

## Purchase from a Quote Process: Step-by-Step Guide

1. You will be sent an email quote from Dell by DTS

Aptos (Body) 

Dear Tom, please find attached you quote as requested.

Kind regards, James

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**From:** DellServicesnoreply@Dell.com <DellServicesnoreply@Dell.com>

**Sent:** Friday, April 12, 2024 1:47 PM

**To:** Harvey.J <J.Harvey@lse.ac.uk>

**Subject:** Your Dell Quote Has Been Created | Quote: 3400006675018



A quote for your consideration.

Based on your technology needs, we put the following quote together to help with your purchase decision. Your quote details appear below, also a complete summary of your items can be found in the attachment.

To retrieve this eQuote online, log in to your **Dell Premier Page** and search for your eQuote number under "Quotes" in the top menu bar.

**Quote No.:** 3400006675018

**Total (GBP):** £762.60

**E-Quote Name:** JamesTest

**E-Quote Creator:** [j.harvey@lse.ac.uk](mailto:j.harvey@lse.ac.uk)

**Quoted On:** 12/04/2024

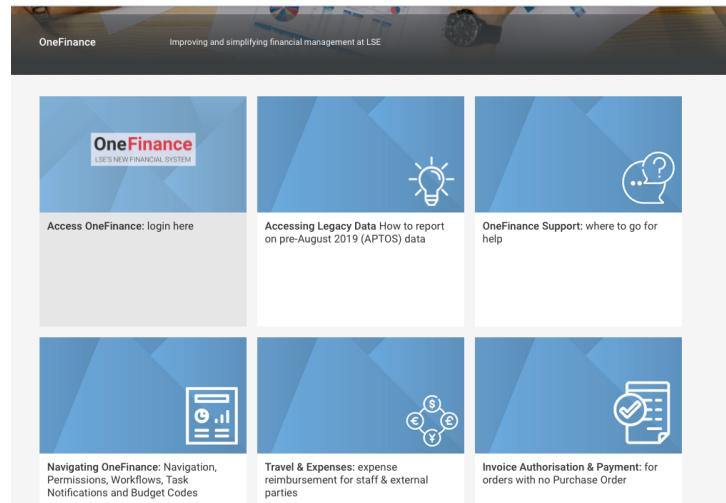
**Expires By:** 12/05/2024

**Company Name:** -

**Customer Number:** -

**Premier Page Name:** The London School of Economics

2. Login to [OneFinance](#):



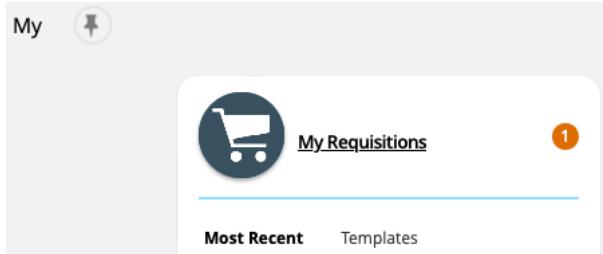
The image shows the OneFinance landing page. At the top, there is a banner with the text "OneFinance" and "Improving and simplifying financial management at LSE". Below the banner, there are six cards arranged in a 2x3 grid, each with a title and a small icon:

- Access OneFinance: login here** (Icon: User)
- Accessing Legacy Data How to report on pre-August 2019 (APTO5) data** (Icon: Lightbulb)
- OneFinance Support: where to go for help** (Icon: Question mark)
- Navigating OneFinance: Navigation, Permissions, Workflows, Task Notifications and Budget Codes** (Icon: Document with charts)
- Travel & Expenses: expense reimbursement for staff & external parties** (Icon: Euro symbols)
- Invoice Authorisation & Payment: for orders with no Purchase Order** (Icon: Document with checkmark)

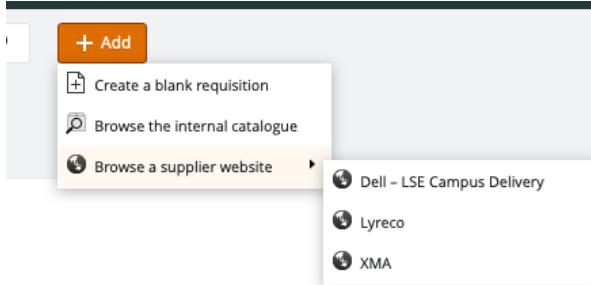
- Log in to OneFinance and in the Home page click “My” in the navigation bar



- Click on My Requisitions

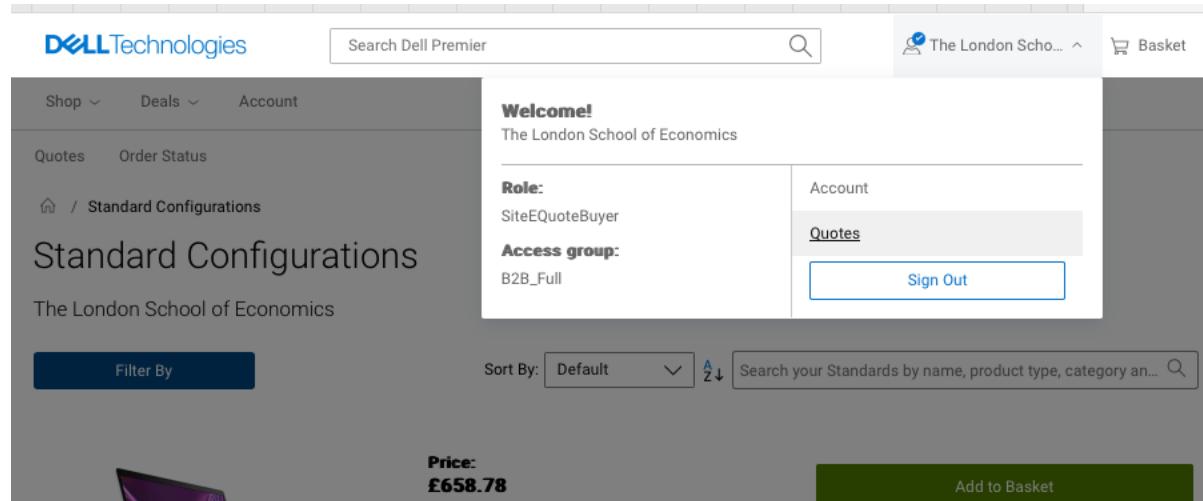


- Click on "Add", hover over “Browse a supplier website” and select "Dell - LSE Campus Delivery" to proceed to the Dell premiere website.



### 3. Dell Premier website:

- On the Dell Premier website click on the “London School of Economics” user in the top right of the screen and click on “Quotes”

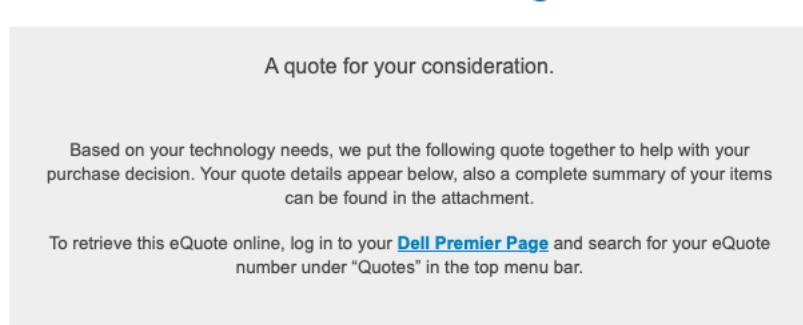


The screenshot shows the Dell Premier website interface. At the top, there's a navigation bar with 'DELL Technologies' logo, a search bar, and a user account section for 'The London Scho...'. Below the navigation, there are links for 'Shop', 'Deals', and 'Account'. Under 'Account', 'Quotes' is highlighted. The main content area is titled 'Standard Configurations' and shows a list of items. One item is highlighted with a price of £658.78. At the bottom right, there's a green 'Add to Basket' button.

### 4. Enter quote number:

- Copy the quote number from the email (it is in both the subject of the email and also in the text of the email) into the search box.

**Subject:** Your Dell Quote Has Been Created | Quote: 3400006675018



A quote for your consideration.

Based on your technology needs, we put the following quote together to help with your purchase decision. Your quote details appear below, also a complete summary of your items can be found in the attachment.

To retrieve this eQuote online, log in to your [Dell Premier Page](#) and search for your eQuote number under "Quotes" in the top menu bar.

Quote No.:	3400006675018
Total (GBP):	£762.60
E-Quote Name:	JamesTest

- Enter the quote number into the search box on the webpage.

DELL Technologies

Search Dell Premier

The London Scho...

Basket

Shop Deals Account

Quotes

3400006675018

Choose the quotes you'd like to purchase from the list below or search for an eQuote (by entering the eQuote name, eQuote number, eQuote creator) or search for a Sales Quote (by entering Sales Quote Number).

Name	Number	Created	Authorized Buyer	Expires	Purchased	Subtotal / Total Price
JamesTest	3400006675018	j.harvey@lse.ac.uk April 12, 2024	--	May 12, 2024	No	£762.60 <b>£762.60</b>

**View Details**

- Click on “view details” and this will open the quote.

DELL Technologies

View eQuote

JamesTest

Quote Number : 3400006675018.1 Expiration Date: Sunday, 12 May 2024

Description and Notes (optional)  
 No description or notes available

Save as New eQuote Create Order Requisition Continue Shopping

**Summary**

Latitude 5550	£2,346.47
Specs	-£1,583.87
Quantity 1	£762.60
<b>Savings</b>	<b>-£1,583.87</b>
Delivery	£0.00
<b>Total</b>	<b>£762.60</b>

- Now click on “Create Order Requisition”.

## 5. 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)

The screenshot shows the Dell Technologies 'Create Order Requisition' page. On the left, under 'Trade Compliance', it says '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](#)'. Below this, a dropdown menu shows 'Office' selected. Under 'Where will these products be used?', there are two radio buttons: 'I do not want to export outside United Kingdom' (selected) and 'I want to export outside United Kingdom'. A 'Confirm Change' button is at the bottom. On the right, the 'Summary' section shows a 'LSE 13" Laptop' with a price of £2,103.39, a savings of -£1,424.85, and a total of £678.54. It includes links for 'Customize' and 'Specs'. Below the summary is a satisfaction survey with a scale from 'Very Difficult' to 'Very Easy'.

## 6. Submit Order Requisition:

- Click "**Submit Order Requisition**" This will then return you to OneFinance to complete the request and submit it for budget approval.

The screenshot shows the Dell Technologies 'Create Order Requisition' page. On the left, under 'Trade Compliance', it says 'These products will be used at Office' and 'I do not want to export outside United Kingdom'. A 'Change' button is at the top right. On the right, the 'Summary' section shows a 'LSE 13" Laptop' with a price of £2,103.39, a savings of -£1,424.85, and a total of £678.54. It includes links for 'Customize' and 'Specs'. Below the summary is a satisfaction survey with a scale from 'Very Difficult' to 'Very Easy'.

## 7. Return to OneFinance:

- After submission, return to OneFinance to continue the process.
- Click on the “Edit” button

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** EA **Unit Amount (Inclusive)** GBP 814.25 **Line Amount (Inclusive)** GBP 814.25

**Required** 20-MAR-2024 **Supplier** TBC

**DISSECTION** 1 DISSECTION

**Costing Summary** 1 dissection

**Settings** LSE purchasing location Required 10-Mar-2024

**Addresses** Address Not Used United Kingdom

**Authorisation History** 2 items

**Attachments** 0 Attachments

**Enterprise Search** View audit detail

**REQUISITION** UNAPPROVED

**Requisition** RQ00028535

**Reference** 13-Mar-2024 **Issued** 20-Mar-2024 **Required** 10-Mar-2024 **Requisition Date** 10-Mar-2024 **Requisition Total** GBP 814.25

**Additional Details** Do you want to Transfer Purchase Order(s) to the Supplier  Display Amounts on Purchase Order(s)

**Description** **Quantity** **Unit** **Unit Price (Inclusive)** **Line Amount (Inclusive)**

Base:Dell Latitude 5340 XCTO Base 1.00 EA GBP 814.25 GBP 814.25

**Costing Summary**

Ledger	Account	Exclusive	Inclusive
GL	00-00-00000-00000-34002	678.54	GBP 678.54
DISSECTION			(1) Purchase Acct
			<b>Total</b> 814.25

## 8. Add End User Details:

- In the comment field, provide the following details of the recipient:
  - Full Name
  - LSE Email address
  - Room Number (Installation Point)

Item : Base;Dell Latitude 5340 XCTO Base (210-BGBF)

Line Source	Web Catalogue
Description	Base;Dell Latitude 5340 XCTO Base
Long Description	Base;Dell Latitude 5340 XCTO Base
Supplier Product	210-BGBF
Comment	Joe Bloggs j.bloggs@lse.ac.uk CLM 550

## 9. Specify Delivery Details

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

Delivery Point Type *	Delivery Point *
UUKGEN (LSE Delivery Poi...	TBC
Destination Inventory Location	10 Accounting Admin
Category	106 Post Room-Accounting
Commodity Code	107 Post Room-Accounting Admin
43211503 (Notebook computers)	108 Post Room-CARR
IT Procurement	109 Post Room-Anthropology
IT Service Desk Number	110 DTS Administration
<a href="#">Advanced search</a>	
Unit Amount (Exclusive) (GBP)	Line Amount (Exclusive) (GBP)
678.54	678.54
Delivery Point Type *	Delivery Point *
UUKGEN (LSE Delivery Poi...	110 (DTS Administration)
Destination Inventory Location	

## 10. 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

Contact Details

## 11. 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

External Reference

Cost Account

Charge Type \* UUDEFALUT (Default item...)

Ledger \* GL (23GLACT) 10.0.0000.@@@@.34002

VAT Rate \* P1 (Partially Recoverable - ...)

Apply Cost Account To All Lines  Add Another Cost Account

Requested Items

Base;Dell Latitude 5340 XC

Contract / Framework Reference

NDNA

Additional Comments for Procurement

Contact Details

Contact Details (If raised on behalf of)

External Reference

Spear Reference (IGC Staff Only)

Planon Reference (Estates Staff Only)

Cost Account

Components Accounts

Entity 10 (LSE)

Activity 0000 (Default)

Cost Centre @@@@ Invalid

Nominal Account 10.0.0000.@@@@.34002 1

10.0.0000.@@@@.34002 failed the validation checks.  
Please enter a valid Account.

OK Cancel

Components Accounts

Entity 10 (LSE)

Activity 1000 (Operating - Core)

Cost Centre ---

Nominal Account

OK Cancel

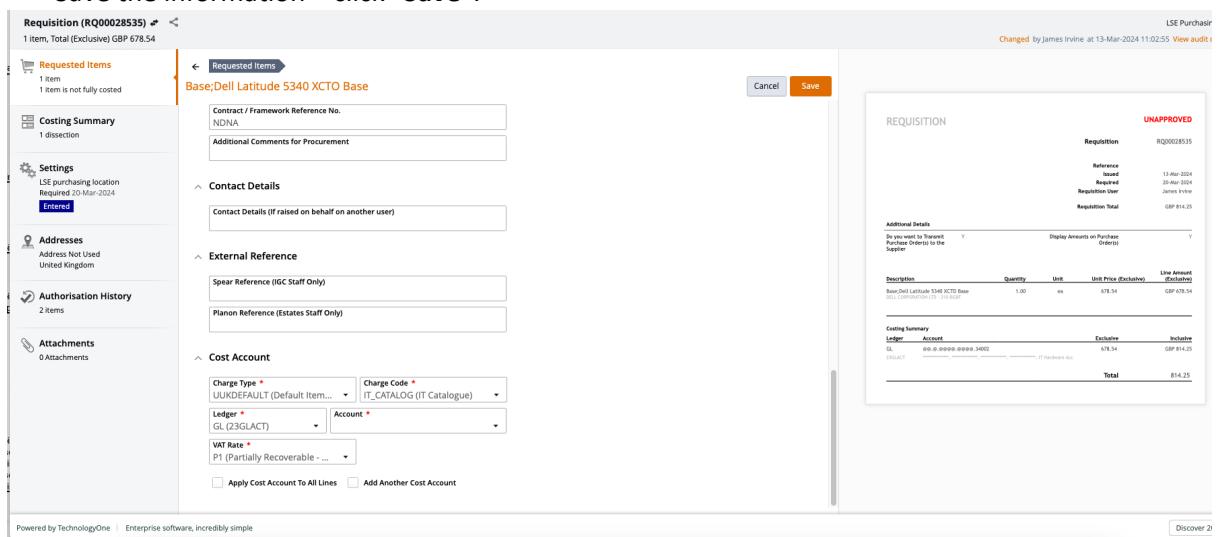
- If there are multiple lines on the requisition you will need to complete the process above for each item. On completing the final line tick the button below to ensure all lines are charged to your designated code

Charge Type \* UUDEFALUT (Default item...)

Apply Cost Account To All Lines  Add Another Cost Account

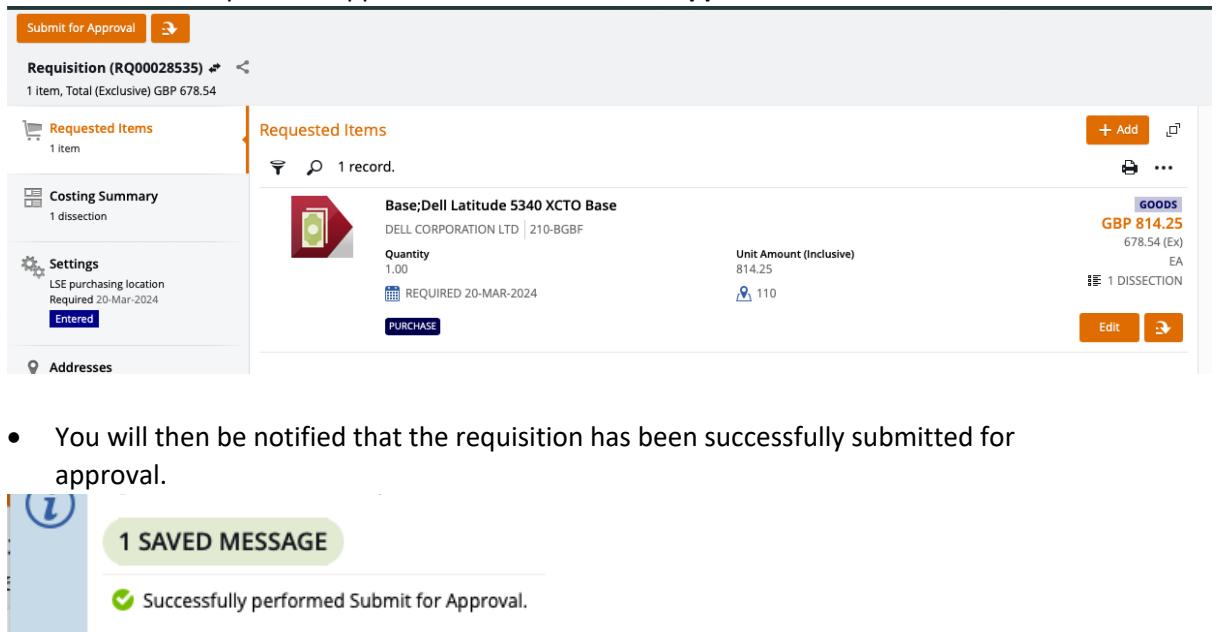
## 12. Save and Submit for Approval:

- Save the information – click “Save”.



The screenshot shows the requisition submission process. On the left, the 'Requested Items' section shows a single item: 'Base;Dell Latitude 5340 XCTO Base'. The 'Costing Summary' section shows a total of 1 item, Total (Exclusive) GBP 678.54. On the right, a confirmation message indicates the requisition is 'UNAPPROVED' with the ID RQ00028535. The message also includes details like Reference, Issue date, Required date, Requisition User, and Requisition Total.

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



The screenshot shows the requisition submission process. On the left, the 'Requested Items' section shows a single item: 'Base;Dell Latitude 5340 XCTO Base'. The 'Costing Summary' section shows a total of 1 item, Total (Exclusive) GBP 678.54. On the right, a confirmation message indicates the requisition has been successfully submitted for approval. A green box at the bottom left says '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.