DELL Technologies

PROCUREMENT INTEGRATION
Non-Catalog / Non-PunchOut Ordering guide

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Introduction

Dell offers non-catalog/non-PunchOut ordering as part of Dell's Premier procurement integration program. Non-Catalog/Non-PunchOut ordering is designed to allow our customers to submit purchase orders based on a quote that you generate online or a Dell sales representative creates for you. Non-Catalog/Non-Punchout orders are also referenced as special requests, adhoc orders, or self-requisition orders.

Dell's B2B system supports two types of quotes for non-catalog/non-PunchOut purchase orders:

Offline sales quote – Dell generated by a Dell sales representative

Online eQuote – Customer generated & saved on a customer specific Premier Page

Quotes are turned into valid purchase orders by following the steps outlined in this document. Additionally, sample purchase orders and quotes are provided as reference documents for customers wanting to submit non-catalog/non-PunchOut purchase orders to Dell via a B2B Integration. For additional information or specific mapping information, please email Global_B2B_Support@dell.com..

⊕ BENEFITS

Save time with every order

Increase speed, accuracy, and productivity by managing all your Dell quotes online.

Centralize purchasing

Streamline your buying process without ever leaving your purchasing software.

Get timely status updates

Get a notification when your order has been received, confirmed and shipped.

Need help?

Premier experts are available to assist for any technical inquiry related to Premier. Contact us.

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Non-Catalog / Non-PunchOut ordering

Non-Catalog/ Non-Punchout ordering allows an offline sales quote (DSA/GII) or eQuote (online) to be converted into a valid, electronic purchase order without creating a cart (order requisition). Follow the steps below when submitting non-catalog/non-PunchOut orders.

This guide will explain how to reference your sales Quote in your free text PO successfully.

Sales Quote Formatting Requirement

Below explains the key data entry input requirement in your free text requisition/PO

Customer Order Requistion/PO Fields	Customer Instruction
Order Requisition/PO description	**United States/ Canada** Enter the 13-digit quote number e.g. **3000080334343.1** **EMEA / APJC** Enter 'GiiQuote:' followed by the 9- or 10-digit quote number e.g. **GiiQuote:1787897572** *GiiQuote is case sensitive, and **no** spaces between Gii & Quote & colon and quote number* ** When available, the entire quote number including the version (e.g. .1 or .2) should be included*
Unit Price	Enter the subtotal as you see in the quote excluding freight and VAT, please see example below of required field in yellow highlight

Dell Quote 123456789

1 Price Summary

Description :	Qty :	Unit Price :	Price :
OptiPlex 7090 Micro XCTO	1	GBP 605.34	GBP 605.34
Subtotal			**GBP 605.34**
Shipping			GBP 25.00
20% VAT (GBP 630.34)			GBP 126.07
Total			**GBP 756.41**

What Happens Next?

When we received your purchase order (PO), we read the Supplier Part Number/ID field, verify the formatting and route the order for processing – no back and forth communications or dual entry in various interfaces required- This will result in order being booked faster.

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The below table covers certain business scenarios which support sales quote ordering and the formatting advised on page 3.

Business Scenario	Customer Requirement	Customer PO instruction
Sales Quote is for 5 laptops	Wishes to order all 5 laptops	PO order quantity should =1 and follow formatting guide on page 1
Sales Quote is for 1 laptop	Wishes to order 10 of these laptops	PO order quantity should =10 and follow formatting guide on page 1

The below table highlights scenarios which cannot be supported out of the box – solutions provided

Business Scenario	Customer Requirement	Customer Options
Sales Quote is for 5 monitors	Wishes to only order 1 monitor	Customer requests a new Quote for just 1 monitor
Sales Quote has two lines e.g. line 1 laptop, line 2 monitor	Wishes to only order 1 of the lines	Customer can request a new Quote for just the item they wish to purchase
Sales Quote has multiple lines e.g, line 1 laptop, line 2 docking station, line 3 monitor	Customer wishes to create separate order requisition/PO lines to have visibility of what is being ordered, correct cost centre allocation etc e.g. Line 1 Dell laptop, Line 2 Dell docking station	Customer can request separate Quotes and can input these separate Quotes on each PO line using the advised formatting

✅ Enter only one quote number per line item on the purchase order. Do not attach the quote to the order, otherwise the PO will be rejected by Dell.

Need help?

Premier experts are available to assist for any technical inquiry related to Premier. Contact us.

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How to Enter Non-Catalog Orders

Example 1 – Single Item Quote - EMEA

Quote Contents:	OptiPlex 7090 Qty: 1
Quote#: 123456789	Enter Q:123456789 in Supplier Part ID field
Item: OptiPlex 7090	Enter OptiPlex 7090 in Item Description field
Quote Qty: 1	Enter QTY based on the # of units needed in Quantity field
Quote Subtotal: $ 605.34	Enter Quote Subtotal in Unit Price or Price field

Prices shown are for illustration purposes only

Dell Quote 123456789

1 Price Summary

Description :	Qty :	Unit Price :	Price :
OptiPlex 7090 Micro XCTO	1	GBP 605.34	GBP 605.34
Subtotal			**GBP 605.34**
Shipping			GBP 25.00
20% VAT (GBP 630.34)			GBP 126.07
Total			**GBP 756.41**

Create Non-Catalog Item   🖨 Print

Have you tried using Spot Buy capability?   Search Spot Buy   🔍

Purch Org:

Commodity Code: *

Full Description: *   OptiPlex 7090 Micro XCTO

Quantity: 1

Unit of Measure: each

Price: *   605.34   GBP ∨

Supplier Information

Vendor: Dell Technologies

Contact: (no value) [select]

Supplier Part Number: GiiQuote:123456789

Supplier Auxiliary Part ID:

NOTES:

☑ 1. Enter Quote subtotal - Do not include shipping/handling and tax in the "Price" field.

 2. For quotes with quantities greater than one, the order should be generated with a quantity of one.

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Example 2 – Multi-Item Quote - EMEA

Quote Contents:	Precision 7920 Qty: 1 Dell Monitor Qty: 1
Quote#: 0123459876	Enter Q:123459876 in Supplier Part ID field
Item: Precision 7920	Enter Precision 7920 and Dell monitor in Item Description field
Quote Qty	Enter QTY of 1 in Quantity field
Quote Subtotal: $ 6189.65	Enter Quote Subtotal in Unit Price field

Prices shown are for illustration purposes only

Dell Quote 123459876

1 Price Summary

Description :	Qty :	Unit Price :	Price :
Precision 7920 Rack XCTO Base	1	GBP 5,826.65	GBP 5,826.65
Dell 27 Monitor - U2720Q - 68.47cm (27") Black	1	GBP 363.00	GBP 363.00
Subtotal			**GBP 6,189.65**
Shipping			GBP 27.00
20% VAT (GBP 6,216.65)			GBP 1,243.33
Total			**GBP 7,459.98**

Create Non-Catalog Item   🖶 Print

Have you tried using Spot Buy capability?   [Search Spot Buy   🔍]

Purch Org: [▽]

Commodity Code: * [▽]

Full Description: * [Precision 7920 Rack and Dell 27 Monitor - U2720Q]

Quantity: [1]

Unit of Measure: [each   ▽]

Price: * [6,189.65] GBP ▽

Supplier Information

Vendor: [Dell Technologies   ▽]

Contact: (no value) [select]

Supplier Part Number: [GiiQuote:123459876]

Supplier Auxiliary Part ID: [   ]

NOTES:

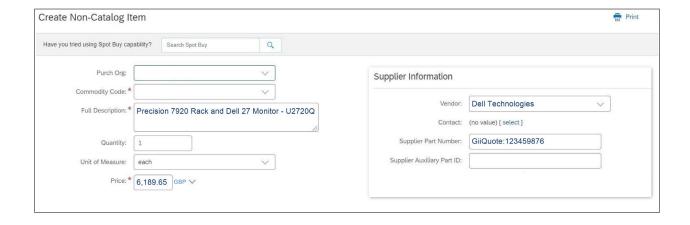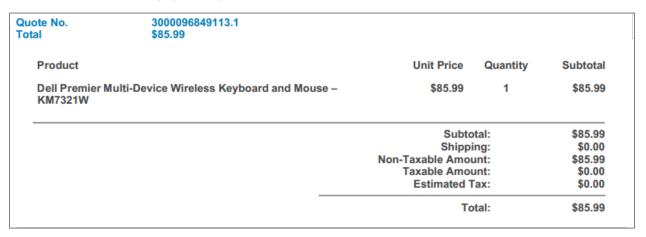☑ 1. Only enter one line item on the PO per requested quote.

2. Enter Quote subtotal - Do not include shipping/handling and tax in the "Price" field.

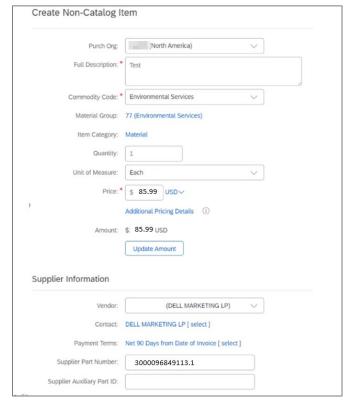3. For quotes with quantities greater than one, the quote should be entered on the order as a quantity of one.

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How to Enter Non-Catalog Orders

Example 1 – Single Item Quote – United States

Quote Contents:	Wireless keyboard/mouse Qty: 1
Quote#: 3000096849113.1	Enter 3000096849113.1 in Supplier Part ID field
Item: Keyboard/Mouse	Enter value in Item Description field
Quote Qty: 1	Enter QTY based on the # of units needed in Quantity field
Quote Subtotal: $ 85.99	Enter Quote Subtotal in Unit Price or Price field

Prices shown are for illustration purposes only

Quote No.	3000096849113.1			
Total	**$85.99**			
Product		Unit Price	Quantity	Subtotal
Dell Premier Multi-Device Wireless Keyboard and Mouse – KM7321W		$85.99	1	$85.99
		Subtotal:		$85.99
		Shipping:		$0.00
		Non-Taxable Amount:		$85.99
		Taxable Amount:		$0.00
		Estimated Tax:		$0.00
		Total:		**$85.99**

Create Non-Catalog Item

Purch Org: (North America)

Full Description: * Test

Commodity Code: * Environmental Services

Material Group: 77 (Environmental Services)

Item Category: Material

Quantity: 1

Unit of Measure: Each

Price: * $ 85.99 USD

Additional Pricing Details ⓘ

Amount: $ 85.99 USD

Update Amount

Supplier Information

Vendor: (DELL MARKETING LP)

Contact: DELL MARKETING LP [select]

Payment Terms: Net 90 Days from Date of Invoice [select]

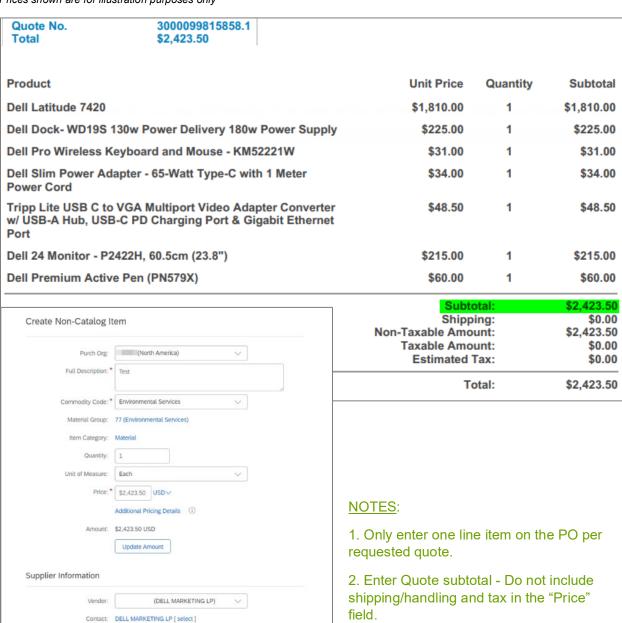Supplier Part Number: 3000096849113.1

Supplier Auxiliary Part ID:

NOTES:

1. Enter Quote subtotal - Do not include shipping/handling and tax in the "Price" field.

2. For quotes with quantities greater than one, the order should be generated with a quantity of one.

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Example 2 – Multi-Item Quote - United States

Quote Contents:	Multiple Items
Quote#: 3000099815858.1	Enter 3000099815858.1 in Supplier Part ID field
Item: Various Items	Enter value in Item Description field
Quote Qty: 1	Enter QTY based on the # of quote needed in Quantity field
Quote Subtotal: $ 2423.50	Enter Quote Subtotal in Unit Price or Price field

Prices shown are for illustration purposes only

Quote No.	3000099815858.1			
Total	**$2,423.50**			

Product	Unit Price	Quantity	Subtotal
Dell Latitude 7420	$1,810.00	1	$1,810.00
Dell Dock- WD19S 130w Power Delivery 180w Power Supply	$225.00	1	$225.00
Dell Pro Wireless Keyboard and Mouse - KM52221W	$31.00	1	$31.00
Dell Slim Power Adapter - 65-Watt Type-C with 1 Meter Power Cord	$34.00	1	$34.00
Tripp Lite USB C to VGA Multiport Video Adapter Converter w/ USB-A Hub, USB-C PD Charging Port & Gigabit Ethernet Port	$48.50	1	$48.50
Dell 24 Monitor - P2422H, 60.5cm (23.8")	$215.00	1	$215.00
Dell Premium Active Pen (PN579X)	$60.00	1	$60.00

Subtotal:	$2,423.50
Shipping:	$0.00
Non-Taxable Amount:	$2,423.50
Taxable Amount:	$0.00
Estimated Tax:	$0.00
Total:	**$2,423.50**

Create Non-Catalog Item

Purch Org:	(North America)
Full Description: *	Test
Commodity Code: *	Environmental Services
Material Group:	77 (Environmental Services)
Item Category:	Material
Quantity:	1
Unit of Measure:	Each
Price: *	$2,423.50 USD
	Additional Pricing Details
Amount:	$2,423.50 USD
	Update Amount

Supplier Information

Vendor:	(DELL MARKETING LP)
Contact:	DELL MARKETING LP [select]
Payment Terms:	Net 90 Days from Date of Invoice [select]
Supplier Part Number:	3000099815858.1
Supplier Auxiliary Part ID:	

NOTES:

1. Only enter one line item on the PO per requested quote.

2. Enter Quote subtotal - Do not include shipping/handling and tax in the "Price" field.

3. For quotes with quantities greater than one, the quote should be entered on the order as a quantity of one.

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