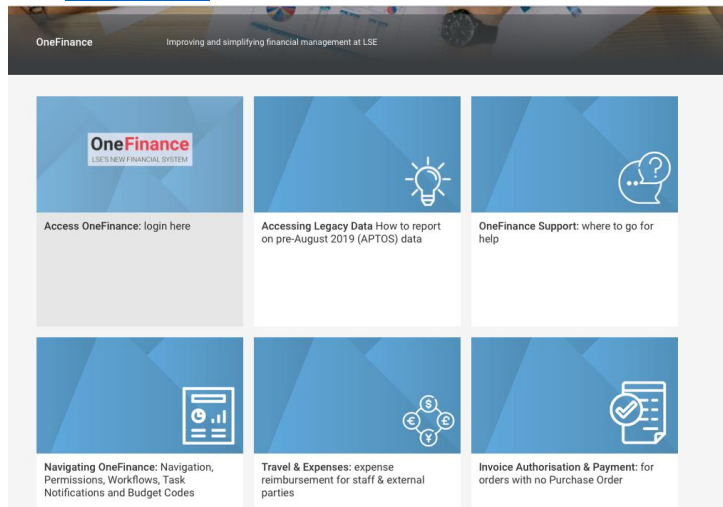
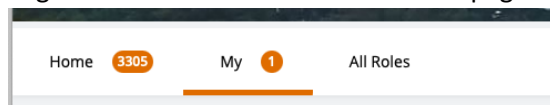


Campus Delivery Process: Step-by-Step Guide

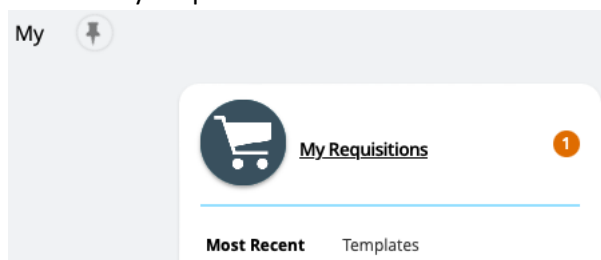
1. Login to [OneFinance](#):



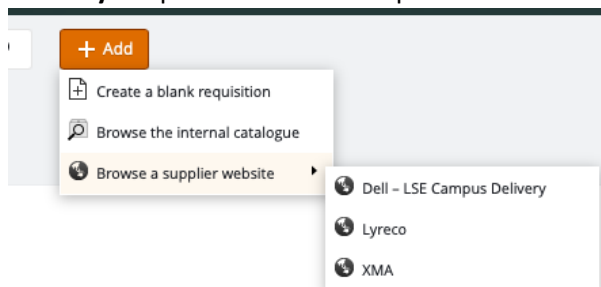
- Log in to OneFinance and in the Home page click **"My"** in the navigation bar



- 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's a search bar and navigation links. The main heading is 'Standard Configurations' for 'The London School of Economics'. Below this, there's a sidebar with a 'Categories' list and a main content area displaying three laptop configurations. Each configuration includes a laptop image, name, product name, price, category, and buttons for 'Add to Basket' and 'Customize & Buy'.

Categories	Name	Product	Price	Buttons
<input type="checkbox"/> LSE Laptop	LSE 13" Laptop Regular Traveller - FLOW User	Latitude 5340	£678.54	Add to Basket Customize & Buy
<input type="checkbox"/> LSE Laptops Expedited Config & Delivery				
<input type="checkbox"/> LSE Desktop				
<input type="checkbox"/> LSE 24" Monitor FLOW Bundle				
<input type="checkbox"/> LSE 27" Monitor FLOW Bundle				
<input type="checkbox"/> LSE Monitors				
<input type="checkbox"/> LSE Accessories				
<input type="checkbox"/> LSE+ Laptop				
<input type="checkbox"/> LSE+ 2 in 1 Tablet/Laptop				
<input type="checkbox"/> LSE+ Mobile Workstation				
<input type="checkbox"/> LSE+ AIO (All in One) Desktop				
	LSE 15" Laptop Infrequent Traveller - Home User	Latitude 5540	£658.78	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	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 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

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 rrc1039009-6952944


5. Checkout Process:

- When ready to checkout click “Create Order Requisition”

Explore your new cart page!
Take a Guided Tour

Basket (1 item)

[Remove All Items](#)

Items	Quantity	Price
 <p>LSE 13" Laptop Tech Specs Customize</p> <p>Arrives March 18 - March 27</p>	<div> <div></div> <div>1</div> <div>+</div> </div>	<p>£2,103.39</p> <p>① - £1,424.85</p> <p>£678.54</p>

[View all eQuotes](#)

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

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)

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

[Continue Shopping](#)



LSE 13" Laptop
[Customize](#)
[Specs](#)

Quantity

1

+

£2,103.39
① - £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](#)

7. **Submit Order Requisition:**

- Click **“Submit Order Requisition”** This will then return you to OneFinance to complete the requestion 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

£2,103.39

① -£1,424.85

£678.54

Savings

Delivery

Total

-£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

Enterprise Search

Submit for Approval

Requisition (RQ00028535)

1 Item, Total (Exclusive) GBP 678.54

LSE Purchasing

Changed by james inline at 13-Mar-2024 11:02:55 View audit det

Requested Items

1 item

1 item is not fully costed

Costing Summary

1 dissection

Settings

LSE purchasing location

Required 20-Mar-2024

Addresses

Address Not Used

United Kingdom

Authorisation History

2 items

Attachments

0 Attachments

Requested Items

1 record.

Base:Dell Latitude 5340 XCTO Base

DELL CORPORATION LTD | 210-BGBF

Quantity 1.00

Unit Amount (Inclusive) 814.25

SA

TBC

REQUIRED 20-MAR-2024

PURCHASE NOT FULLY COSTED

GOODS

GBP 814.25

678.54 (Ex)

1 DISSECTION

Edit

REQUISITION

UNAPPROVED

Requisition RQ00028535

Reference 13-Mar-2024

Issued 20-Mar-2024

Requisition User James Inline

Requisition Total GBP 814.25

Additional Details

Do you want to Transfer Purchase Order(s) to the Supplier? Y

Display Amounts on Purchase Order(s) Y

Description	Quantity	Unit	Unit Price (Excl. Tax)	Unit Amount (Inclusive)
Base:Dell Latitude 5340 XCTO Base	1.00	ea	£78.54	GBP 478.54

Costing Summary	Excluded	Included
Base:Dell Latitude 5340 XCTO Base	478.54	GBP 814.25
Total		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 S50

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 Poi...
Destination Inventory Location	
Commodity Code	43211503 (Notebook computers)
IT Service Desk Number	

Delivery Point *

TBC

16 Accounting Admin

106 Post Room-Accounting

107 Post Room-Accounting Admin

108 Post Room-CARR

109 Post Room-Anthropology

110 DTS Administration

Advanced search

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.

Advanced search dialog box showing a list of accounts. The 'Cost Centre' field is highlighted with a red box, and the value '10.0.0000.@@@.3400' is entered. The 'OK' button is highlighted with a blue circle.

Account dialog box showing the 'Cost Centre' field with the value '10.0.0000.@@@.34002'. A red error message is displayed: '10.0.0000.@@@.34002 Account '10.0.0000.@@@.34002' failed the validation checks. Please enter a valid Account.'

Account dialog box showing the 'Cost Centre' field with the value '10.0.1000.1256.34001'. All fields have green checkmarks next to them, indicating they are valid.

- 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

Apply Cost Account To All Lines checkbox is checked. The 'OK' button is highlighted with a red box.

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: LUKDEFAULT (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

Requisition: RQ00028535

Reference: 13-Mar-2024

Requisition User: James Irvine

Requisition Total: GBP 678.54

Additional Details

Display Amount on Purchase Order(s)

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

Excluded	Included
GBP 678.54	GBP 678.54
Total	814.25

- 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

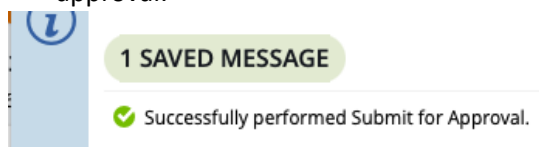
678.54 (Ex)

EA

1 DISSECTION

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.