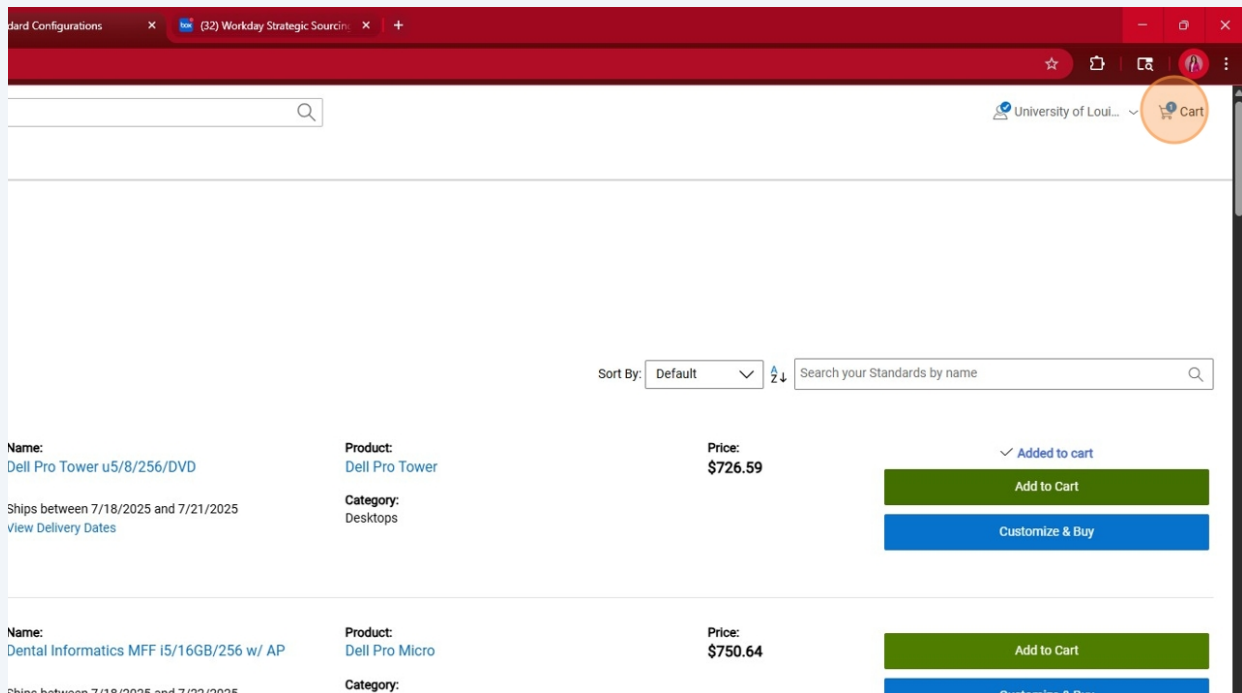
12 Click "Shop" to select items to add to cart.



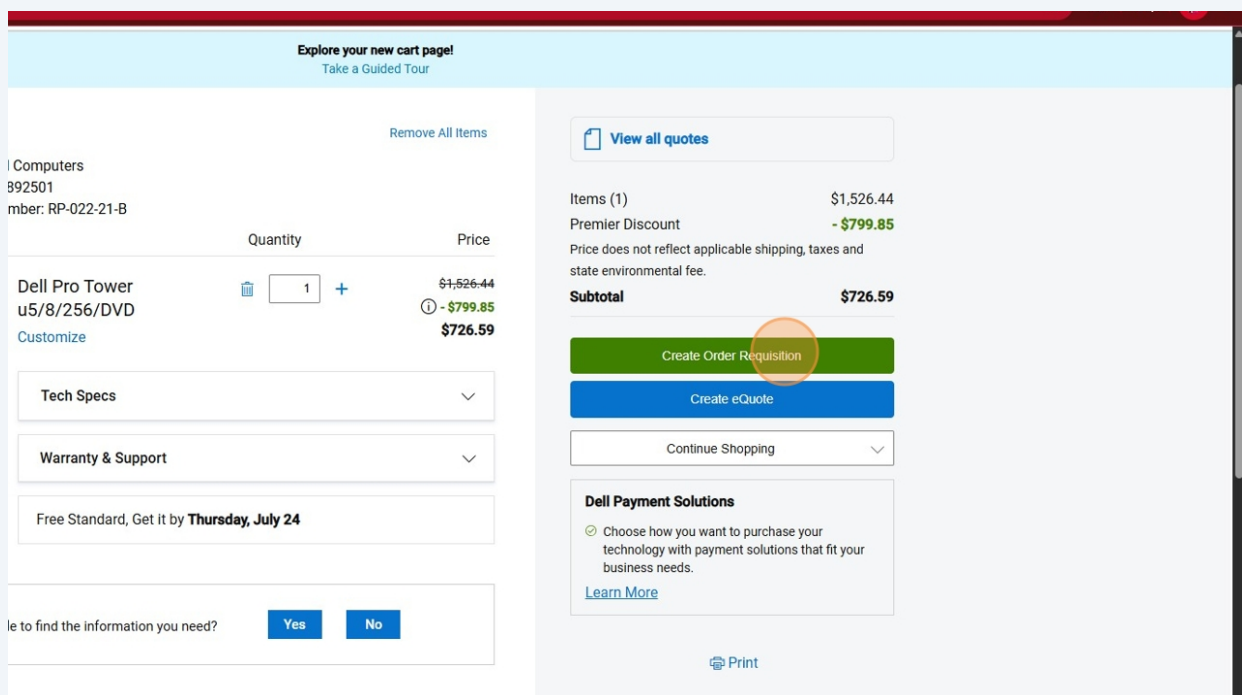
13 Select Add to Cart on item for purchase.



14 When finished shopping, click on Cart icon.



15 Review items to make sure everything needed has been selected. Click Create Order Requisition.



16 Click "How will these products be used?"

Customer agreement number: RP-022-21-B

Change

Get it by Thursday, July 24

Compliance

Dell is a US corporation, and is therefore subject to all US Export Laws and Regulations. The export of any Dell products or software must be made in accordance with all applicable laws of the United States and local country regulations, including but not limited to, the US Export Administration. [Click here for further information](#)

How will these products be used? *

Office

How will these products be used?

I want to export outside the United States

I do not want to export outside the United States

Confirm Change

Summary

Dell Pro Tower u5/8/256/DVD

[Customize](#)

[Tech Specs](#)

Items (1)

Premier Discount

Price does not reflect applicable shipping, taxes and environmental handling fees in your country.

Total

How easy was it to create this order requirement?

Very Difficult ☆ ☆ ☆ ☆ ☆

Terms Of Sale

Unless a separate written agreement applies, by clicking Submit Order Requirement, you agree to the [Terms of Sale](#) and that order(s) cannot be returned or cancelled. Additional restrictions may apply.

Submit Order Requirement

17 Click Office, then "I do not want to export outside the United States".

Customer agreement number: RP-022-21-B

Change

Get it by Thursday, July 24

Delivery

Free Standard

Trade Compliance

Dell is a US corporation, and is therefore subject to all US Export Laws and Regulations. The export of any Dell products or software must be made in accordance with all applicable laws of the United States and local country regulations, including but not limited to, the US Export Administration. [Click here for further information](#)

How will these products be used? *

Select Option

Home

Office

Military (including Paramilitary, National police, National guard)

Space/Aerospace/UAV

Missile/Missile Technology

Weapons of Mass Destruction (WMD)

Chemical/Biological

Nuclear

By an embargoed country or sanctioned party

Oil & Gas

Other

Summary

Dell Pro Tower u5/8/256/D

[Customize](#)

[Tech Specs](#)

Items (1)

Premier Discount

Price does not reflect applicable shipping, taxes and environmental handling fees in your country.

Total

How easy was it to create this order requirement?

Very Difficult ☆ ☆ ☆

Terms Of Sale

Unless a separate written agreement applies, by clicking Submit Order Requirement, you agree to the [Terms of Sale](#) and that order(s) cannot be returned or cancelled. Additional restrictions may apply.

Submit Order Requirement

18 Click "Confirm Change"

Customer agreement number: RP-U22-Z1-B

Delivery Change

Free Standard Get it by Thursday, July 24

Trade Compliance

Dell is a US corporation, and is therefore subject to all US Export Laws and Regulations. The export of any Dell products or software must be made in accordance with all applicable laws of the United States and local country regulations, including but not limited to, the US Export Administration. [Click here for further](#)

How will these products be used? *

Office

Where will these products be used?

☒ I do not want to export outside the United States

☐ I want to export outside the United States

Confirm Change

Dell Pro Tower u5/8/256/D Customize

[Tech Specs](#)

Items (1)

Premier Discount

Price does not reflect applicable shipping, taxes and env

Total

How easy was it

Very Difficult ☆ ☆ ☆ ☆ ☆ ☆ Very Easy

Terms Of Sale

Unless a separate written agreement applies, by cl [Terms of Sale](#) and that order(s) cannot be returne

Sub

19 Click "Submit Order Requisition"

Items (1)

Premier Discount **-\$799.85**

Price does not reflect applicable shipping, taxes and environmental handling fees in absence of shipping address.

Total **\$726.59**

How easy was it to create this order requisition?

Very Difficult ☆ ☆ ☆ ☆ ☆ ☆ Very Easy

Terms Of Sale

Unless a separate written agreement applies, by clicking Submit Order Requisition, you agree to Dell's [Commercial Terms of Sale](#) and that order(s) cannot be returned or cancelled. Additional [Offering Specific Terms](#) apply.

Submit Order Requisition

Contact Us

12:06 PM
7/11/2025

20

Items from Dell website will transfer into Workday requisition. Check all lines to make sure everything transferred correctly.

Company: ULSA University of Louisville | Requester: Amber Horn | Requisition Type: Standard Purchase | Total Amount: \$726.59 | Currency: USD

1 Item

Item	Quantity
Dell Pro Tower u5/8/256/DVD: Dell ... \$726.59	1

Edit

Description: Dell Pro Tower u5/8/256/DVD: Dell Pro Tower QCT1250Dell Pro Tower QCT1250

Supplier Item Identifier: 210-BPVY

Commodity Code: 43211507 - Desktop computer

Spend Category: Trackable - <5k Computer (SC0463)

Supplier: Dell Marketing LP

Supplier Contract: SCON-00000664 : Dell Personal Computers

Quantity: 1

Unit of Measure: Each

Unit Cost: 726.59

Extended Amount: 726.59

Memo:

21

Click Checkout

1 Item

Item	Quantity
Dell Pro Tower u5/8/256/DVD: Dell ... \$726.59	1

Edit

Description: Dell Pro Tower u5/8/256/DVD: Dell Pro Tower QCT1250Dell Pro Tower QCT1250

Supplier Item Identifier: 210-BPVY

Commodity Code: 43211507 - Desktop computer

Spend Category: Trackable - <5k Computer (SC0463)

Supplier: Dell Marketing LP

Supplier Contract: SCON-00000664 : Dell Personal Computers

Quantity: 1

Unit of Measure: Each

Unit Cost: 726.59

Extended Amount: 726.59

Memo:

Checkout | Continue Shopping

22 Confirm Requisition Details

myworkday.com/uofl/d/inst/1\$2279/2279\$153.html

ULSA University of Louisville Amber Horn - new - Draft /26.59 USD

Shipping Address

Deliver-To Belknap Campus > Service Complex (Belknap) > Room 208A (Service Complex - Belknap)

Ship-To Address 2215 S. Brook Street Walk
Service Complex
LOUISVILLE, KY 40208
United States of America

Requisition Information

Request Date * 07/11/2025

Currency * x USD

Credit Card

Requisition Type * x Standard Purchase

Sourcing Buyer

Submitted by Amber Horn

Freight Amount 0.00

Other Charges 0.00

23 Use slider bar under Goods lines to confirm all information is accurate. Make changes if needed.

Internal Memo

Goods

1 item

	Order	Image	Company	Item Description	Commodity Code	*Spend Category	*Quantity
			x ULSA University of Louisville	Dell Pro Tower u5/8/256/DVD: Dell Pro Tower QCT1250Dell Pro Tower QCT1250	x 43211507 - Desktop computer	Trackable - <5k x Computer (SC0463)	Quantity * 1 Unit of Measure * Each

Services

0 items

	Order	Image	Company	Description	*Spend Category	Extended Amount	Date	Deliver-To
No Data								

Attachments

Submit **Save for Later** **Continue Shopping** ...

24 Click Submit to complete requisiton.

Goods

1 item

Ship-To Address	Ship-To Contact	Requested Delivery Date	Supplier	Order-From Connection	Supplier Contract	Su
2215 S. Brook Street Walk Service Complex LOUISVILLE, KY 40208 United States of America	Amber Horn		Dell Marketing LP		SCON-00000664 : Dell Personal Co mputers	21

Services

0 items

Order	Image	Company	Description	*Spend Category	Extended Amount	Date	Deliver-To
No Data							

Attachments

Submit Save for Later Continue Shopping