

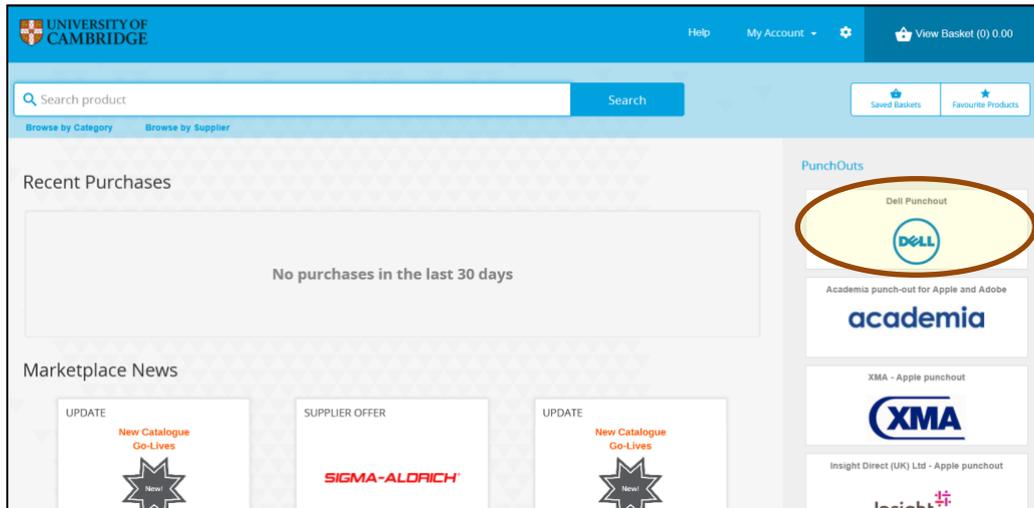


Raising requisitions to Dell

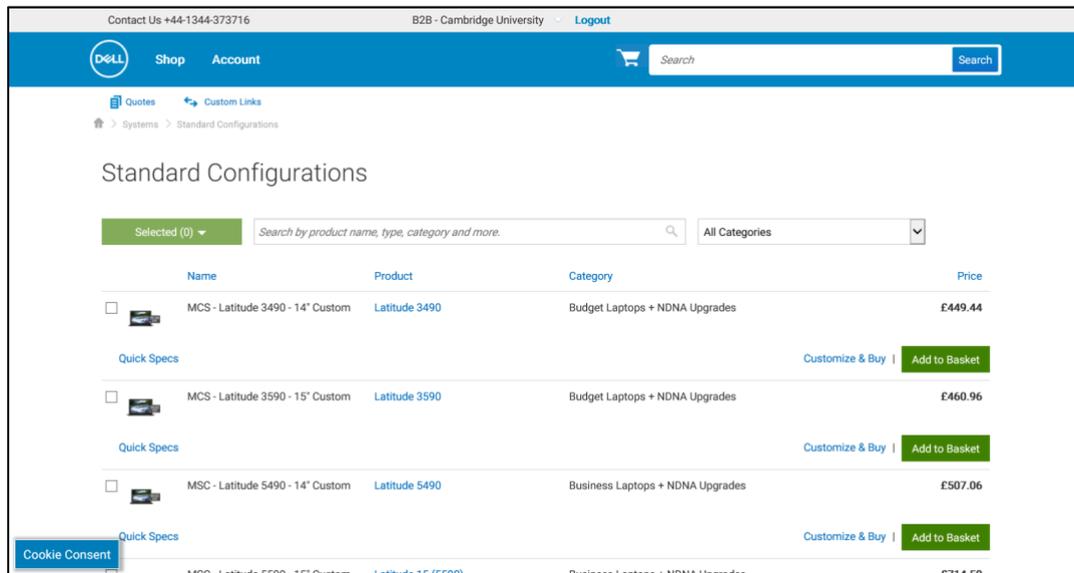
The London University Purchasing Consortia have set a National Desktop and Notebook Agreement with a variety of suppliers. Those purchasing from Dell under this agreement should use the following procedure.

Any problems in dealing with Dell should be directed to [Procurement Services Enquiries](#), (3)32233.

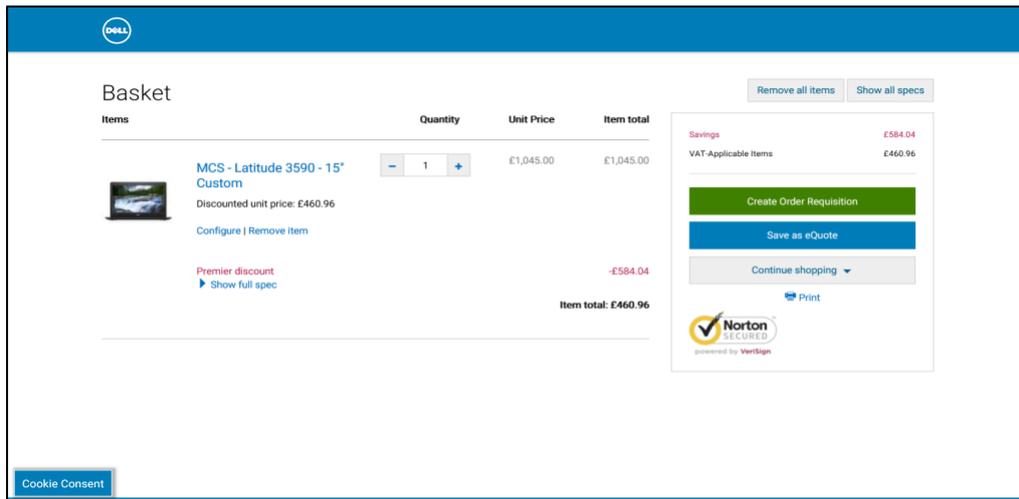
1. Once you have clicked on the Marketplace link the following screen will display.



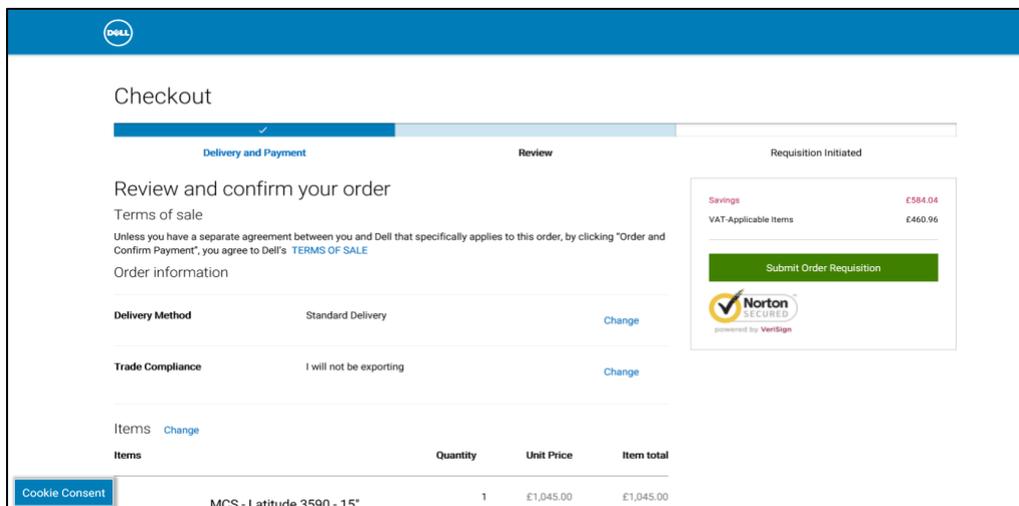
2. Choose **Dell** to display their home screen. From here, search their products by entering information in the search field or by choosing from the titles in the tool bar.



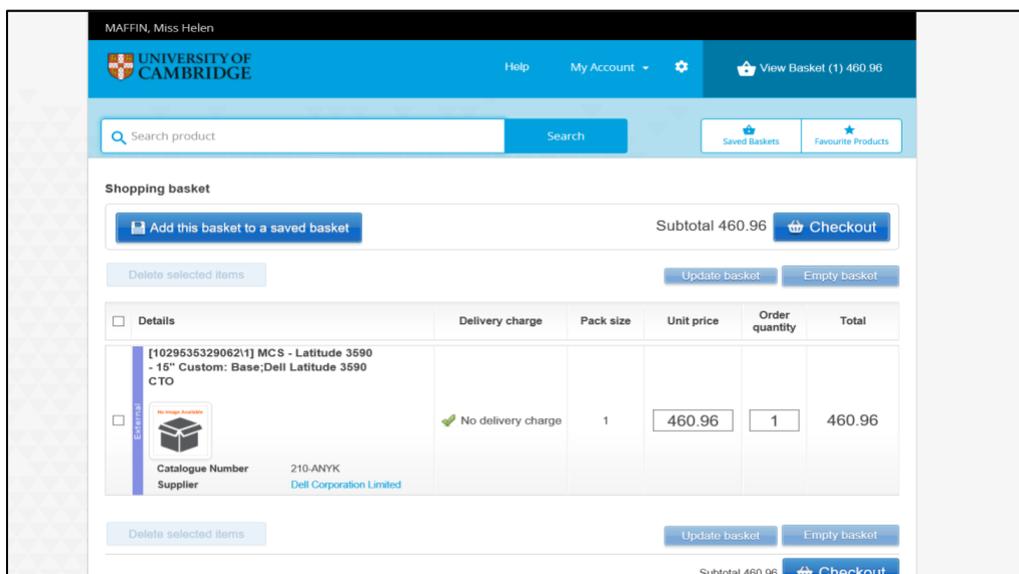
3. Once you have found the item(s) you wish to purchase, select **Add to Basket**. When you are finished, choose **Go to Basket**.



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



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



Separate detailed guidance can be found on checking out.