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

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

2. **Login to OneFinance:**

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

- Click on My Requisitions
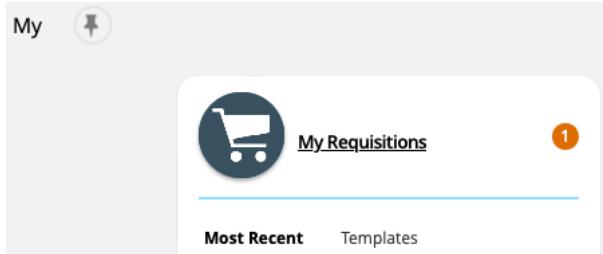
- Click on "**Add**", hover over "**Browse a supplier website**" and select "**Dell - LSE Campus Delivery**" to proceed to the Dell premiere website.
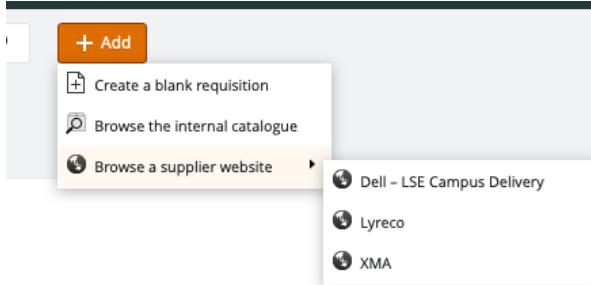
3. **Dell Premier website:**
   - On the Dell Premier website click on the "**London School of Economics**" user in the top right of the screen and click on "**Quotes**"
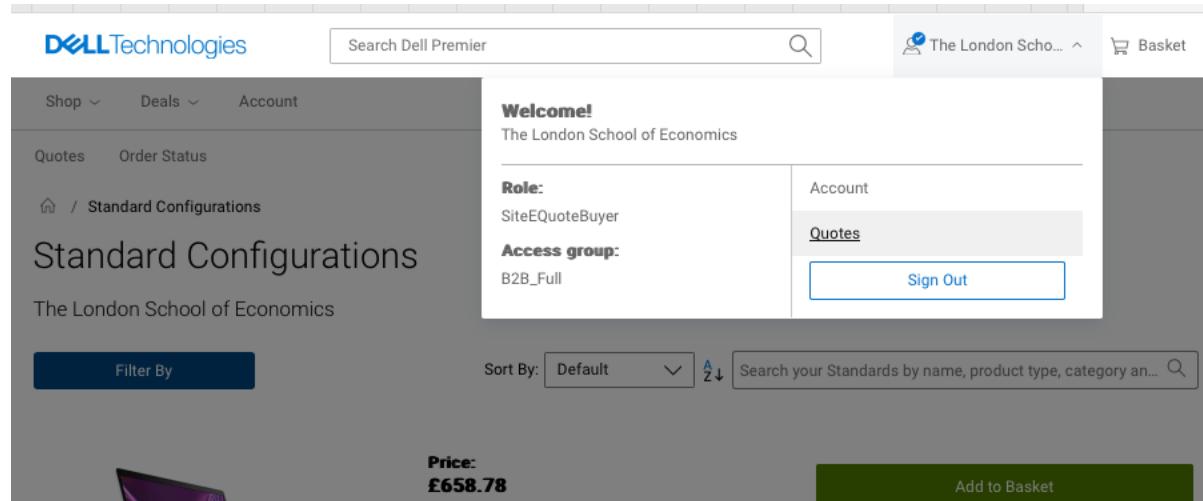
4. **Enter quote number:**

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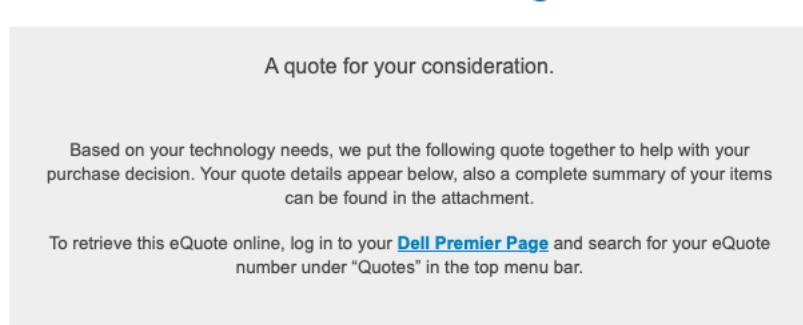
- Enter the quote number into the search box on the webpage.

- Click on "**view details**" and this will open the quote.

- 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)

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

7. **Return to OneFinance:**
   - After submission, return to OneFinance to continue the process.
   - Click on the "**Edit**" button

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)

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

10. **Procurement Policy**
    - Select the Procurement Procedure followed to "**CAT (Catalogue Order)**"
    - In the Contract / Framework Reference No. type in "**T23-056**"

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.

- 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

12. **Save and Submit for Approval:**
   - Save the information – click "**Save**".
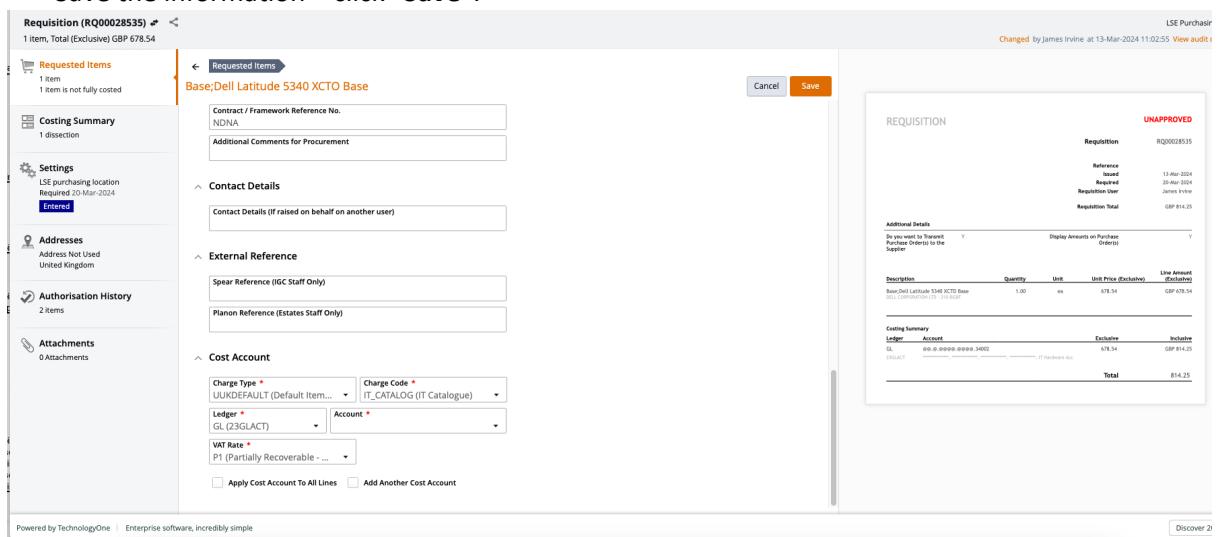
   - Submit the request for approval – click "**Submit for Approval**".
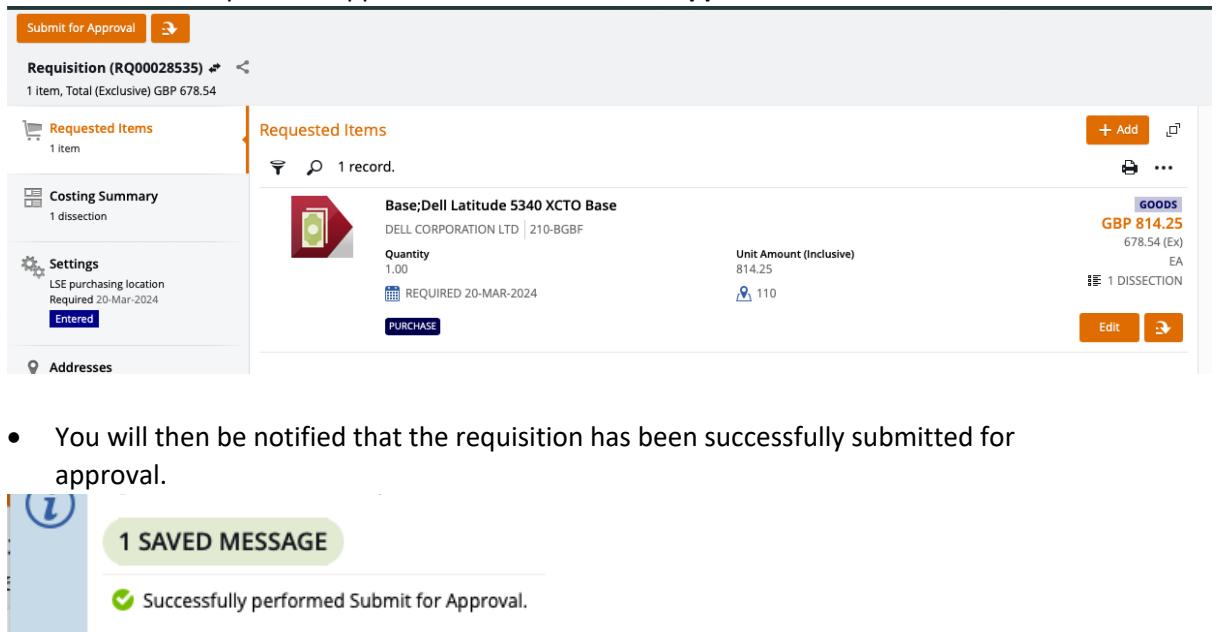
   - You will then be notified that the requisition has been successfully submitted for approval.

   - **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.**