

SPO ALERT

Date: July 16, 2024

To: State Agencies

From: State Procurement Office

Re: ** New Quick Reference Guide ** Using the Dell Punchout

[Procure to Pay QRGs - 176 Upgrade](#)

A new Quick Reference Guide (QRG) has been created and uploaded to the SPO Intranet to assist you with purchasing and ordering through the Dell punchout in APP.

The [Using the Dell Punchout](#) QRG provides detailed, step-by-step instructions to help you navigate the Dell website and process your orders successfully. It covers all the essential buttons and options you'll encounter, ensuring a smooth and efficient ordering experience.

If you have any questions or concerns, please contact the App Help desk by emailing support at app@azdoa.gov.