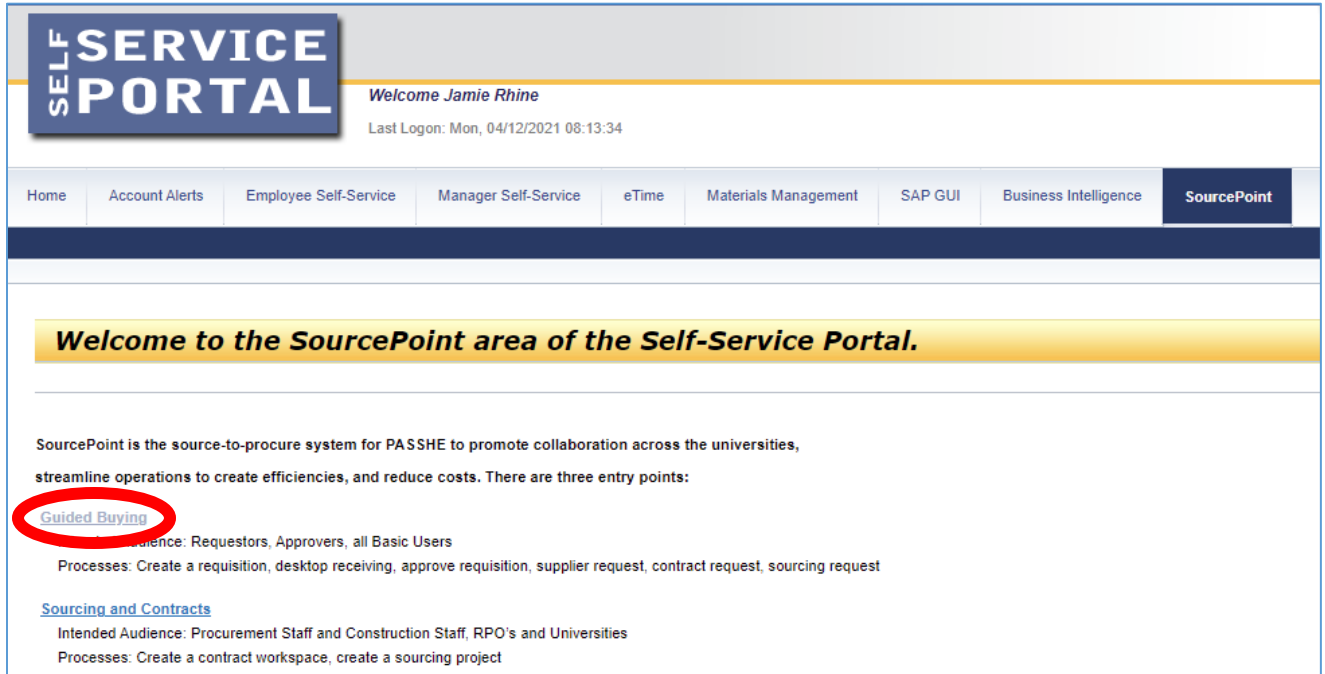


Purchasing a Dell eQuote in SourcePoint

If you have been provided with a Dell eQuote that you would like to order, please follow the instructions below:

1. Log in to SourcePoint by going to <https://portal.passhe.edu> and signing in with your full Ship e-mail address and password. Click on the **SourcePoint** tab and choose the link for **Guided Buying**.



SELF SERVICE PORTAL

Welcome Jamie Rhine
Last Logon: Mon, 04/12/2021 08:13:34

Home Account Alerts Employee Self-Service Manager Self-Service eTime Materials Management SAP GUI Business Intelligence **SourcePoint**

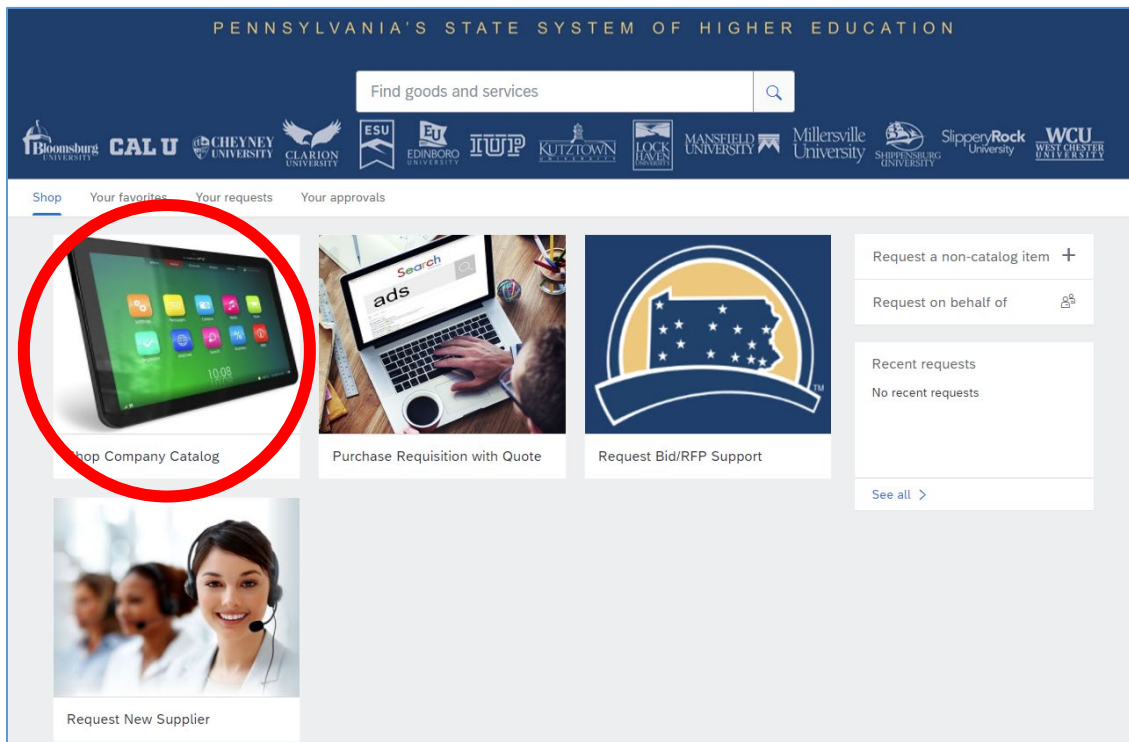
Welcome to the SourcePoint area of the Self-Service Portal.

SourcePoint is the source-to-procure system for PASSHE to promote collaboration across the universities, streamline operations to create efficiencies, and reduce costs. There are three entry points:

Guided Buying
Intended Audience: Requestors, Approvers, all Basic Users
Processes: Create a requisition, desktop receiving, approve requisition, supplier request, contract request, sourcing request

Sourcing and Contracts
Intended Audience: Procurement Staff and Construction Staff, RPO's and Universities
Processes: Create a contract workspace, create a sourcing project

2. From the SourcePoint homepage, click on **Shop Company Catalog**.



PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION

Find goods and services

Bloomsburg University CAL U CHEYNEY UNIVERSITY CLARION UNIVERSITY ESU EDINBORO UNIVERSITY IUPUI KUTZTOWN UNIVERSITY LOCK HAVEN UNIVERSITY MANSFIELD UNIVERSITY Millersville University SHIPPENSBURG UNIVERSITY Slippery Rock University WCU

Shop Your favorites Your requests Your approvals

Shop Company Catalog

Purchase Requisition with Quote

Request Bid/RFP Support

Request a non-catalog item +

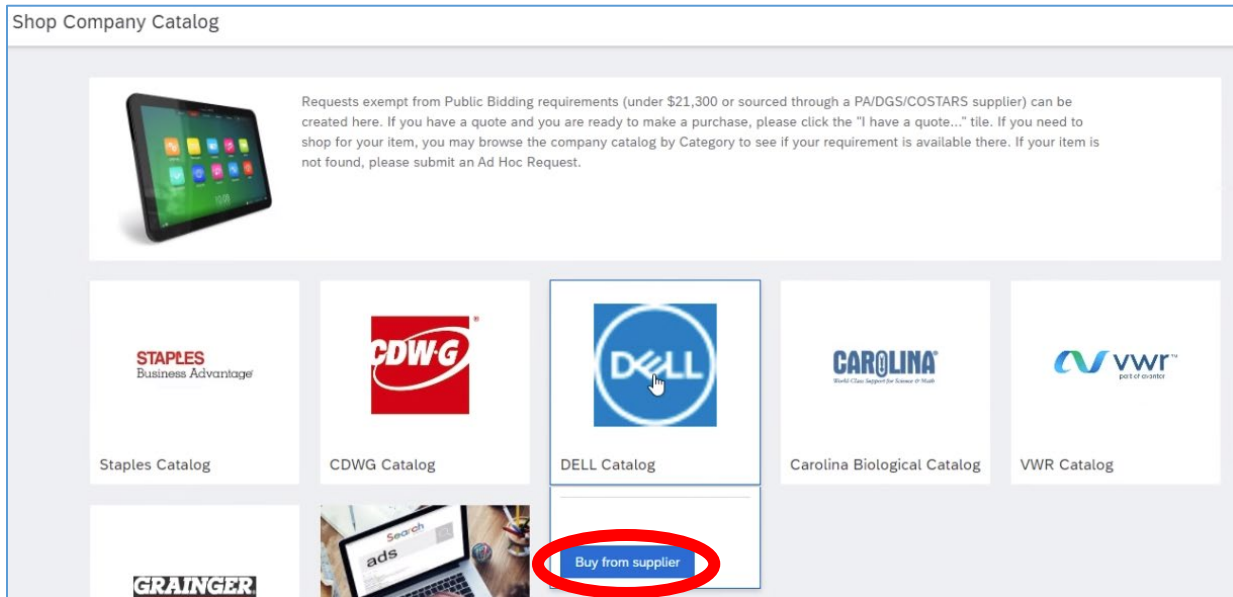
Request on behalf of

Recent requests
No recent requests

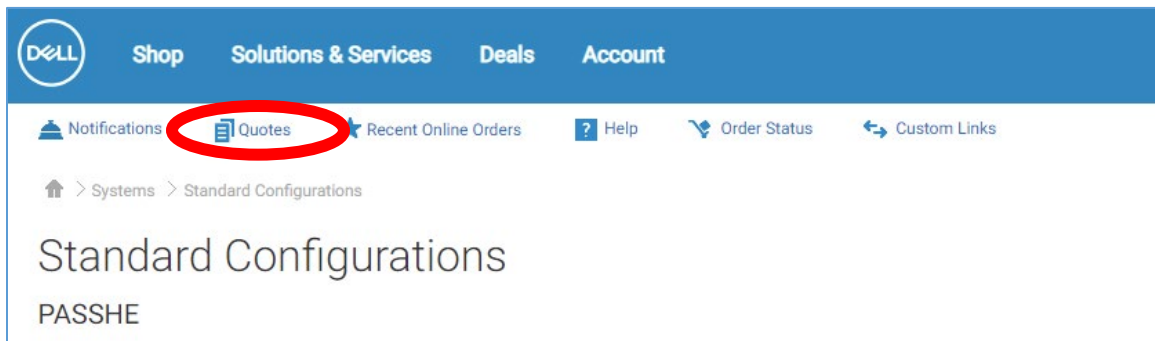
See all >

Request New Supplier

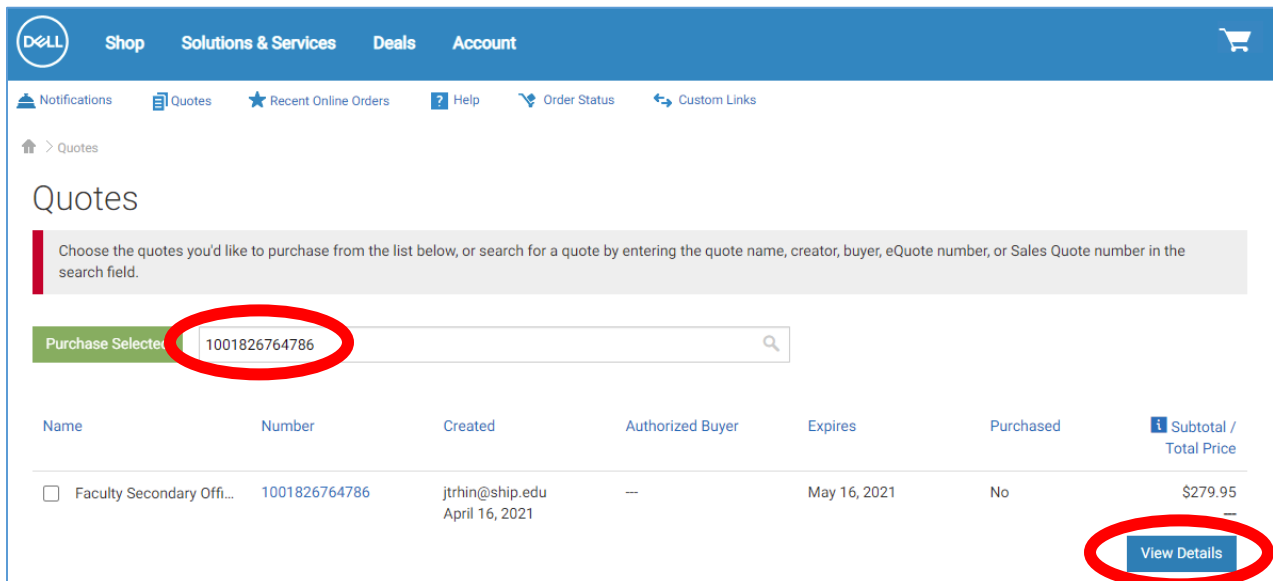
3. From the list of catalogs, click on **Buy from Supplier** under the “DELL Catalog” link.



4. From the Dell page that appears, click on the **Quotes** link near the top.



5. In the search box, type or paste the eQuote number from the quote you were provided. When the quote appears, click on **View Details**.





6. Review the quote as it is listed. If everything looks correct, click on **Create Order Requisition**.

Faculty Secondary Office

Subtotal (3) : \$279.95 | Total :

Save New eQuote | **Create Order Requisition** | Continue shopping


Quote number

Items	Quantity	Unit Price	Item total
 U2422HE Hub Monitor Dell Contract Code: C000000009247 Configure Remove item Estimated Ship Date April 22, 2021 Show full spec	1	\$241.49	\$241.49
 Dell Business Multimedia Keyboard - KB522 Discounted unit price: \$22.19 Dell Contract Code: C000000009247 Manufacturer Part# : 34Y62 Dell Part# : 331-9653	1	\$29.99	\$29.99

Subtotal (3) \$279.95

Created April 16, 2021
Expires May 16, 2021
Created by jtrhin@ship.edu
Status Active

Print | Email


powered by VeriSign

7. On the “Shipping and Payment” screen, click **Continue Securely**.

Checkout

Shipping and Payment | Review | Requisition Initiated

Shipping and Payment

Attach supporting documentation (optional)
any additional required documentation can be added to your order (up to 3 files).


Before uploading files, please ensure the following:

- Files must be in the following format: pdf, doc, docx, xls, xlsx, jpg, tif, msg, jpeg, tiff, csv
- File size cannot exceed 3MB

Attach File(s)

Subtotal (2) \$979.63

Continue Securely


powered by VeriSign

8. On the “Review and confirm your order” page, verify your items/pricing, and click on **Submit Order Requisition**.

The screenshot shows the Dell checkout process. At the top, the Dell logo is visible. Below it, the word "Checkout" is displayed. A progress bar indicates three steps: "Shipping and Payment" (completed), "Review" (current step), and "Requisition Initiated".

The main heading is "Review and confirm your order". Below this, there are sections for "Terms of sale", "Order information", and a table for "Items".

The "Terms of sale" section includes a warning: "When you place your order, please be mindful that we will need people on site at your shipping destination to receive the product. If anything changes in your ability to receive the order prior to its delivery, please contact [Customer Care](#)." It also states: "Unless you have a separate agreement between you and Dell that specifically applies to this order, by clicking 'Order and Confirm Payment', you agree to Dell's [TERMS OF SALE](#) and will not export the order outside of the United States [Change export preference](#)."

The "Order information" section shows:

- Delivery Method: no charge delivery (Change)
- Upload files: No files uploaded. (Change)

The "Items" section is a table with columns: Items, Quantity, Unit Price, and Item total.

On the right side, a summary box shows:

- Subtotal (2): \$979.63
- A green button labeled "Submit Order Requisition" is circled in red.
- Norton Secured logo (powered by VeriSign)

9. SourcePoint will now show the items you are ordering in the shopping cart. Click on **Check out**.

The screenshot shows a shopping cart interface. At the top, there is a search bar with the text "Find goods and services" and icons for search, notifications, and a shopping cart with a red "2" badge.

Below the search bar, it says "You have 2 items in your cart" with a close button (X).

The cart contains two items:

- Item 1: Base;Dell Latitude 5320 BTX Base. Price: \$1,224.05 USD x 1. A "Delete" button is next to it.
- Item 2: Base;Dell Latitude 5420 BTX Base. Price: \$957.00 USD x 1. A "Delete" button is next to it.

At the bottom of the cart, the total is displayed as "Total: \$2,181.05 USD". A blue "Check out" button is circled in red.

10. Fill in all of the PR details, such as Need-by Date, cost center, GL Account, etc. and click on **Submit** to submit your purchase requisition.

DELL Catalog Submit Save and exit ...

Checkout / PR1905

Ship to Manage locations	Charge to Manage details	Total cost
Central Receiving 230 North Earl St Shippensburg, PA 17257 United States	GL Account (0000620310 (EndPoint Device-End User))	\$2,181.05 USD

Need-by Date [?](#)

⚠ Need By Date must be set

Deliver To

Purchasing Unit
SHIPPENSBURG

Requester

Company Code

Trustee Report Remarks

CW Reference [?](#)

^ Hide additional details

Items (2)

⚠ This item contains missing or incorrect information.