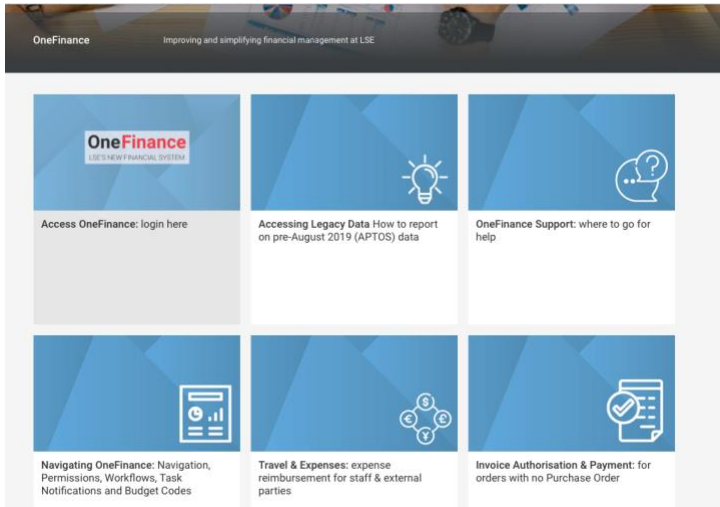
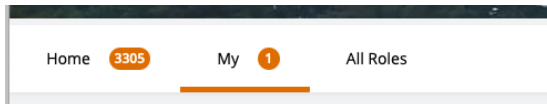


# Home Delivery Process: Step-by-Step Guide

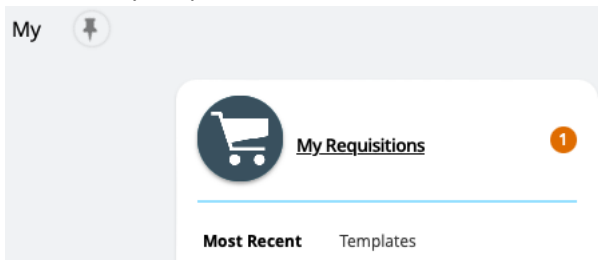
## 1. Login to **OneFinance**:



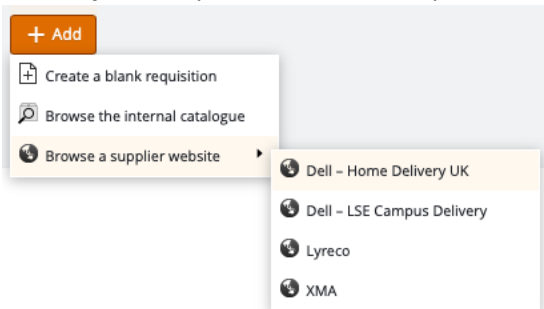
- Log in to OneFinance and in the Home page click **"My"** in the navigation bar



- 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 a list of three laptop products, each with a small image, name, product name, price, and category. Each product has "Add to Basket" and "Customize & Buy" buttons.


Name	Product	Price	Category
LSE 13" Laptop Regular Traveller - FWOV User	Latitude 5340	£678.54	LSE Laptop
LSE 15" Laptop Infrequent Traveller - Home User	Latitude 5540	£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

## 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](#)

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[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
<b>13th Gen Intel® Core™ i5-1335U (12 MB cache, 10 cores, 12 threads, up to 4.6 GHz Turbo)</b>	<b>Selected</b>

**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](#)

<b>512 GB, M.2 2230, PCIe NVMe, SSD, Class 35</b>	<b>Selected</b>
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 <a href="#">Tech Specs</a> <a href="#">Customize</a> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">Arrives March 18 - March 27</div>	1	£2,103.39 <del>£1,424.85</del> <b>£678.54</b>

[View all eQuotes](#)

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

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.*
- On the left-hand side complete the trade compliance section- select “**Home**” 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**”.

DELL Technologies

Create Order Requisition

**Delivery Address**

First Name \*  Surname \*

Company Name \*

Street Address \*

[+ Add additional address line](#)

Town \*  Region (optional)  Postal Code \*

Phone Number \*  Email \*

[Confirm Change](#)

---

**Delivery**

Standard Get it by Tuesday, April 16

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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](#)

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

[Cancel](#) [Confirm Change](#)

Summ



## 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

**Summary**

LSE 13" Laptop  
Customize  
Specs  
Quantity: 1

£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  
**GOODS**  
**GBP 872.92**  
727.43 (Ex)  
EA  
1 DISSECTION

Quantity: 1.00  
Unit Amount (Inclusive): 872.92  
REQUIRED 28-MAR-2024  
110

**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.

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 Hardw.
10.0.1000.1268.34101	LSE. Operating - Core. Research. IT Appli
10.0.1000.1268.34103	LSE. Operating - Core. Research. IT Cloud

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

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

### 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



### 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 UIUKDEFAULT (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

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

Line	Account	Expenditure	Inclusion
01	10.0.0000.0000.3400	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

Quantity 1.00 Unit Amount (Inclusive) 814.25

REQUIRED 20-MAR-2024

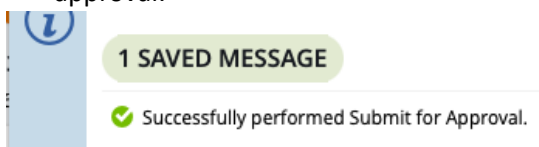
PURCHASE

GOODS GBP 814.25

678.54 (Ex) EA

1 DISSECTION

- 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.