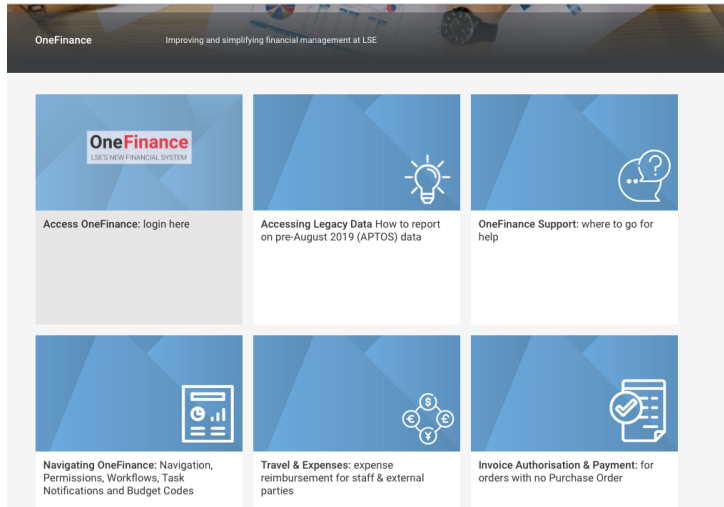
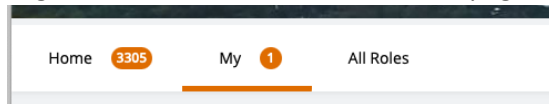


Home Delivery Process: Step-by-Step Guide

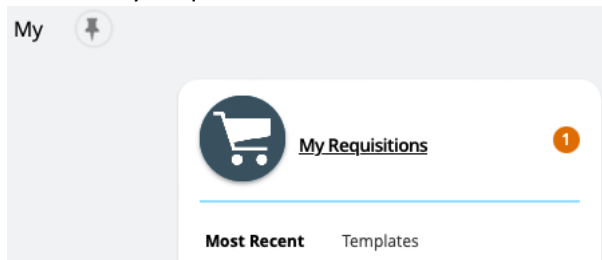
1. Login to **OneFinance**:



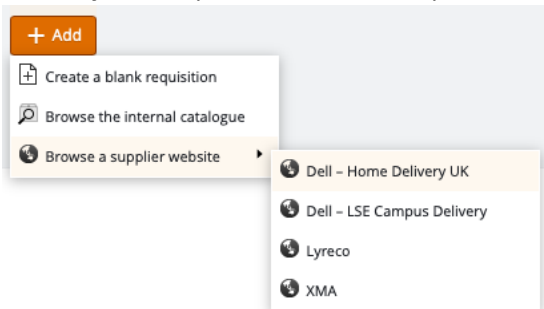
- Log in to OneFinance and in the Home page click **"My"** in the navigation bar



- Click on My Requisitions



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



2. Dell Premier website:

You are presented with the **Dell – LSE 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 screenshot shows the Dell Premier website interface. At the top, there is a search bar labeled "Search Dell Premier" and navigation links for "Shop", "Deals", and "Account". Below the search bar, there are links for "Quotes" and "Order Status". The main heading is "Standard Configurations" for "The London School of Economics". On the left, there is a "Categories" sidebar with a list of checkboxes for various laptop and monitor configurations. The main content area displays three laptop configurations in a table-like format. Each row includes a product image, name, product name, price, category, and buttons for "Add to Basket" and "Customize & Buy".


Name	Product	Price	Category
LSE 13" Laptop Regular Traveller - FWOV User Ships between 15/03/2024 and 16/03/2024 View Delivery Dates	Latitude 5340 LSE Laptop	£678.54	LSE Laptop
LSE 15" Laptop Infrequent Traveller - Home User Ships between 15/03/2024 and 16/03/2024 View Delivery Dates	Latitude 5540 LSE Laptop	£658.78	LSE Laptop
LSE 13" i5 Laptop (fixed configuration) Extra cost for fast delivery, see LSE Laptops for best value.	Latitude 5340 LSE Laptop	£742.64	LSE Laptop

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 rrcr1039009-6952944

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
 LSE 13" Laptop Tech Specs Customize <div>Arrives March 18 - March 27</div>	 <input type="text" value="1"/> 	£2,103.39 £1,424.85 £678.54


[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 *	
<input type="text" value="test"/>	<input type="text" value="name"/>	
Company Name *		
<input type="text" value="LSE Home Delivery"/>		
Street Address *		
<input type="text" value="1 Any Street"/>		
Add additional address line		
Town *	Region (optional)	Postal Code *
<input type="text" value="Anytown"/>	<input type="text" value="Aberdeenshire"/>	<input type="text" value="AB1 2AD"/>
Phone Number *	Extension (optional)	
<input type="text" value="02079559999"/>	<input type="text"/>	
Email *		
<input type="text" value="anyone@lse.ac.uk"/>		

Confirm Change

Delivery

Standard

Get it by Wednesday, April 2

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? *

No

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

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

Summary

LSE 13" Laptop
Customize
Specs
Quantity 1

£2,102.99
-£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 (RQ00036850)
1 item, Total (Exclusive) GBP 727.43

Requested Items
1 item

Costing Summary
1 dissection

Settings
LSE purchasing location
Required 28-Mar-2024
Entered

Addresses
Address Not Used
United Kingdom

Requested Items
1 record.

Base;Dell Latitude 5540 XCTO Base
DELL CORPORATION LTD | 210-BGBM
Quantity 1.00
Unit Amount (Inclusive) 872.92
REQUIRED 28-MAR-2024 | 110

GOODS
GBP 872.92
727.43 (Ex)
EA
1 DISSECTION

PURCHASE Edit

Additional De
Do you want 1
Purchase Ord
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.

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	<table border="1"><thead><tr><th>Delivery Point</th><th>Description</th></tr></thead><tbody><tr><td>927</td><td>Home Delivery</td></tr></tbody></table>			Delivery Point	Description	927	Home Delivery
Delivery Point	Description						
927	Home Delivery						
Categorisation 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.

Advanced search

Account	Account Name
10.0.1000.1267.33004	LSE. Operating - Core. Service Line Mana
10.0.1000.1267.33009	LSE. Operating - Core. Service Line Mana
10.0.1000.1267.33017	LSE. Operating - Core. Service Line Mana
10.0.1000.1267.34002	LSE. Operating - Core. Service Line Mana
10.0.1000.1268.34001	LSE. Operating - Core. Research. IT Hard
10.0.1000.1268.34101	LSE. Operating - Core. Research. IT Appli
10.0.1000.1268.34103	LSE. Operating - Core. Research. IT Cloud

Charge Type *
UUKDEFAULT (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	1000 (Operating - Core)	✓
Cost Centre	1271 (End User Computing)	✓
Nominal Account	34001 (IT Hardware)	✓
	10.0.1000.1271.34001	✓

OK Cancel

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

Cost Account

Charge Type *
UUKDEFAULT (Default Item...)

Charge Code *
IT_CATALOG (IT Catalogue)

Ledger *
GL (24GLACT)

Account *
10.0.1000.1271.34001 (IT Hardwa...)

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

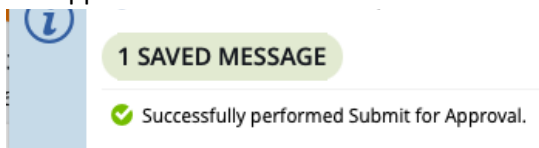
Apply Cost Account To All Lines Add Another Cost Account

13. Save and Submit for Approval:

- Save the information – click “Save”.

- 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.