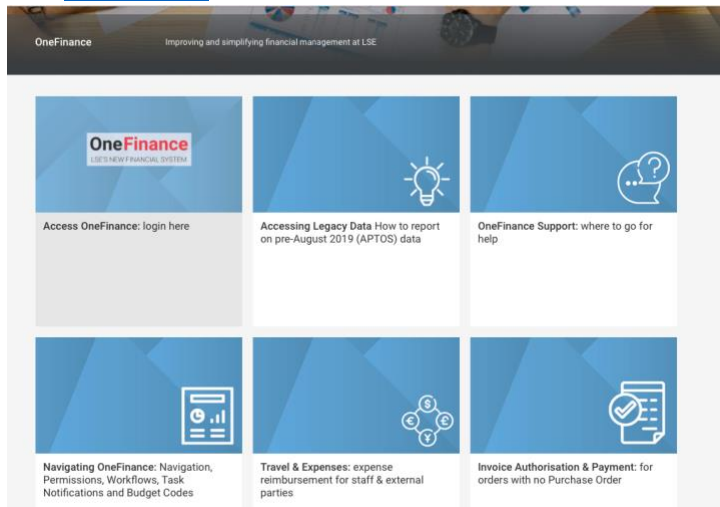
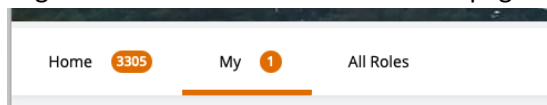


Campus Delivery Process: Step-by-Step Guide

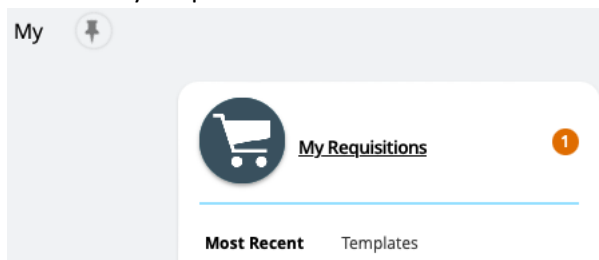
1. Login to **OneFinance**:



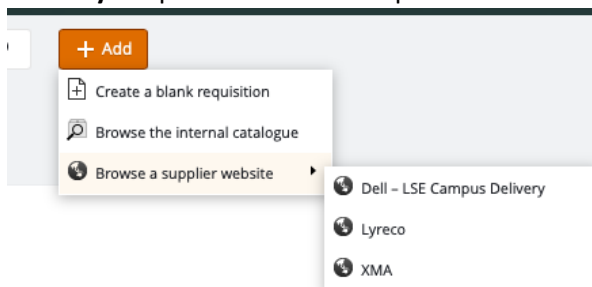
- Log in to OneFinance and in the Home page click **“My”** in the navigation bar



- Click on My Requisitions



- Click on **“Add”**, hover over **“Browse a supplier website”** and select **“Dell - LSE Campus Delivery”** to proceed to the Dell premiere website.



2. Dell Premier website:

- You are presented with the **Dell – LSE Campus Delivery** catalogue where you can select devices for purchase:

The screenshot shows the Dell Premier website interface. At the top, there is a search bar with the text "Search Dell Premier" and a magnifying glass icon. To the right of the search bar, there is a user profile icon labeled "The London Scho..." and a shopping basket icon labeled "Basket". Below the search bar, there are navigation links for "Shop", "Deals", and "Account".

The main content area is titled "Standard Configurations" and "The London School of Economics". On the left side, there is a "Categories" sidebar with a list of checkboxes for various device types: LSE Laptop, LSE Laptops Expedited Config & Delivery, LSE Desktop, LSE 24" Monitor FWOV Bundle, LSE 27" Monitor FWOV Bundle, LSE Monitors, LSE Accessories, LSE+ Laptop, LSE+ 2 in 1 Tablet/Laptop, LSE+ Mobile Workstation, and LSE+ AIO (All in One) Desktop.

The main product list is sorted by "Default" and shows three laptop configurations. Each configuration includes a product image, a name, a user type, a product name, a price, a category, and two action buttons: "Add to Basket" and "Customize & Buy".

Name	User Type	Product	Price	Category	Actions
LSE 13" Laptop	Regular Traveller - FWOV User	Latitude 5340	£678.54	LSE Laptop	Add to Basket, Customize & Buy
LSE 15" Laptop	Infrequent Traveller - Home User	Latitude 5540	£658.78	LSE Laptop	Add to Basket, Customize & Buy
LSE 13" i5 Laptop (fixed configuration)	Extra cost for fast delivery, see LSE Laptops for best value.	Latitude 5340	£742.64	LSE Laptop	Add to Basket

3. Choose Device:

- Either select the appropriate category from the list on the left of the webpage or choose a device from the webpage. You can either add a device straight to your basket or click customise & buy which will allow you to configure the device before you add it to your basket.

4. Device Selection

- Choose the specific device needed.
- Configure if necessary.
- Click “Add to basket”.



LSE 13" Laptop

- 13th Gen Intel® Core™ i5-1335U (12 MB cache, 10 cores, 12 threads, up to 4.6 GHz Turbo)
- Windows 11 Pro, English, Dutch, French, German, Italian
- 16 GB: LPDDR5X, 4800 MT/s (onboard), dual-channel
- 512 GB, M.2 2230, PCIe NVMe, SSD, Class 35
- Latitude 5340 Laptop Bottom Door (Big Door)

£678.54

CFI Project Number: CQTJ01

[Add to Basket](#)

[Components](#) [Services & Support](#) [Electronics & Accessories](#) [Add Software](#) [Features and Design](#)

LSE 13" Laptop

Components

[Expand All](#) | [Collapse All](#)

Base

Dell Latitude 5340 XCT0 Base

Processor [Help Me Choose](#)

[Collapse](#)

13th Gen Intel® Core™ i7-1365U vPro® (12 MB cache, 10 cores, 12 threads, up to 5.2 GHz Turbo) + £79.09

13th Gen Intel® Core™ i5-1335U (12 MB cache, 10 cores, 12 threads, up to 4.6 GHz Turbo) Selected

Operating System [More Info](#)

Windows 11 Pro, English, Dutch, French, German, Italian

Base Options

Compete Bid Use Only, i5-1335U Trans., 16GB LPDDR5 Memory, Intel Integrated Graphics, TBT4

Dell Application Software

Dell Additional Software

Memory [More Info](#)

16 GB: LPDDR5X, 4800 MT/s (onboard), dual-channel

Storage [Help Me Choose](#)

[Collapse](#)

512 GB, M.2 2230, PCIe NVMe, SSD, Class 35 Selected

1 TB, M.2 2230, PCIe NVMe, SSD, Class 35 + £38.09

Wireless [More Info](#)

Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card

Dell Price **£678.54**

CFI Project Number: CQTJ01

Selections may result in additional updates to the overall configuration, which may impact the price for Support and Services and the total overall price and savings for this product.

Ships between 15/03/2024 and 16/03/2024

[View Delivery Dates](#)

[Add to Basket](#)

[Review](#)

Order Code rrcr1039009-6952944

5. Checkout Process:

- When ready to checkout click “Create Order Requisition”

The screenshot shows the Dell checkout process. At the top, there is a banner that says "Explore your new cart page! Take a Guided Tour". Below this is the "Basket (1 item)" section. The basket contains one item: "LSE 13" Laptop". The item is shown with a placeholder image and a quantity of 1. The price is £2,103.39, and a discount of £1,424.85 is applied, resulting in a subtotal of £678.54. The item is expected to arrive between March 18 and March 27. To the right of the basket is a summary section. It shows the total price of £2,103.39, a Premier Discount of £1,424.85, a subtotal of £678.54, free delivery, and VAT of £135.71, resulting in a total of £814.25. Below the summary are three buttons: "Create Order Requisition" (green), "Create eQuote" (blue), and "Continue Shopping" (white with a dropdown arrow). There is also a section for "Flexible Payment Solutions" with a sub-header "Choose how you want to purchase your".

6. Trade Compliance

- On the left-hand side - select "Office" and select the radio button confirm that you don't want to explore outside of the UK. (All orders must be delivered to a UK address)

The screenshot shows the "Create Order Requisition" page. On the left is the "Trade Compliance" section. It contains a dropdown menu for "How will these products be used?" with "Office" selected. Below this are two radio buttons: "I do not want to export outside United Kingdom" (selected) and "I want to export outside United Kingdom". A "Confirm Change" button is at the bottom. On the right is the "Summary" section. It shows the "LSE 13" Laptop" with a quantity of 1 and a price of £678.54. Below this is a "Savings" section showing a discount of £1,424.85, resulting in a total of £678.54. At the bottom of the summary is a feedback section titled "How easy was it to create this order requisition?" with a scale from 1 (Very Difficult) to 7 (Very Easy). A "Submit Order Requisition" button is at the bottom of the page.

7. Submit Order Requisition:

- Click **“Submit Order Requisition”** This will then return you to OneFinance to complete the requisition and submit it for budget approval.

Trade Compliance
These products will be used at Office
I do not want to export outside United Kingdom

Summary

LSE 13" Laptop
Customize
Specs
Quantity: 1

£2,103.39
-£1,424.85
£678.54

Savings -£1,424.85
Delivery £0.00
Total **£678.54**

How easy was it to create this order requisition?
Very Difficult 1 2 3 4 5 6 7 Very Easy

Submit Order Requisition

8. Return to OneFinance:

- After submission, return to OneFinance to continue the process.
- Click on the **“Edit”** button

Requisition (RQ00028535)
1 Item, Total (Exclusive) GBP 678.54

Requested Items
1 record.

Base:Dell Latitude 5340 XCTO Base
DELL CORPORATION LTD | 210-BGBF
Quantity: 1.00
Unit Amount (inclusive): 814.25
TBC

GOODS
GBP 814.25
678.54 (EX)
EA
1 DISSECTION

UNAPPROVED
Requisition: RQ00028535
Reference Issued: 13-Mar-2024
Reference Required: 20-Mar-2024
Requisition User: James Irvine
Requisition Total: GBP 814.25

Description	Quantity	Unit	Unit Price (Exclusive)	Unit Amount (Exclusive)
Base Dell Latitude 5340 XCTO Base	1.00	ea	678.54	GBP 678.54
Total				GBP 814.25

9. Add End User Details:

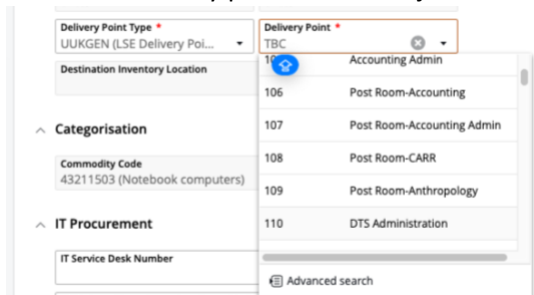
- In the comment field, provide the following details of the recipient:
 - Full Name
 - LSE Email address
 - Room Number (Installation Point)

^ Item : Base;Dell Latitude 5340 XCTO Base (210-BGBF)

Line Source	Web Catalogue
Description	Base;Dell Latitude 5340 XCTO Base
Long Description	Base;Dell Latitude 5340 XCTO Base
Supplier Product	210-BGBF
Comment	Joe Bloggs j.bloggs@lse.ac.uk CLM 550

10. Specify Delivery Details

- Select the Delivery Point to "**110 – DTS Administration**" for campus delivery. Orders with other delivery points will be rejected.



Unit Amount (Exclusive) (GBP) 678.54 Line Amount (Exclusive) (GBP) 678.54

Delivery Point Type * UUKGEN (LSE Delivery Poi... Delivery Point * 110 (DTS Administration)

Destination Inventory Location

11. Procurement Policy

- Select the Procurement Procedure followed to "**CAT (Catalogue Order)**"
- In the Contract / Framework Reference No. type in "**T23-056**"

^ Procurement Policy

Procurement Procedure followed	CAT (Catalogue Order)
Contract / Framework Reference No.	T23-056
Additional Comments for Procurement	

∨ Contact Details

12. Complete Cost Account Selection

- Click on Account and select “**Advanced search**” and in the pop-up window input your budget code into the **cost centre box** and click OK.

- If there are multiple lines on the requisition you will need to complete the process above for each item. On completing the final line tick the button below to ensure all lines are charged to your designated code

13. Save and Submit for Approval:

- Save the information – click “Save”.

Requisition (RQ00028535) 1 Item, Total (Exclusive) GBP 678.54

Requested Items

Base;Dell Latitude 5340 XCTO Base

Contract / Framework Reference No. NDNA

Additional Comments for Procurement

Contact Details

External Reference

Cost Account

Charge Type: LIUKDEFAULT (Default Item...)

Charge Code: IT_CATALOG (IT Catalogue)

Ledger: GL (23GLACT)

Account: 10.0.0000.1035.34002

VAT Rate: P1 (Partially Recoverable - ...)

Apply Cost Account To All Lines Add Another Cost Account

REQUISITION UNAPPROVED

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Exclusive)
Base;Dell Latitude 5340 XCTO Base	1.00	ea	678.54	GBP 678.54

Costing Summary

Ledger	Account	Expenditure	Inclusion
GL	10.0.0000.1035.34002	678.54	GBP 678.54
Total		678.54	GBP 678.54

- Submit the request for approval – click “Submit for Approval”.

Submit for Approval

Requisition (RQ00028535) 1 Item, Total (Exclusive) GBP 678.54

Requested Items

Base;Dell Latitude 5340 XCTO Base

DELL CORPORATION LTD | 210-BGBF

Quantity: 1.00

Unit Amount (Inclusive): 814.25

REQUIRED 20-MAR-2024

110

GOODS

GBP 814.25

678.54 (Ex)

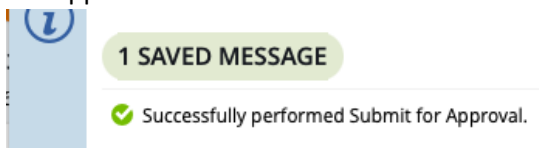
EA

1 DISSECTION

PURCHASE

Edit

- You will then be notified that the requisition has been successfully submitted for approval.



- Please note you order will not be placed until budget holder approval has been given via the One Finance approvals process. Any delay in budget approval will impact the estimated delivery date quote in the Dell portal.