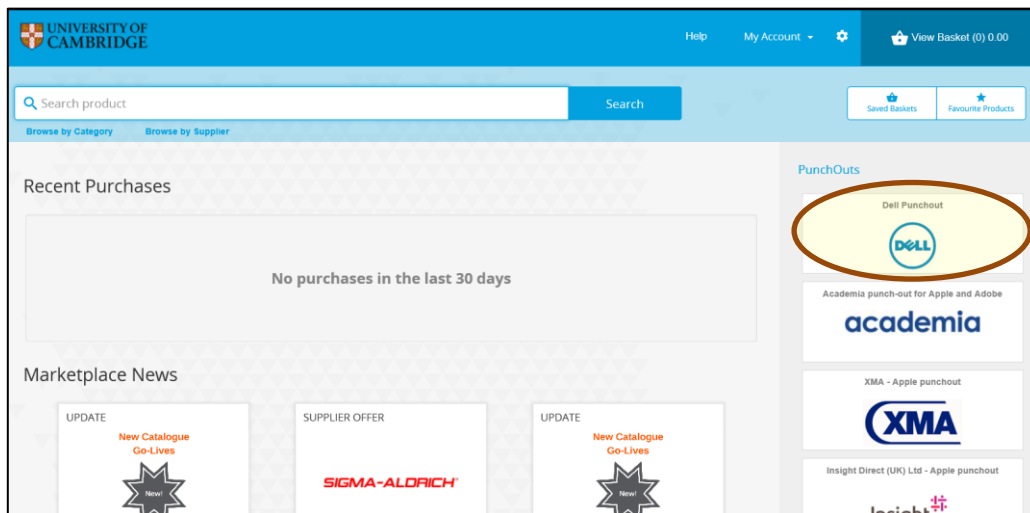


Raising requisitions to Dell

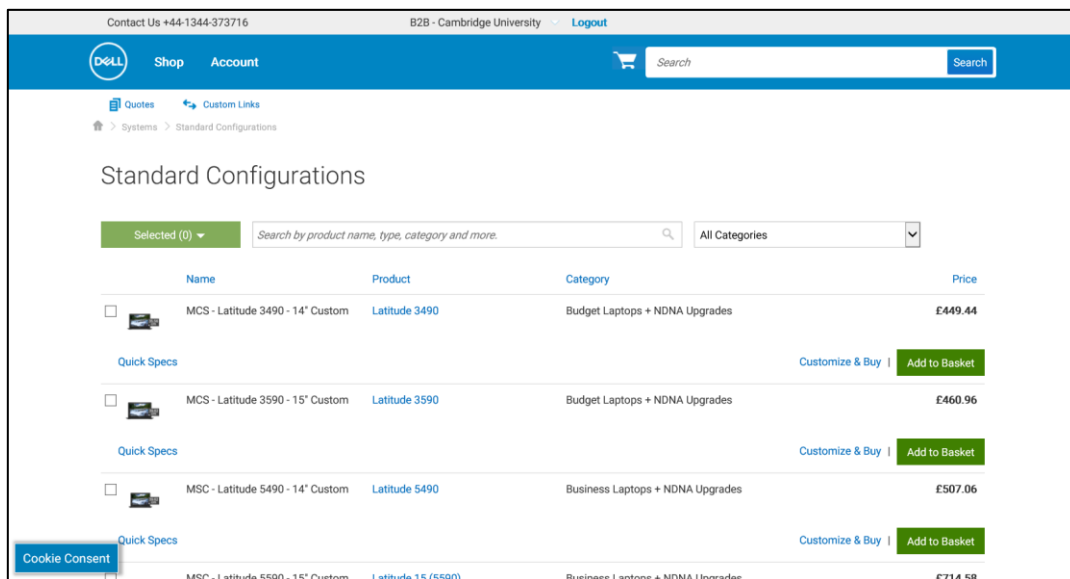
The London University Purchasing Consortia have set a National Desktop and Notebook Agreement with a variety of suppliers. Those purchasing from Dell under this agreement should use the following procedure.

Any problems in dealing with Dell should be directed to Tom Twitchett of Procurement Services (7)60518 or tjt32@admin.cam.ac.uk.

1. Once you have clicked on the Marketplace link the following screen will display.




2. Once you have selected Dell their home screen will display and from here you can search their products by entering information in the search field or by clicking on the titles in the tool bar.



3. Once you have found the item(s) you wish to purchase click on **Add to Basket**. When you are done, choose Go to Basket.


Basket

Remove all items | Show all specs

Items	Quantity	Unit Price	Item total
 MCS - Latitude 3590 - 15" Custom Discounted unit price: £460.96 Configure Remove item Premier discount Show full spec	- 1 +	£1,045.00	£1,045.00
			Item total: £460.96

Savings: £584.04
VAT-Applicable Items: £460.96

[Create Order Requisition](#)
[Save as eQuote](#)
[Continue shopping](#) | [Print](#)

 powered by VeriSign

[Cookie Consent](#)

4. Click on **Create Order Requisition** and the Checkout screen will display.

Checkout

Delivery and Payment | **Review** | Requisition Initiated

Review and confirm your order

Terms of sale
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](#)

Order information

Delivery Method Standard Delivery [Change](#)


Trade Compliance I will not be exporting [Change](#)

Items [Change](#)

Items	Quantity	Unit Price	Item total
MCS - Latitude 3590 - 15"	1	£1,045.00	£1,045.00

Savings: £584.04
VAT-Applicable Items: £460.96

[Submit Order Requisition](#)


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[Cookie Consent](#)



5. Click on **Submit Order Requisition**. The shopping screen in iProcurement will display, either check out or search for another item to buy.

MAFFIN, Miss Helen

UNIVERSITY OF CAMBRIDGE




Help My Account 

 View Basket (1) 460.96

 Saved Baskets  Favourite Products

Shopping basket

Subtotal 460.96

<input type="checkbox"/> Details	Delivery charge	Pack size	Unit price	Order quantity	Total
<input type="checkbox"/>   [102953532906211] MCS - Latitude 3590 - 15" Custom: Base;Dell Latitude 3590 CTO Catalogue Number 210-ANYK Supplier Dell Corporation Limited	 No delivery charge	1	460.96	1	460.96

Subtotal 460.96

Separate detailed guidance can be found on checking out.