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 Market Place 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.

4. Click on **Create Order Requisition** and the shipping screen will display.
5. You need to ensure that you select the correct use for the product from the drop down list as well as where the product is going to be used.

6. Once you have completed these fields click on **Continue** and the Verify Order and Submit requisition screen will display.

![Order Summary](image)

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

![Shopping basket](image)

Separate detailed guidance can be found on checking out.