

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 Procurement Services Enquiries, (3)32233.

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

| UNIVERSITY OF CAMBRIDGE | | | Help My Account 👻 🌣 | 合 View Basket (0) 0.00 |
|---|-------------------------------|-------------------------------------|-----------------------------------|----------------------------------|
| Q Search product Browse by Category Browse by Supplier | | Search | | Saved Baskets Favourite Products |
| Recent Purchases | | | PunchOut | S Dell Punchout |
| | No purchases in the last 30 d | Academ | sia punch-out for Apple and Adobe | |
| Marketplace News | | | | XMA - Apple punchout |
| UPDATE New Catalogue Go-Lives | SUPPLIER OFFER | UPDATE New Catalogue Go-Lives | | |
| Nervi | SIGMA-ALDRICH | Newi | Insight | Direct (UK) Ltd - Apple punchout |

2. Choose **Dell** to display their home screen. From here, search their products by entering information in the search field or by choosing from the titles in the tool bar.

| Contact Us +44-1344-373716 | B2B - Cambridge Un | iversity 🗸 Logout | |
|--|--------------------------------|-----------------------------------|--------------------------|
| Shop Account | | Search | Search |
| 👔 Quotes 🔩 Custom Links 🏦 > Systems > Standard Configurations | | | |
| Standard Configuration | S | | |
| Selected (0) Search by product i | name, type, category and more. | All Categories | ¥ |
| Name | Product | Category | Price |
| MCS - Latitude 3490 - 14* Custom | Latitude 3490 | Budget Laptops + NDNA Upgrades | £449.44 |
| Quick Specs | | Customi | ze & Buy Add to Basket |
| MCS - Latitude 3590 - 15" Custom | Latitude 3590 | Budget Laptops + NDNA Upgrades | £460.96 |
| Quick Specs | | Customi | ze & Buy Add to Basket |
| MSC - Latitude 5490 - 14* Custom | Latitude 5490 | Business Laptops + NDNA Upgrades | £507.06 |
| Quick Specs | | Customi | ze & Buy Add to Basket |
| MSC - Latitude 5590 - 15" Custom | Latitude 15 (5590) | Business Lantons + NDNA LIngrades | £714 58 |

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



| Basket | | Quantita | Unit Drive | 11 | Remove all iter | ns Show all specs | |
|--------|-------------------------------------|----------|------------|------------------|--------------------------|-------------------|--|
| nems | | Quantity | Unit Price | item total | Savings | £584.04 | |
| | MCS - Latitude 3590 - 15" Custom | - 1 + | £1,045.00 | £1,045.00 | VAT-Applicable Items | £460.96 | |
| - | Discounted unit price: £460.96 | | | | Create Order Requisition | | |
| | Configure Remove item | | | | Save as eQu | ote | |
| | Premier discount | | | -£584.04 | Continue shoppi | ng 👻 | |
| | P chow for spec | | Iten | n total: £460.96 | Print | | |
| | | | | | powered by VeriSign | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

4. Select Create Order Requisition and the Checkout screen will display.

| (| SELL | | | | | | | |
|----------------|--|---|---------------------|------------------------|-----------------|--|---------|--|
| | Checkout | | | | | | | |
| | oncontout | × | | | | | | |
| | Delivery an | d Payment | | Review | | Requisition Initiate | d | |
| | Review and con | firm your order | | | | | 5594.94 | |
| | Terms of sale | | | | | VAT-Applicable Items | £460.96 | |
| | Unless you have a separate age Confirm Payment", you agree to | reement between you and Dell that s o Dell's TERMS OF SALE | pecifically applies | to this order, by clie | king "Order and | | | |
| | Order information | | | | | Submit Order Requis | sition | |
| | Delivery Method | Standard Delivery | | | Change | Norton SECURED powered by VeriSign | | |
| | Trade Compliance | I will not be exporting | | | Change | | | |
| | Items Change | | | | | | | |
| | Items | | Quantity | Unit Price | Item total | | | |
| Cookie Consent | MCS-L | atitude 3590 - 15" | 1 | £1,045.00 | £1,045.00 | | | |

5. Select **Submit Order Requisition**. The Marketplace shopping basket screen will display, either **Checkout** or search for another item to buy.

| MAFFIN, Miss Helen | Help | My Account | - à | 🔶 View Ba | usket (1) 460 96 | |
|---|----------------------|------------|------------|-----------------------|--------------------|--|
| CAMBRIDGE | | | | | | |
| Q Search product | Sea | rch | | Saved Baskets | Favourite Products | |
| Shopping basket | | | | | | |
| Add this basket to a saved basket Subtotal 460.96 🖶 Checkout | | | | | | |
| Delete selected items | | | Upd | ate basket | Empty basket | |
| Details | Delivery charge | Pack size | Unit pr | ice Order quantity | Total | |
| [102953532906211] MCS - Latitude 3590 - 16" Custom: Base;Dell Latitude 3590 CTO | 🖋 No delivery charge | 1 | 460.9 | 96 1 | 460.96 | |
| Catalogue Number 210-ANYK Supplier Dell Corporation Limited | | | | | | |
| Delete selected items | | | Upd | ate basket | Empty basket | |
| | | | S | Subtotal 460.96 | 🔂 Checkout | |

Separate detailed guidance can be found on checking out.