Dell Punchout Instructions
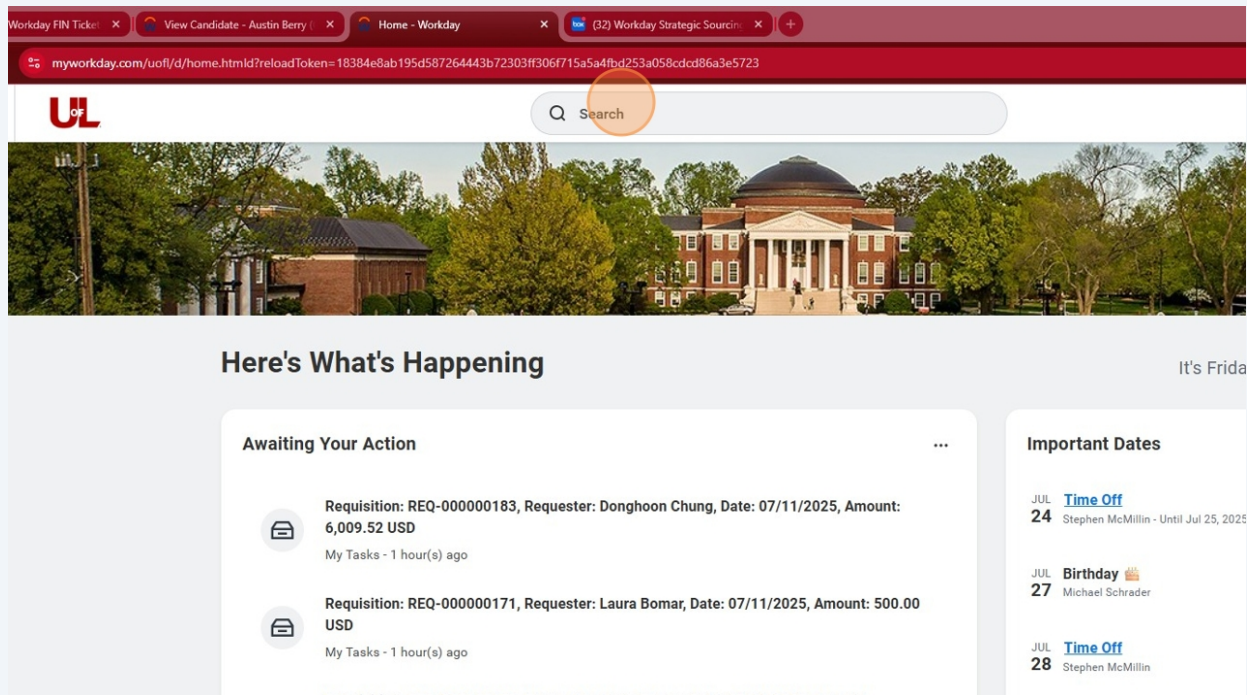
1   From the Workday Home screen, enter Create Requisition in the Search bar.

2 Select "Create Requisition" task

3 Click Requisition Type and select Standard Purchase

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	*	✕ Amber Horn ⋯ ☰
Requesting Entity		☰
Company	*	✕ ULSA University of Louisville ⋯ ☰
Currency	*	✕ USD ⋯ ☰
Requisition Type	*	✕ Standard Purchase ☰
Deliver-To	*	✕ Belknap Campus > Service Complex (Belknap) ⋯ ☰
Ship-To	*	✕ 1901 Floyd Street Inventory Control Louisville, KY 40208 United States of America ☰
Program		☰
Project		☰
Gift		☰
Grant		☰
Cost Center		✕ 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	*	✕ Amber Horn ⋯ ☰
Requesting Entity		☰
Company	*	✕ ULSA University of Louisville ⋯ ☰
Currency	*	✕ USD ⋯ ☰
Requisition Type	*	✕ Standard Purchase ☰
Deliver-To	*	Belknap Campus > Service Complex (Belknap) > Room ☰

Search Results (2)

○ PG00080 ULSA - General Fund - Purchasing Office ⋯

○ PG02542 ULRF - Academic Program Support - Purchasing - Health Science Campus ⋯

Ship-To		☰
Program		purch ✕
Project		☰
Gift		☰
Grant		☰
Cost Center		✕ CC000110 CAPS ⋯ ☰

OK   Cancel

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

7 Click OK

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

quisition Type
ndard Purchase

ulti-Supplier		Supplier	Description	Connect
	☐	VWR Funding Inc		Connect
	☐	Staples Inc		Connect
	☐	GovConnection Inc		Connect
	☐	Dell Marketing LP		Connect
	☐	W W Grainger Inc		Connect

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

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

12   Click "Shop" to select items to add to cart.
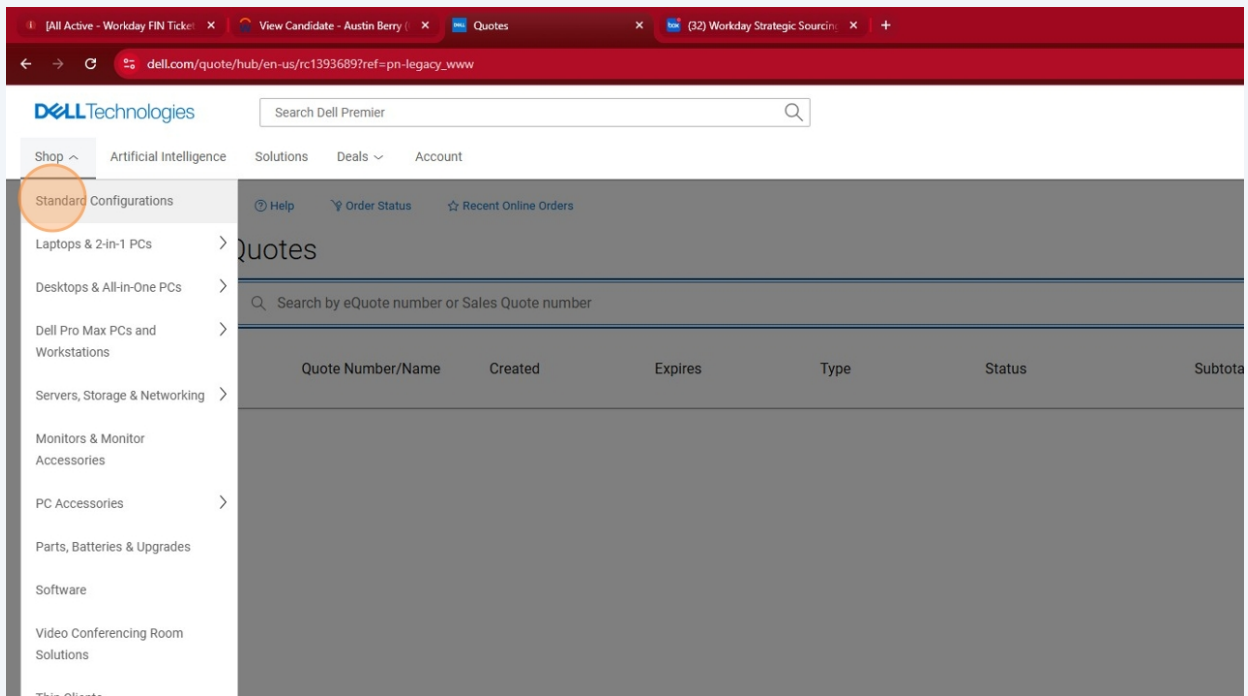
13   Select Add to Cart on item for purchase.
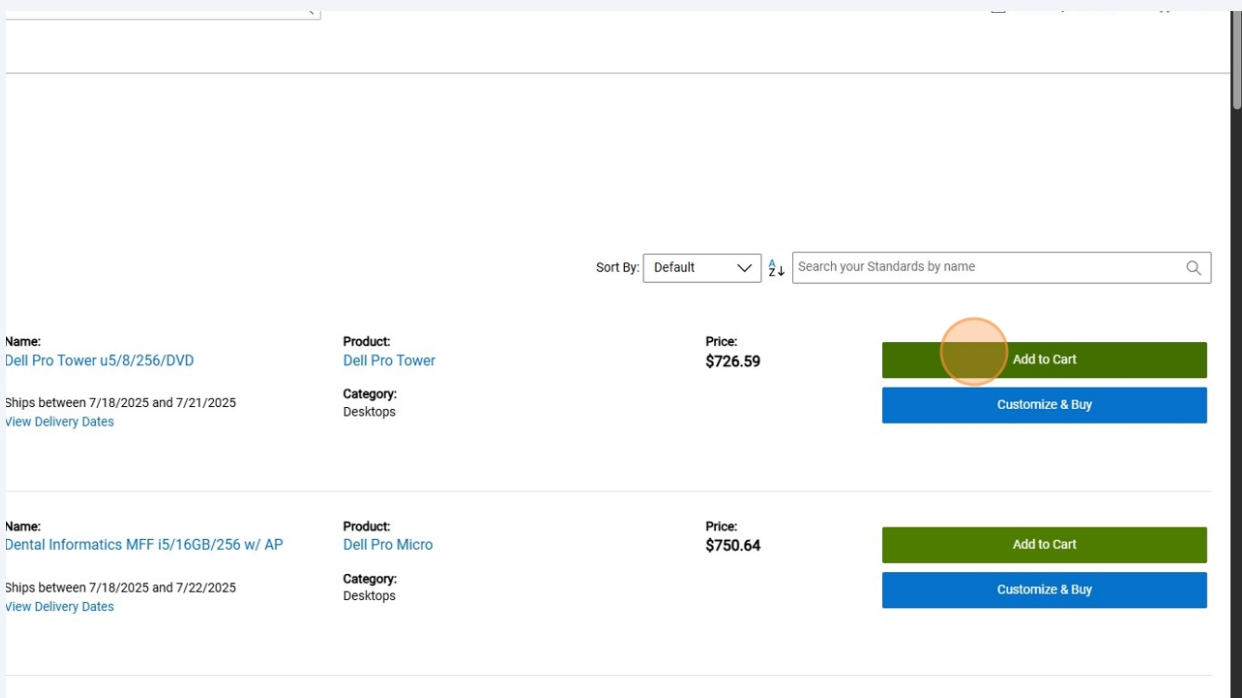
14 When finished shopping, click on Cart icon.

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

16 Click "How will these products be used?"

| Change |

...ard   Get it by Thursday, July 24

...mpliance

...orporation, and is therefore subject to all US Export Laws and Regulations. The export of any
...s or software must be made in accordance with all applicable laws of the United States and
...y regulations, including but not limited to, the US Export Administration. Click here for further

...se products be used? *

...n

...hese products be used?
...want to export outside the United States

...export outside the United States

Confirm Change

Summary

Dell Pro Tower u5/8/256/DVD   Qua
Customize

Tech Specs ⌄

Items (1)
Premier Discount
Price does not reflect applicable shipping, taxes and environmental handling fees in a
Total

How easy was it to create this order requi
Very Difficult ☆ ☆ ☆ ☆ ☆

Terms Of Sale

Unless a separate written agreement applies, by clicking Submit Order Req
Terms of Sale and that order(s) cannot be returned or cancelled. Additiona

Submit Order Requisition

---

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

Customer agreement number: RP-022-21-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
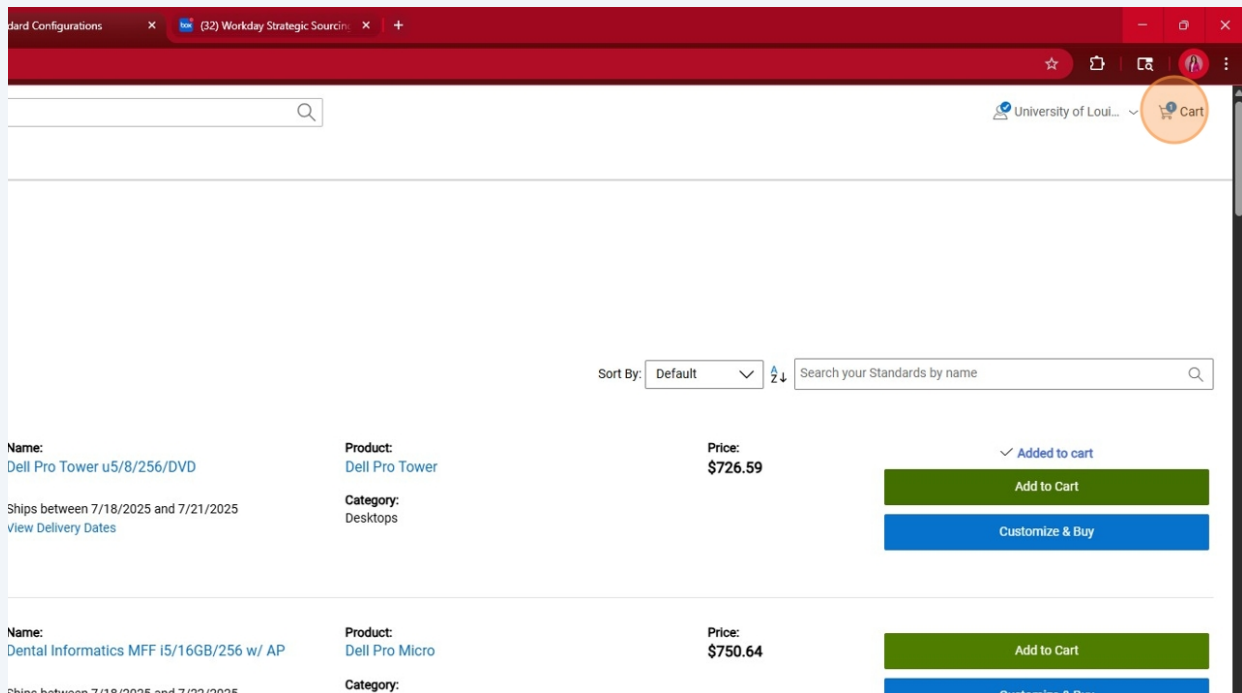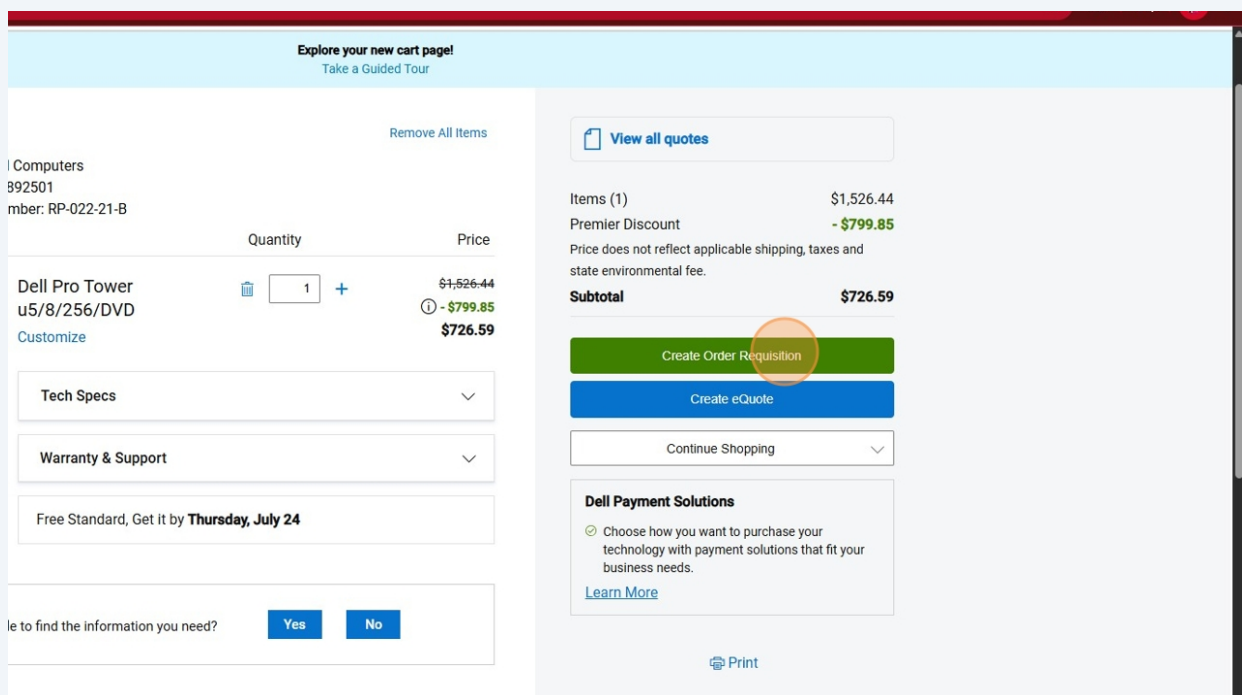Dell products or software must be made in accordance with all applicable laws of the United States and
local country regulations, including but not limited to, the US Export Administration. Click here for further

How will these products be used? *

| Select Option | ⌄ |

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

Dell Pro Tower u5/8/256/D
Customize

Tech Specs ⌄

Items (1)
Premier Discount
Price does not reflect applicable shipping, taxes and envir
Total

How easy was it
Very Difficult ☆ ☆ ☆

Terms Of Sale

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

Sub

18 Click "Confirm Change"

Customer agreement number: RP-022-21-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 envir
Total

How easy was it
Very Difficult ☆ ☆ ☆

Terms Of Sale

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

Sub

Q Search

19 Click "Submit Order Requisition"

Items (1) $1,520.44
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

file

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

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

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

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

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 ▾

Checkout

Q Search

22 Confirm Requisition Details

ULSA University of Louisville   Amber Horn   - new -   Draft   726.59 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	*	✕ USD ⋯ ☰
Credit Card		☰
Requisition Type	*	✕ 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
⊕ ⊖	▼ ▼	🖼	✕ ULSA University of Louisville ⋯ ☰	Dell Pro Tower u5/8/256/DVD: Dell Pro Tower QCT1250Dell Pro Tower QCT1250	43211507 - ✕ Desktop computer ☰	Trackable - <5k ✕ 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

hip-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 Computers	21

∨ Services

0 items

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

> Attachments

[Submit]   (Save for Later)   (Continue Shopping)   (⋯)