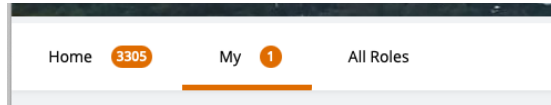
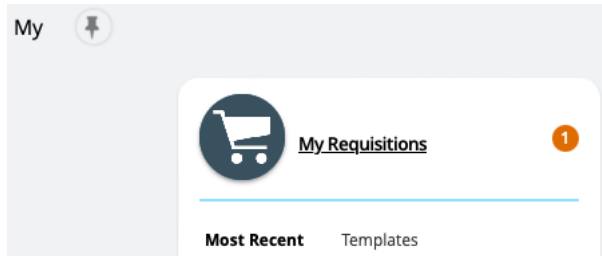




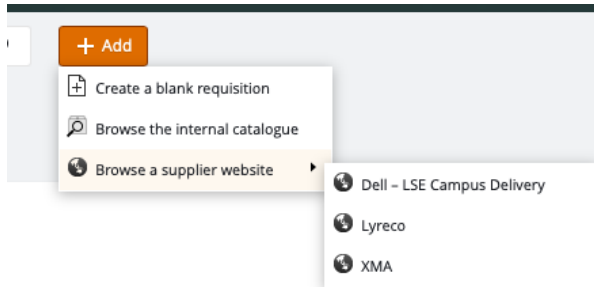
- Log in to OneFinance and in the Home page click “My” in the navigation bar



- Click on My Requisitions

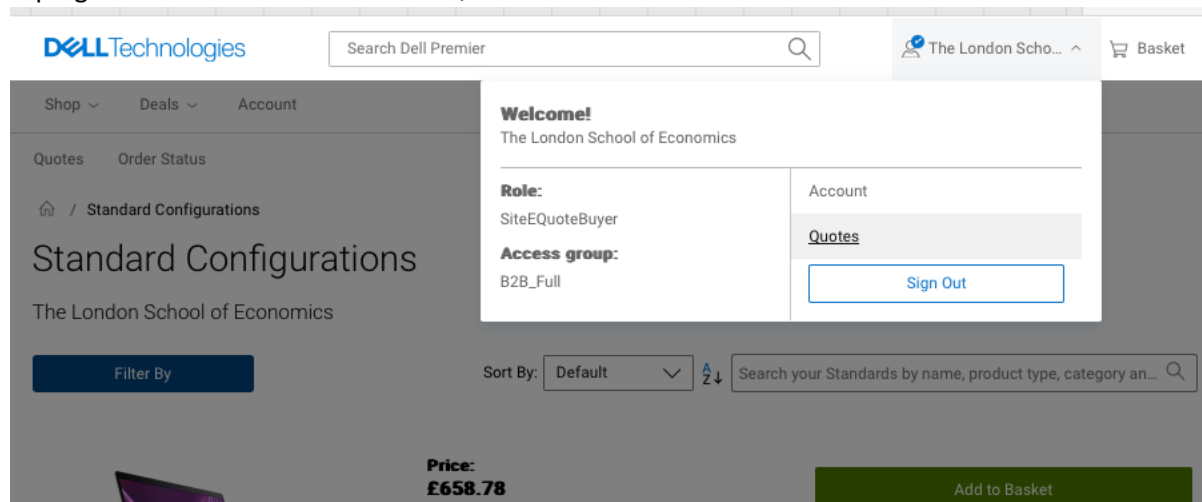


- Click on "Add", hover over “Browse a supplier website” and select "Dell - LSE Campus Delivery" to proceed to the Dell premiere website.



### 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.

**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.

|                      |                      |
|----------------------|----------------------|
| <b>Quote No.:</b>    | <b>3400006675018</b> |
| <b>Total (GBP):</b>  | <b>£762.60</b>       |
| <b>E-Quote Name:</b> | <b>JamesTest</b>     |

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

The screenshot shows the Dell Technologies website's search results for quotes. At the top, there is a search bar with the text "Search Dell Premier" and a magnifying glass icon. To the right of the search bar, there is a user profile icon labeled "The London Scho..." and a shopping basket icon labeled "Basket". Below the search bar, there are navigation links for "Shop", "Deals", and "Account". The main heading is "Quotes". Below the heading, there is a search bar containing the quote number "3400006675018". Below the search bar, there is a table with the following columns: Name, Number, Created, Authorized Buyer, Expires, Purchased, and Subtotal / Total Price. The table contains one row with the following data: Name: JamesTest, Number: 3400006675018, Created: j.harvey@lse.ac.uk April 12, 2024, Authorized Buyer: --, Expires: May 12, 2024, Purchased: No, Subtotal / Total Price: £762.60. Below the table, there is a "View Details" button.

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

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

The screenshot shows the "View eQuote" modal window. At the top, there is a close button (X). Below the title, there are two buttons: "Save as New eQuote" and "Create Order Requisition". Below these buttons, there is a "Continue Shopping" button. The main content area is divided into two sections. The left section contains the quote details: "JamesTest" with icons for email, print, and download; "Quote Number : 3400006675018.1"; and "Expiration Date: Sunday, 12 May 2024". Below this is a section titled "Description and Notes (optional)" with a sub-section "No description or notes available". The right section is titled "Summary" and contains a small image of a laptop. Below the image, there is a table with the following data: Latitude 5550, Specs, Quantity 1, £2,346.47, -£1,583.87, £762.60. Below the summary table, there is a "Savings" section with a total of -£1,583.87, a "Delivery" section with a total of £0.00, and a "Total" section with a total of £762.60.

| Item          | Price          |
|---------------|----------------|
| Latitude 5550 | £2,346.47      |
| Savings       | -£1,583.87     |
| Quantity 1    | £762.60        |
| <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)

**DELL**Technologies

### Create Order Requisition

#### 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? \*

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](#)

#### Summary

[Continue Shopping](#)

LSE 13" Laptop

[Customize](#)

[Specs](#)

Quantity

£3,103.39

⊖ -£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](#)

## 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.

**DELL**Technologies

### Create Order Requisition

#### Trade Compliance

[Change](#)

These products will be used at Office

I do not want to export outside United Kingdom

#### Summary

[Continue Shopping](#)

LSE 13" Laptop

[Customize](#)

[Specs](#)

Quantity

£3,103.39

⊖ -£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](#)

## 7. Return to OneFinance:

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

The screenshot displays the OneFinance Requisition interface. At the top, there is a navigation bar with 'cia' and 'Requisition' labels, and an 'Enterprise Search' field. Below this, a 'Submit for Approval' button is visible. The main header shows 'Requisition (RQ00028535)' and '1 Item, Total (Exclusive) GBP 678.54'. On the right, it indicates 'LSE Purchasing' and 'Changed by James Irvine at 13-Mar-2024 11:02:55 View audit det'.

The interface is divided into several sections:

- Requested Items:** Shows 1 item, with 1 item not fully costed. A '+ Add' button and a '1 record.' indicator are present.
- Costing Summary:** Shows 1 dissection.
- Settings:** Shows 'LSE purchasing location' as 'Required 20-Mar-2024' and a status of 'Entered'.
- Addresses:** Shows 'Address Not Used' and 'United Kingdom'.
- Authorisation History:** Shows 2 items.
- Attachments:** Shows 0 attachments.

The central 'Requested Items' section details the following item:

- Item:** Base,Dell Latitude S340 XCTO Base
- Supplier:** DELL CORPORATION LTD | 210-BGBP
- Quantity:** 1.00
- Unit Amount (Inclusive):** 814.25
- Unit Amount (Exclusive):** 678.54 (EA)
- EA:** 1 DISSECTION
- Unit:** TBC
- Status:** PURCHASE NOT FULLY COSTED

On the right side, there is a 'REQUISITION' summary panel with the following details:

- Requisition ID:** RQ00028535
- Reference:** 13-Mar-2024
- Issued:** 20-Mar-2024
- Required:** James Irvine
- Requisition Total:** GBP 814.25

Below the summary, there are two tables:

**Additional Details:**

| Do you want to Transfer Purchase Orders to the Supplier? |  | Display Amounts on Purchase Orders? |  |
|--|--|-------------------------------------|--|
| Y  |  | Y                                   |  |

**Item Details Table:**

| Description  | Quantity | Unit | Unit Price (Exclusive) | Line Amount (Exclusive) |
|--|----------|------|------------------------|-------------------------|
| Base,Dell Latitude S340 XCTO Base<br>DELL CORPORATION LTD   210-BGBP | 1.00     | EA   | 678.54                 | GBP 678.54              |

**Costing Summary Table:**

| EA           | Amount     | Exclusive | Inclusive     |
|--------------|------------|-----------|---------------|
| EA           | GBP 814.25 | 678.54    | GBP 814.25    |
| <b>Total</b> |            |           | <b>814.25</b> |

## 8. Add End User Details:

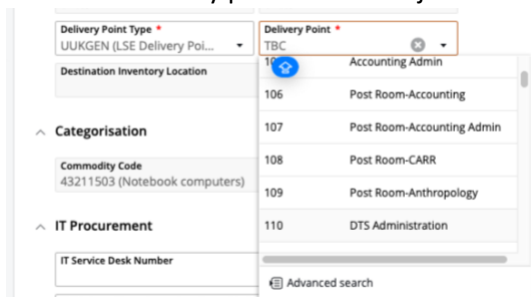
- In the comment field, provide the following details of the recipient:
  - Full Name
  - LSE Email address
  - Room Number (Installation Point)

^ 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<br>j.bloggs@lse.ac.uk<br>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.



Unit Amount (Exclusive) (GBP) 678.54      Line Amount (Exclusive) (GBP) 678.54

Delivery Point Type \* UUKGEN (LSE Delivery Poi...      Delivery Point \* 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.

- 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”.

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 LIIKDEFAULT (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

| Ledger | Account              | Expenditure | Inclusion  |
|--------|----------------------|-------------|------------|
| GL     | 10.0.0000.1035.34002 | 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 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 110

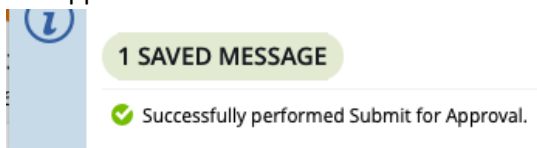
PURCHASE

GBP 814.25 (Ex)

GOODS

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.