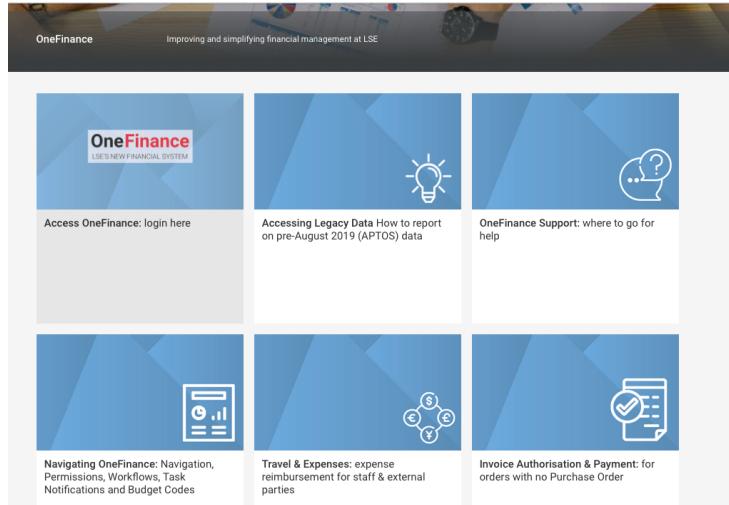
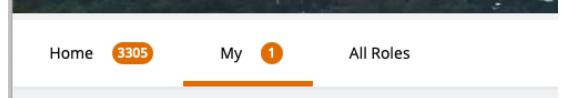


Home Delivery Process: Step-by-Step Guide

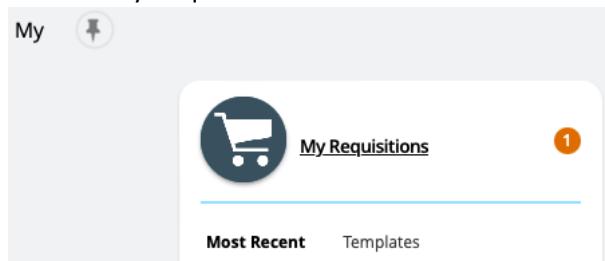
1. Login to [OneFinance](#):



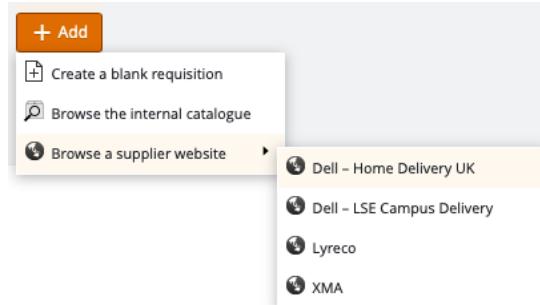
- Log in to OneFinance and in the Home page click "My" in the navigation bar



- Click on My Requisitions

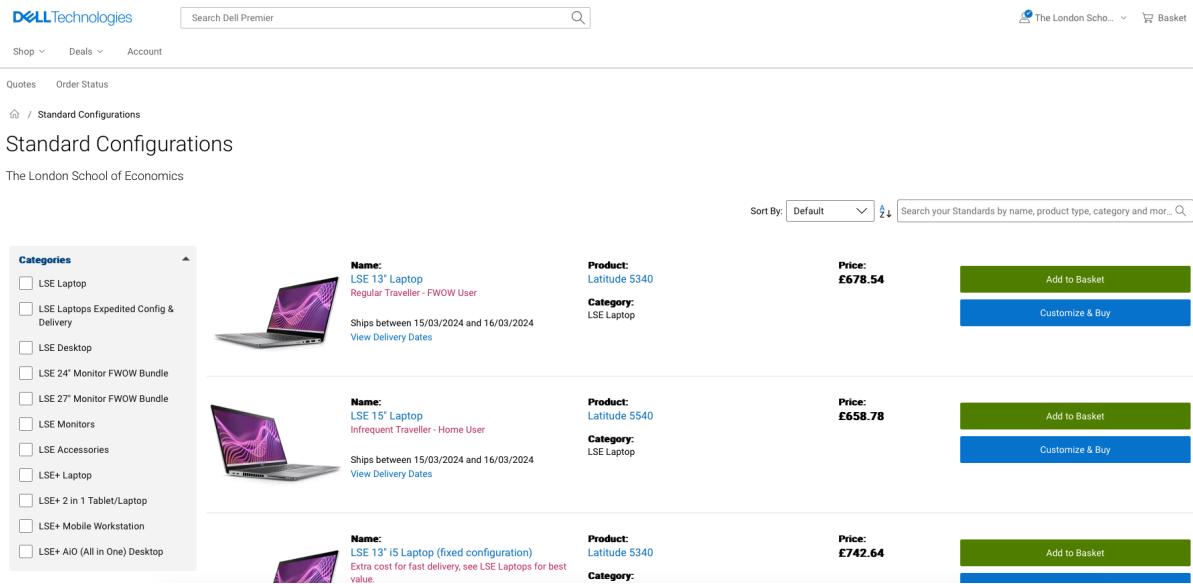


- Click on "Add", hover over "Browse a supplier website" and select "Dell - Home Delivery UK" to proceed to the Dell premiere website.



2. Dell Premier website:

You are presented with the Dell – Home Delivery catalogue where you can select devices for purchase. ***Please note: Home delivery is only available for laptops, monitors, and accessories. Desktops must be delivered to campus first for configuration.***



The London School of Economics

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

Categories
<input type="checkbox"/> LSE Laptop
<input type="checkbox"/> LSE Laptops Expedited Config & Delivery
<input type="checkbox"/> LSE Desktop
<input type="checkbox"/> LSE 24" Monitor FWOW Bundle
<input type="checkbox"/> LSE 27" Monitor FWOW 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+ All in One Desktop

LSE 13" Laptop (Regular Traveller - FWOW User)

LSE 15" Laptop (Infrequent Traveller - Home User)

LSE 13" i5 Laptop (fixed configuration)

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	1	£2,103.39 - £1,424.85 £678.54

No image available at this time

Tech Specs
Customize

Arrives March 18 - March 27

Remove All Items

View all eQuotes

Items (1)	£2,103.39
Premier Discount	- £1,424.85
Subtotal	£678.54
Delivery	FREE
VAT	£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. Delivery Address & Trade Compliance

- On the left-hand side complete all sections of the “**Delivery Address**” details for the recipient and click “**confirm change**”. *Please ensure you take great care in entering the correct delivery address – there is no additional validation on delivery addresses – you are solely responsible for entering the correct details. If you have problems with deliveries to your address please have the item delivered to campus via the Dell Campus Punchout.*
- Enter “**LSE Home Delivery**” In the “**Company Name**” box.
- On the left-hand side complete the trade compliance section dropdowns – select “No” to D5 Locations and “**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) and click “**confirm change**”.

Delivery Address

First Name *	Surname *	
test	name	
Company Name *		
LSE Home Delivery		
Street Address *	1 Any Street <input type="button" value=""/>	
+ Add additional address line		
Town *	Region (optional)	Postal Code *
Anytown	Aberdeenshire	AB1 2AD
Phone Number *	Extension (optional)	
02079559999		
Email *	<input type="button" value="..."/>	
Confirm Change		

Delivery

Standard	Get it by Wednesday, April 2
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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](#)

Is the end customer or its parent company headquartered in any [of these D5-Locations](#)? *

How will these products be used? *

Where will these products be used?

I do not want to export outside United Kingdom
 I want to export outside United Kingdom

[Confirm Change](#)

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

£678.54
£1,424.85
£0.00

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 (RQ00036850) <

1 item, Total (Exclusive) GBP 727.43

Requested Items

1 record.

Costing Summary
1 dissection

Settings
LSE purchasing location
Required: 28-Mar-2024
Entered

Addresses
Address Not Used
United Kingdom

Base;Dell Latitude 5540 XCTO Base	GOODS
DELL CORPORATION LTD 210-BGBM	727.43 (Ex)
Quantity 1.00	Unit Amount (Inclusive) 872.92
REQUIRED 28-MAR-2024	EA 1 DISSECTION
PURCHASE	
Edit	

REQUIS

Additional Details
Do you want to purchase order from this supplier?

9. Add End User Details:

- In the comment field, provide the following details for the recipient:
 - Full Name
 - LSE Email address

Long Description
Base;Dell Latitude 5540 XCTO Base

Supplier Product
210-BGBM

Comment
Test Name
testemail@lse.ac.uk
Home Delivery

Goods / Service Goods Due * 28-Mar-2024 VAT Rate * S (Standard Ra...
Quantity 1 Unit Name EA

10. Specify Delivery Details

- Select the Delivery Point to "927 – Home Delivery" for delivery to a home address.

927 - Home Delivery - 21/24/24, 00:00 GMT

Goods / Service Goods Due * 21-Mar-2024 VAT Rate * S (Standard Ra...
Quantity 1 Unit Name EA
Unit Amount (Exclusive) (GBP) 99.89 Line Amount (Exclusive) (GBP) 99.89
Delivery Point Type * UUKGEN (LSE Delivery Poi...
Delivery Point * 927
Destination Inventory Location
Category
Commodity Code 43211500 (Computers)
IT Procurement

99.89 99.89
Delivery Point Type * UUKGEN (LSE Delivery Poi...
Delivery Point * 927 (Home Delivery)
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

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.

Contact Details	
<input type="checkbox"/> Contact Details (if raised on behalf of)	
Account 10.0.1000.1267.33004 LSE, Operating - Core, Service Line Mana	
External Reference	
<input type="checkbox"/> Spear Reference (IGC Staff Only)	
Account 10.0.1000.1267.33017 LSE, Operating - Core, Service Line Mana	
<input type="checkbox"/> Planon Reference (Estates Staff Only)	
Account 10.0.1000.1267.34002 LSE, Operating - Core, Service Line Mana	
Cost Account	
<input type="checkbox"/> Charge Type * UDEFDETYPE (Default Item)	
<input type="checkbox"/> Ledger * GL (23GLACT) <input type="button" value="Advanced search"/>	
<input type="checkbox"/> VAT Rate * P1 (Partially Recoverable) <input type="button" value="Advanced search"/>	
<input type="checkbox"/> Apply Cost Account To All Lines <input type="checkbox"/> Add Another Cost Account	

Account

Components Accounts

Entity	10 (LSE)	<input type="button" value="▼"/>	<input checked="" type="checkbox"/>
Activity	1000 (Operating - Core)	<input type="button" value="▼"/>	<input checked="" type="checkbox"/>
Cost Centre		<input type="button" value="▼"/>	<input checked="" type="checkbox"/>
Nominal Account		<input type="button" value="▼"/>	<input checked="" type="checkbox"/>

OK Cancel

- Ensure that “Charge Type” and “Charge Code” are completed correctly.

Cost Account

Charge Type *	Charge Code *
UUKDEFAULT (Default Item... ▾)	IT_CATALOG (IT Catalogue) ▾
Ledger *	Account *
GL (24GLACT) ▾	...
VAT Rate *	...
P1 (Partially Recoverable - ... ▾)	...

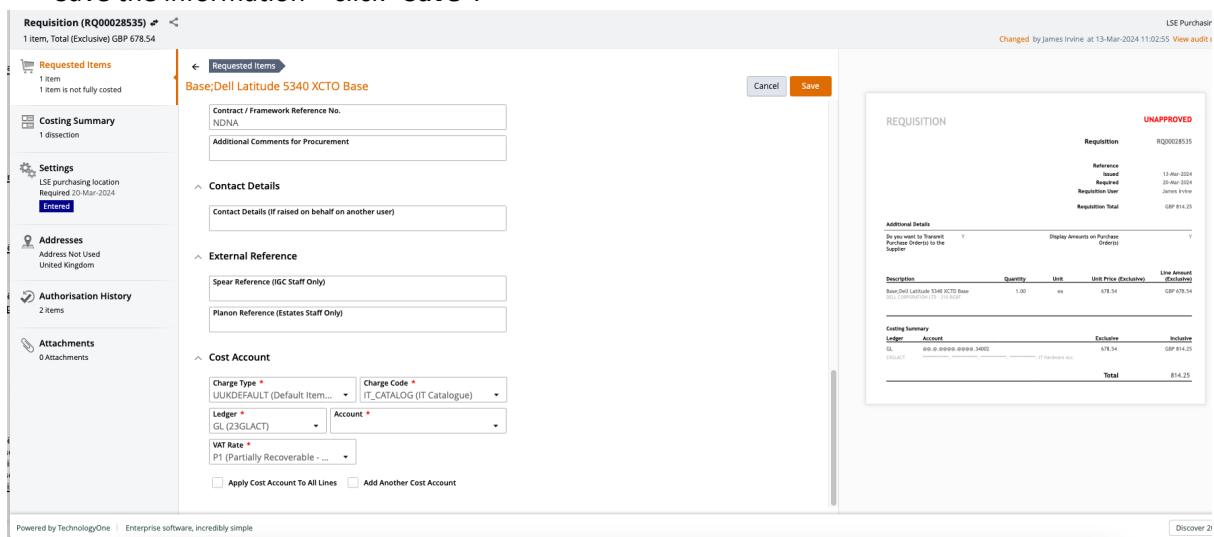
Apply Cost Account To All Lines Add Another Cost Account

- 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 Add Another Cost Account

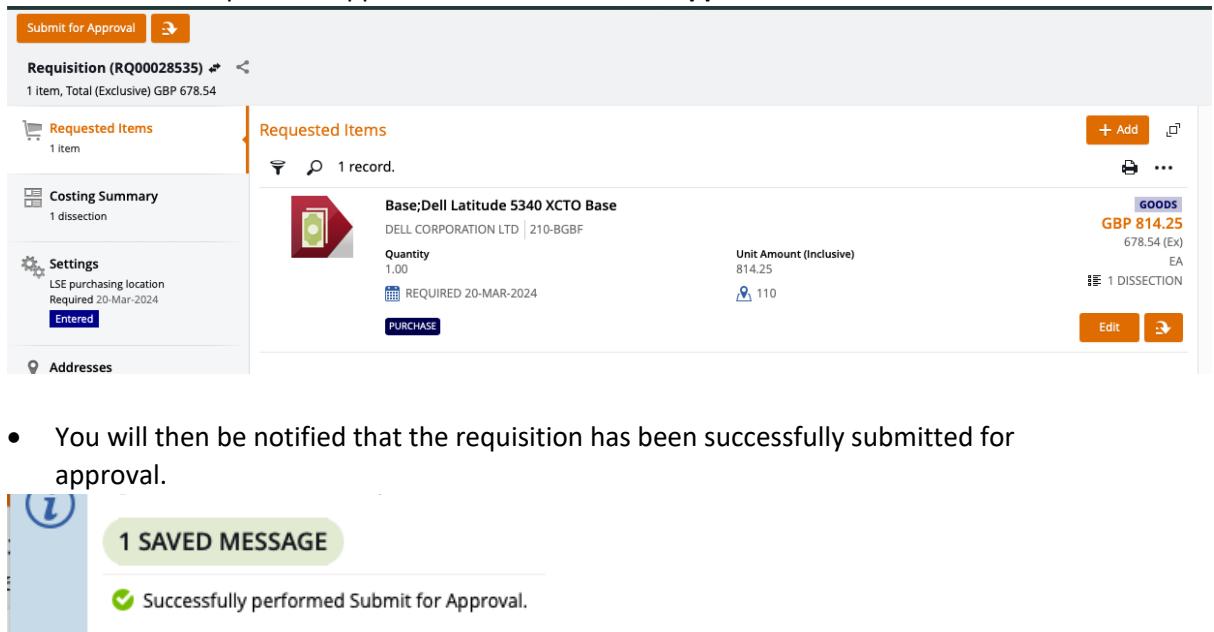
13. Save and Submit for Approval:

- Save the information – click “Save”.



The screenshot shows the requisition submission process. On the left, the requisition details are listed: 1 item, Total (Exclusive) GBP 678.54. The 'Requested Items' section shows a single item: 'Base;Dell Latitude 5340 XCTO Base'. The 'Costing Summary' section shows 1 dissection. The 'Settings' section indicates LSE purchasing location and required date. The 'Save' button is highlighted as being clicked. On the right, the requisition is shown in a summary view with a status of 'UNAPPROVED'. The requisition number is RQ00028535. The summary table includes columns for Description, Quantity, Unit, Unit Price (Exclusive), and Line Amount (Exclusive). The total amount is GBP 814.25.

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



The screenshot shows the requisition submission process. The 'Submit for Approval' button is highlighted as being clicked. A success message box appears, stating '1 SAVED MESSAGE' and 'Successfully performed 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.