

Procurement Integration (PremierConnect)

Shopping and Ordering Guide



PremierConnect is Dell's B2B eCommerce solution, integrating your eProcurement system with Dell's Premier Page. This document will explain the process of shopping and ordering within your Premier Page after the integration with your ERP is complete.

? For assistance while using your Premier Page, click on the "Help" link located at the top or bottom of your page.

Accessing your Premier Page via PremierConnect (procurement integration)

You can access your Dell Premier Page directly from your ERP/ Procurement system. If you have any questions regarding your initial access to the Premier Page, please contact Global_B2B_Support@dell.com.

To begin shopping from your customized catalog, Punchout from your procurement system directly to Dell's Premier Page by selecting the appropriate Punchout link from your ERP/ Procurement system.

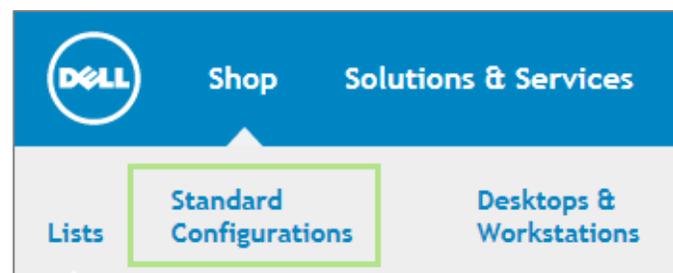
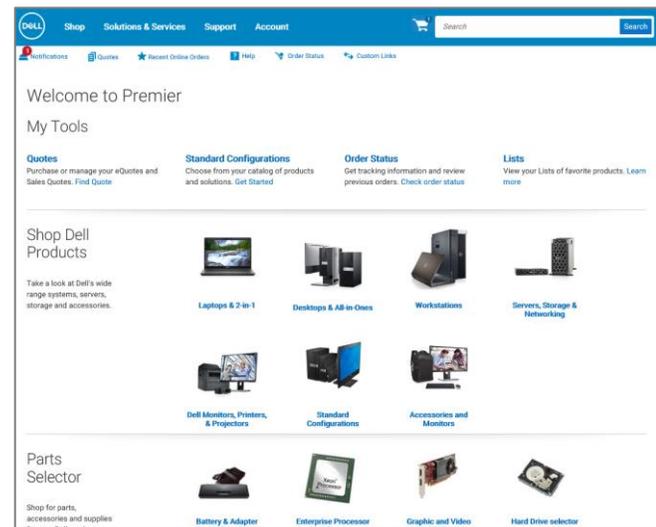
Three ways to shop

Shopping options are tailored to your procurement department policy and requirements.

1. Standard Configurations

PremierConnect allows your organization to define standard system configurations and user-selectable configuration options such as upgrades and downgrades for each system. These configurations may be grouped according to category labels you specify with your Dell Account Team to guide users to the systems designed for their job function.

To access your Standard Configurations, click on the category named "Shop" and click on the "Standard Configurations" link within the secondary navigation below or select "Standard Configurations" available in the "My Tools" section (unless you are landing on this page by default).



2. Systems Catalog

Your Systems Catalog gives you access to the complete line of Dell branded products. Your Systems Catalog can also be customized to display only the products relevant to your organization. You may configure the available options for any product according to your needs.

To access your Systems Catalog, click on the category named “Shop” and click on the “**Desktops & Workstations**”, “**Laptops, Tablets & Mobile workstations**” or “**Servers, Storage & Networking**” links within the secondary navigation below. Another alternative is to select your products directly from the Premier homepage.



3. Software & Peripherals*

Over 85,000 software and peripheral products from a variety of manufacturers are available within your Premier page. Enter your item within the search box to narrow your selection or click on the category picture to view a wide range of similar products within that particular category.

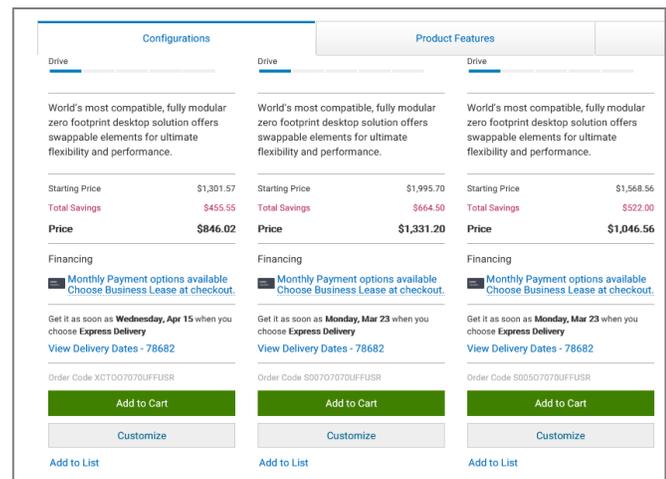
To access your Software & Peripherals catalog, click on the category named “Shop” in the Masthead and click on the “**Accessories & Peripherals**” or “**Software**” link within the secondary navigation.



* Not available in all regions.

4. Add to cart

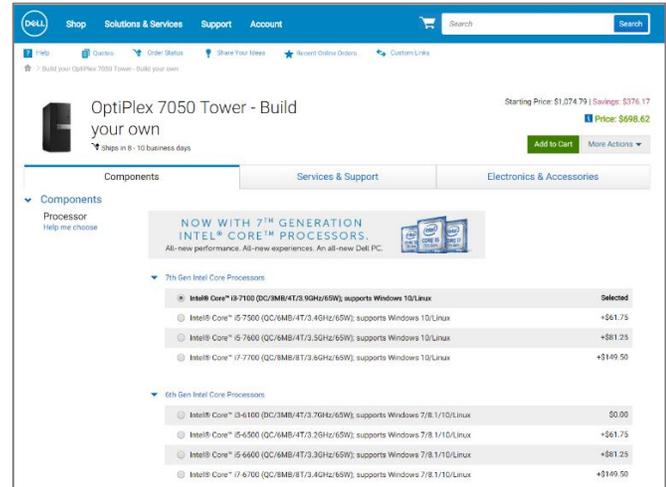
As you shop for Standard Configurations, Systems, or Software & Peripheral items, simply click on “**Add to Cart**” for each item you would like to purchase or save as an eQuote.



Configuring a System

Configuration page options

1. When configuring a product, the configuration page displays a system with any user-selectable options that are available for your organization. To expand or collapse the view of the upgrades or downgrades, click on the arrow located top left of each configuration options box.
2. The price for a configuration will automatically update each time you change an option, so the total system price displayed always includes your current selections.
3. Tabs along the top let you quickly add accessories or support to your system.
4. Click the “**Review Summary**” link to review the configuration options currently selected, or to format the information for printing. This displays a summary of the specified configuration with associated SKUs, descriptions, and updated price.



Saving your configuration

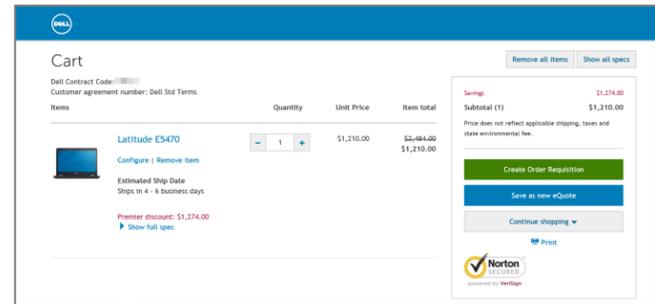
5. When you are finished configuring a system select “**Review Summary**” or “**Add to Cart**”.
6. Selecting “Share Configuration” provides you with a shareable link. With “**Print or save as PDF**” you will see a printable layout of the information.
7. Selecting “**Add to Cart**” allows you to continue shopping, save the configuration as an eQuote, or update the quantity as needed and proceed to Order Requisition.

Working with eQuotes

Saving an eQuote

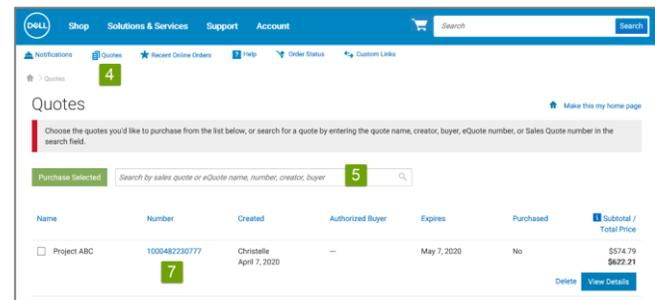
eQuotes allow users to prepare an order and save it for later purchase, or for review by an authorized buyer.

1. Once you have added all desired products to your cart, view the cart and click on **“Save as eQuote”**.
2. Finalize the eQuote by completing all required fields (marked with an *asterisk).
3. To send the eQuote to your purchasing agent and/or any other recipients via e-mail, complete the appropriate fields.



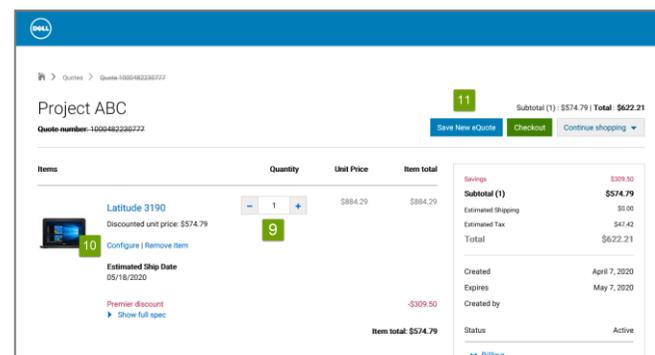
Retrieving an eQuote or Sales generated Quote

4. There are two ways to retrieve an eQuote or a Sales quote. You can click on the **“Quotes”** link located just below the top navigation, category, or you can view and retrieve them from the **“My Tools”** section available on your Premier Homepage.
5. Quote lists can be sorted and displayed by multiple fields. The fastest way to find your quotes is to use the dynamic filtering search box.
6. **Sales Quotes** can easily be retrieved (not available in all countries) by indicating your Sales Quote number and your customer number (if needed).
7. To purchase a quote, click on the quote number and proceed to checkout. If you need to purchase multiple quotes, you can easily select them and click **“Purchase Selected”**.



Editing an eQuote

8. From within the eQuote list, click on the eQuote number.
9. Verify the quantity of each item selected. Use the stepper (+/-) buttons or type in the desired number to change quantity. The price will be adjusted automatically.
10. To make changes to the product, click **“Configure”**, select your new options, and click **“Return to eQuotes”**.
11. Click **“Save as new eQuote”** to save your changes. The updated configuration will be saved as a new eQuote referencing a new eQuote number. The original eQuote will not be changed and will remain in your eQuote list until it expires or you choose to delete it.



Placing an Order Requisition

Once you have added all products to your cart, or retrieved an eQuote, click on “Create Order Requisition”. A single page experience allows you to complete your order quickly.

1. Complete the **required Billing and Shipping** information. Select an already pre-populated billing address or add a new address. The Search field allows for easy and intuitive address search.
2. Select your delivery and payment method.
3. Verify & Submit **Order Requisition**. Within the **Review** screen, check the order information and make any necessary changes by clicking on the **Change** link.
4. Click **“Submit Order Requisition”** to complete the Order Requisition process.
5. An Order Request will be sent back to your ERP / Procurement system for approval.

Placing an Order

To take full advantage of efficiencies of PremierConnect, your organization will want to submit purchase orders to Dell electronically from within your ERP / procurement system.

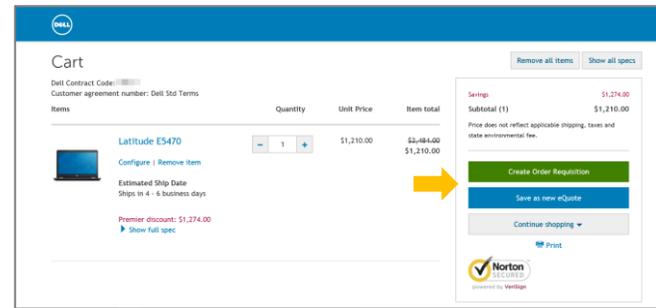
Confirmation e-mails

After you submit your electronic purchase order, you will receive three separate e-mails from Dell (based on your procurement integration set-up):

6. An order acknowledgement e-mail notifying you that your order has been received by Dell.
7. A subsequent order confirmation e-mail that includes Dell order number and projected ship date.
8. A ship notification e-mail** with detailed shipping information that lets you know when your order has shipped.

* Shipping capabilities may vary per region.

** Not available in all regions



Billing Information

Mark Someone, ABC,Purchasing
1 Dell Way, ROUND ROCK TX 78682, US [Change](#)

Phone number (512) 728-4794
mark_simon@abc.com

Shipping Information

Same as billing information

Jane Someone, ABC,Purchasing
One Test Way, Round Rock TX 78682, US [Change](#)

Phone number (512) 784-1234
jan_someone@abc.com

Delivery Method

<input type="radio"/> 2nd business day delivery	\$69.00
<input checked="" type="radio"/> lowest cost delivery	\$0.00
<input type="radio"/> Next business day delivery	\$89.00

Payment method

[Learn more about Dell Financial Services](#)

Select a payment method

Assistance is only a click away - Email the B2B Support Team @ Global_B2B_Support@dell.com