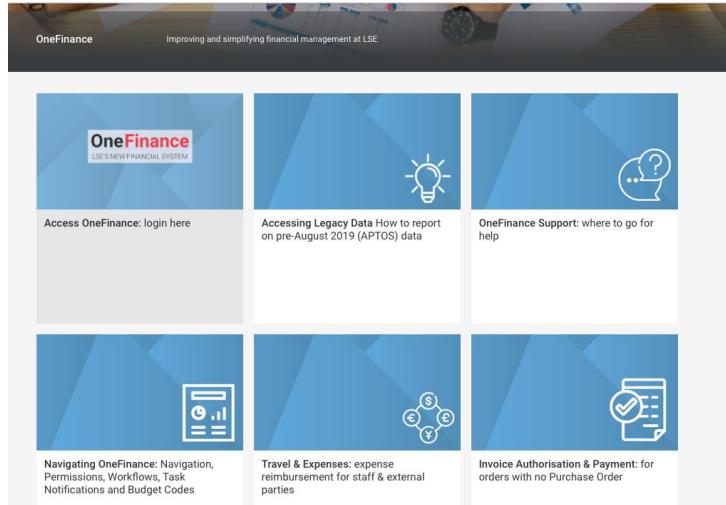


# Campus Delivery Process: Step-by-Step Guide

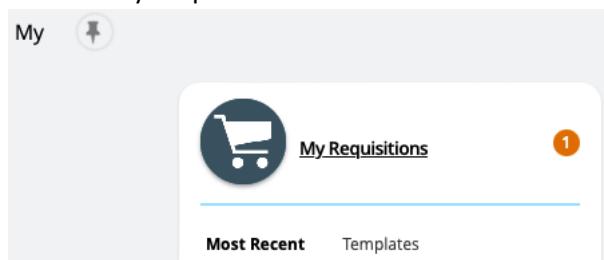
## 1. Login to [OneFinance](#):



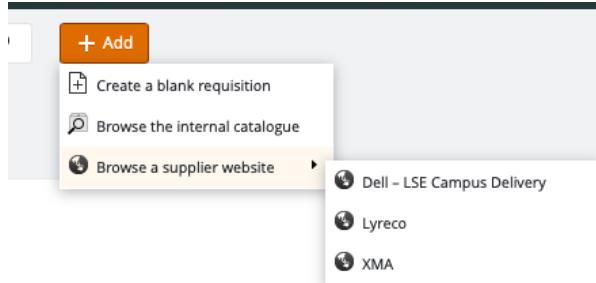
- Log in to OneFinance and in the Home page click "My" in the navigation bar



- 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 London School of Economics

Sort By: Default ▾ 24 Search your Standards by name, product type, category and more... Search

Categories	Name	Product	Price	Action
<input type="checkbox"/> LSE Laptop	LSE 13' Laptop Regular Traveller - FWOW User	Latitude 5340	£678.54	<span>Add to Basket</span> <span>Customize &amp; Buy</span>
<input type="checkbox"/> LSE Laptops Expedited Config & Delivery	LSE 15' Laptop Infrequent Traveller - Home User	Latitude 5540	£658.78	<span>Add to Basket</span> <span>Customize &amp; Buy</span>
<input type="checkbox"/> LSE Desktop	LSE 13' i5 Laptop (fixed configuration) Extra cost for fast delivery, see LSE Laptops for best value.	Latitude 5340	£742.64	<span>Add to Basket</span>

## 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 XCTO 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

## 5. Checkout Process:

- When ready to checkout click “Create Order Requisition”

Explore your new cart page!  
Take a Guided Tour

**Basket (1 item)**

Items	Quantity	Price
LSE 13" Laptop <a href="#">Tech Specs</a> <a href="#">Customize</a>	1	£678.54 - £1,424.85

Arrives March 18 - March 27

**View all eQuotes**

Items (1)	£2,103.39
Premier Discount	- £1,424.85
<b>Subtotal</b>	<b>£678.54</b>
Delivery	FREE
VAT (1)	£135.71
<b>Total</b>	<b>£814.25</b>

Get it by Wednesday, March 27

[Create Order Requisition](#)

[Create eQuote](#)

[Continue Shopping](#)

**Flexible Payment Solutions**

[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)

DELL Technologies

Create Order Requisition

Trade Compliance

Dell is a US corporation, and is therefore subject to all US Export Laws and Regulations. The export of any Dell products or software must be made in accordance with all applicable laws of the United States and local country regulations, including but not limited to, the US Export Administration. [Click here for further information](#)

How will these products be used? \*  Office

Where will these products be used?  I do not want to export outside United Kingdom  I want to export outside United Kingdom

[Confirm Change](#)

**Summary**

LSE 13" Laptop	£678.54
Customize	£678.54
Specs	£678.54
Quantity 1	£678.54

**Savings**

£2,103.39	- £1,424.85
£0.00	£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](#)

## 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

Change

Continue Shopping

Summary

LSE 13" Laptop  
Customize  
Specs

Quantity: 1

**Savings**  
Delivery  
**Total**

£678.54  
£1,424.85  
£0.00  
**£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  
1 DISSECTION

GOODS  
GBP 814.25  
678.54 (Ex)  
EA  
1 DISSECTION

PURCHASE NOT FULLY COSTED

Enterprise Search

REQUISITION  
UNAPPROVED  
RQ00028535

Reference  
Issued  
Required  
Requisition User  
Requisition Total

13-Mar-2024  
20-Mar-2024  
James Irvine  
GBP 678.54

Additional Details  
Do you want to Transfer Purchase Order to the Supplier  
Display Amounts on Purchase Order  
Y

Description  
Quantity  
Unit  
Unit Price (Exclusive)  
Line Amount (Exclusive)

Base;Dell Latitude 5340 XCTO Base  
1.00  
ea  
£814.25  
GBP 678.54

Costing Summary  
Ledger Account  
GL 00-0-0000-0000-3400  
SELECT  
Exclusive  
Inclusive  
Total  
£814.25

Attachments  
0 Attachments

## 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.

Delivery Point Type *	UUKGEN (LSE Delivery Po... ▾	Delivery Point *	TBC												
Destination Inventory Location	<table border="1"><tr><td>101</td><td>Accounting Admin</td></tr><tr><td>106</td><td>Post Room-Accounting</td></tr><tr><td>107</td><td>Post Room-Accounting Admin</td></tr><tr><td>108</td><td>Post Room-CARR</td></tr><tr><td>109</td><td>Post Room-Anthropology</td></tr><tr><td>110</td><td>DTS Administration</td></tr></table>			101	Accounting Admin	106	Post Room-Accounting	107	Post Room-Accounting Admin	108	Post Room-CARR	109	Post Room-Anthropology	110	DTS Administration
101	Accounting Admin														
106	Post Room-Accounting														
107	Post Room-Accounting Admin														
108	Post Room-CARR														
109	Post Room-Anthropology														
110	DTS Administration														
Commodity Code	43211503 (Notebook computers)														
IT Procurement	<table border="1"><tr><td>IT Service Desk Number</td><td>Advanced search</td></tr></table>			IT Service Desk Number	Advanced search										
IT Service Desk Number	Advanced search														
Unit Amount (Exclusive) (GBP)	678.54	Line Amount (Exclusive) (GBP)	678.54												
Delivery Point Type *	UUKGEN (LSE Delivery Po... ▾	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.

Cost Account

Charge Type: UNDEF/DEFAULT (Default Item)

Ledger: GL (23GLACT)

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

Apply Cost Account To All Lines  Add Another Cost Account

Account

Components Accounts

Entity: 10 (LSE)

Activity: 0000 (Default)

Cost Centre: @@@@ (Inactive)

Nominal Account: 34002 (IT Hardware Accessories)

10.0.0000.0000.34002  
Account 10.0.0000.0000.34002 failed the validation checks.  
Please enter a valid Account.

OK Cancel

Account

Components Accounts

Entity: 10 (LSE)

Activity: 1000 (Operating - Core)

Cost Centre: 1000 (DTS Administration)

Nominal Account: 34001 (IT Hardware)

10.0.1000.1000.34001

OK Cancel

- 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

Cost Account

Charge Type: UNDEF/DEFAULT (Default Item)

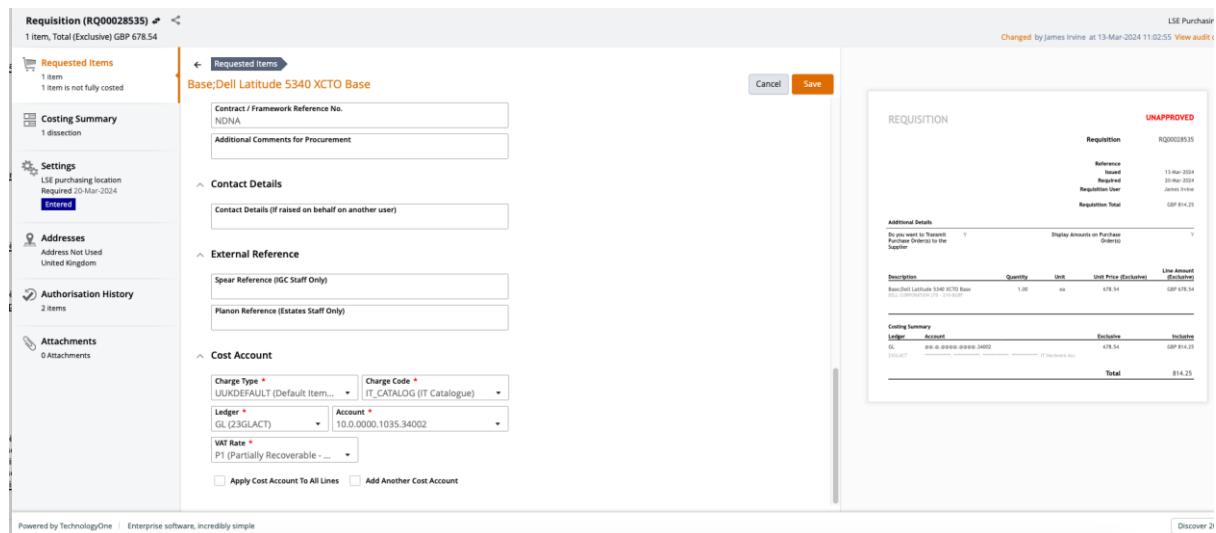
Ledger: GL (23GLACT)

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

Apply Cost Account To All Lines  Add Another Cost Account

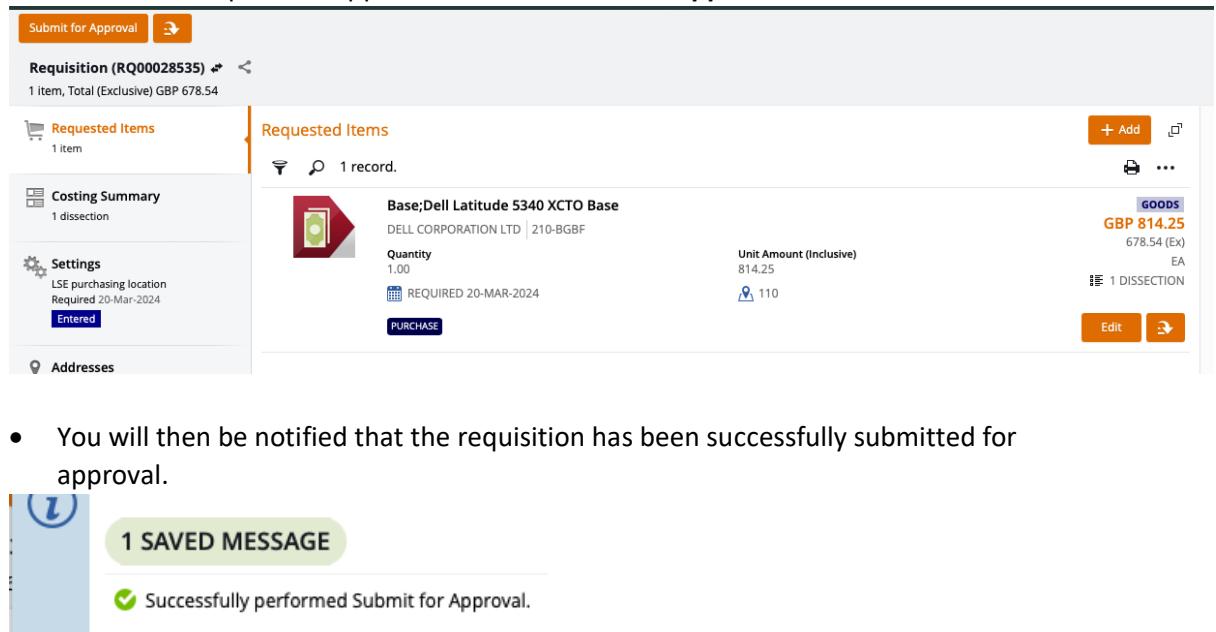
### 13. Save and Submit for Approval:

- Save the information – click “Save”.



The screenshot shows the requisition submission process. On the left, a sidebar lists various sections: Requested Items (1 item), Costing Summary (1 dissection), Settings (LSE purchasing location, Required 20-Mar-2024, Entered), Addresses (Address Not Used, United Kingdom), Authorisation History (2 items), and Attachments (0 attachments). The main area shows a requisition for a 'Base;Dell Latitude 5340 XCTO Base' with a Contract / Framework Reference No. of 'NDNA'. The 'Save' button is highlighted. To the right, a summary of the requisition is shown with a status of 'UNAPPROVED'. The requisition number is RQ00028535. It details a single item: 'Base;Dell Latitude 5340 XCTO Base' with a quantity of 1.00, unit 'ea', and unit price (Exclusive) of 678.54 GBP. The total is 814.25 GBP. The summary also includes a 'Costing Summary' table and a 'Additional Details' section.

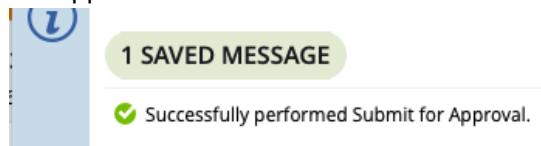
- Submit the request for approval – click “Submit for Approval”.



The screenshot shows the submission of the requisition. The 'Submit for Approval' button is highlighted. To the right, a success message box displays '1 SAVED MESSAGE' and 'Successfully performed Submit for Approval.'

The requisition summary on the left shows the same details as the previous screenshot, including the 'Base;Dell Latitude 5340 XCTO Base' item, quantity 1.00, and total 814.25 GBP. The 'Costing Summary' table and 'Additional Details' section are also visible.

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



A success message box is displayed, stating '1 SAVED MESSAGE' and 'Successfully performed Submit 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.