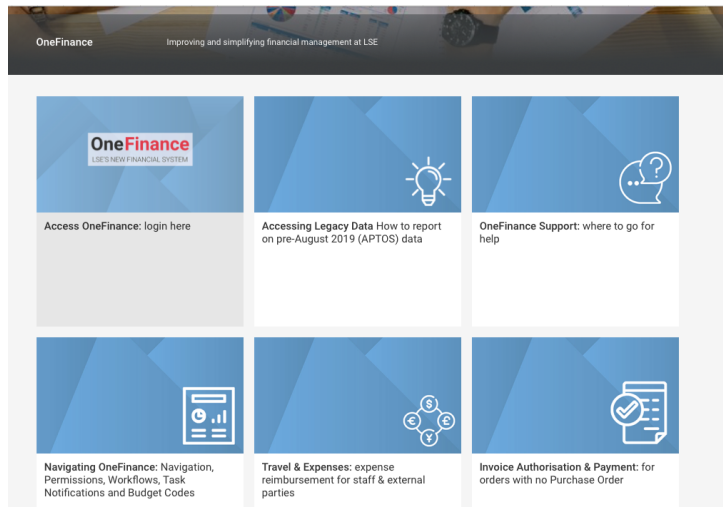
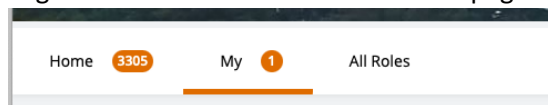


Home Delivery Process: Step-by-Step Guide

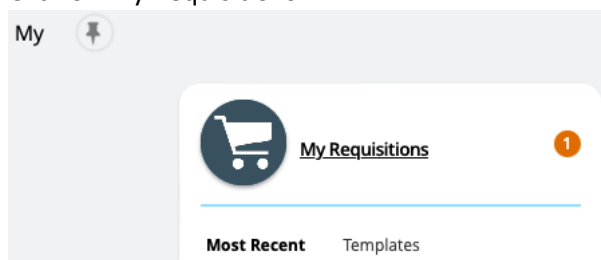
1. Login to [OneFinance](#):



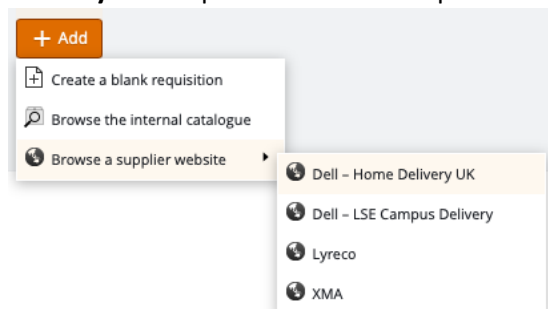
- Log in to OneFinance and in the Home page click **"My"** in the navigation bar



- 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's a navigation bar with the Dell Technologies logo, a search bar labeled 'Search Dell Premier', and links for 'Shop', 'Deals', and 'Account'. Below this, there's a section for 'Standard Configurations' for 'The London School of Economics'. A sidebar on the left lists various categories under 'Categories', including 'LSE Laptop', 'LSE Laptops Expedited Config & Delivery', 'LSE Desktop', 'LSE 24" Monitor FWOV Bundle', 'LSE 27" Monitor FWOV Bundle', 'LSE Monitors', 'LSE Accessories', 'LSE+ Laptop', 'LSE+ 2 in 1 Tablet/Laptop', 'LSE+ Mobile Workstation', and 'LSE+ AIO (All in One) Desktop'. The main content area displays three laptop configurations:

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	£742.64	LSE Laptop



Each configuration has an 'Add to Basket' button and a 'Customize & Buy' button. The top right of the page shows 'The London Scho...' and a 'Basket' icon. The bottom right has a 'Sort By' dropdown set to 'Default' and a search bar for standards.

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

[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.

DELL Technologies


Create Order Requisition

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

£2,103.39
-£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


[PURCHASE](#)


GOODS

GBP 872.92

727.43 (Ex)

EA

 1 DISSECTION

[Edit](#) 

REQUIS

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	
1955	
Goods / Service	Due *
Goods	28-Mar-2024
	VAT Rate *
	S (Standard Ra...
Quantity	Unit Name
1	EA

10. Specify Delivery Details

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

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

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		✓
Nominal Account		✓

OK Cancel

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

Charge Type *
UUKDEFAULT (Default Item...)

Charge Code *
IT_CATALOG (IT Catalogue)

Ledger *
GL (24GLACT)

Account *

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”.

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

Contact Details (If raised on behalf of another user)

External Reference

Spear Reference (GGC Staff Only)

Planon Reference (Estates Staff Only)

Cost Account

Charge Type: UIUKDEFAULT (Default Item...) Charge Code: IT_CATALOG (IT Catalogue)

Ledger: GL (23GLACT) Account: VAT Rate: P1 (Partially Recoverable - ...)

Apply Cost Account To All Lines Add Another Cost Account

REQUISITION

UNAPPROVED

Requisition: RQ00028535

Reference: 13-Mar-2024

Raised: 20-Mar-2024

Requisition User: James Irvine

Requisition Total: GBP 678.54

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 (Exclusive)	Line Amount (Exclusive)
Base;Dell Latitude 5340 XCTO Base	1.00	ea	678.54	GBP 678.54

Costing Summary

Ledger	Account	Exclusive	Inclusive
GL	23GLACT	678.54	GBP 678.54
Total		814.25	

Powered by TechnologyOne Enterprise software, incredibly simple

Discover 2

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

Submit for Approval

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

REQUIRED 20-MAR-2024

Unit Price: 678.54 (Ex)

GOODS

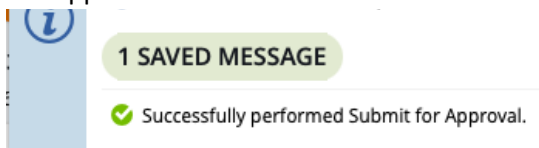
110

PURCHASE

Edit

Discover 2

- 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.