Campus Delivery Process: Step-by-Step Guide
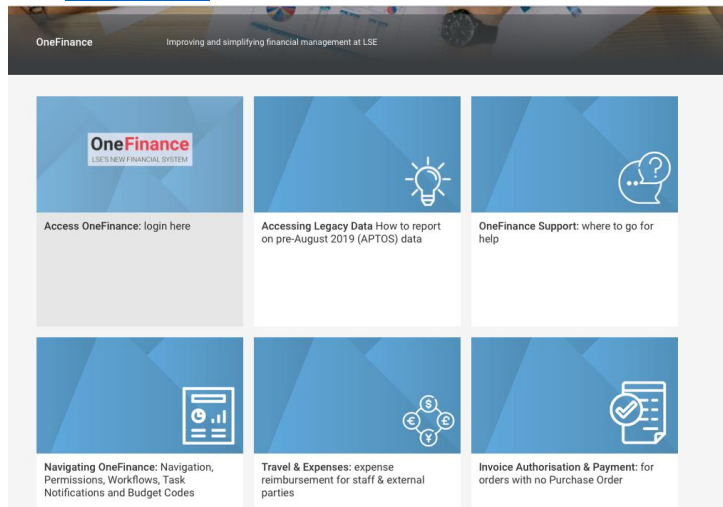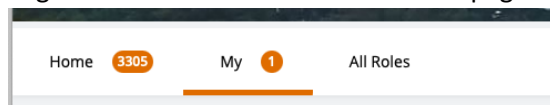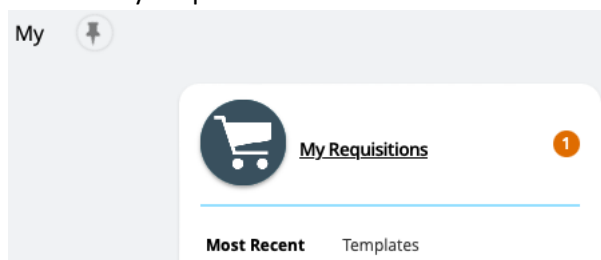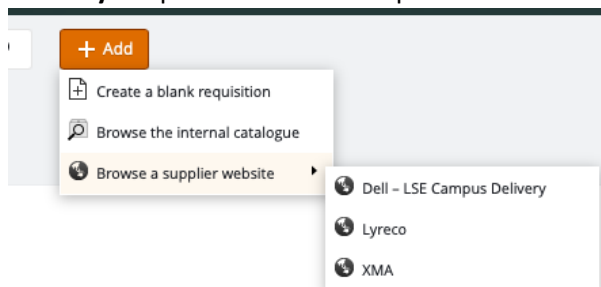
1. **Login to OneFinance:**

- 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:

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 rcrc1039009-6952944

5. **Checkout Process:**
   - When ready to checkout click "**Create Order Requisition**"

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)

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.

8. **Return to OneFinance:**
   - After submission, return to OneFinance to continue the process.
   - Click on the "**Edit**" button

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)

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

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

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**".

- Submit the request for approval – click "**Submit for Approval**".
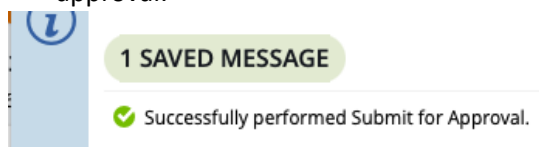

- You will then be notified that the requisition has been successfully submitted for approval.

- **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.**