

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

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

Aptos (Body) 11 A B I U G X^z X₂ ≡ ≡≡ = v <= >= 🔊 🖼️ ↻ ☐ ▢ Ab

Dear Tom, please find attached you quote as requested.

Kind regards, James

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:	i.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:

OneFinance

Improving and simplifying financial management at LSE

OneFinance
LSE'S NEW FINANCIAL SYSTEM

Access OneFinance: login here

Accessing Legacy Data How to report on pre-August 2019 (APTOS) data

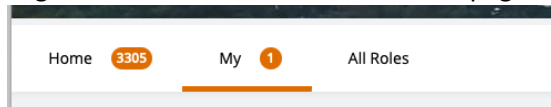
OneFinance Support: where to go for help

Navigating OneFinance: Navigation, Permissions, Workflows, Task Notifications and Budget Codes

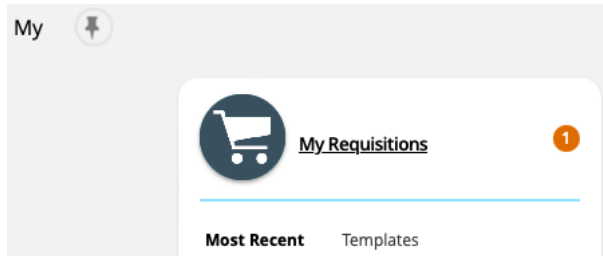
Travel & Expenses: expense reimbursement for staff & external parties

Invoice Authorisation & Payment: for orders with no Purchase Order

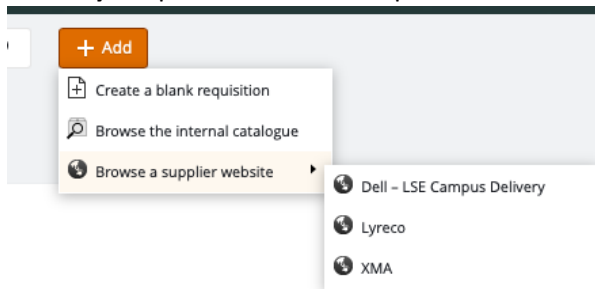
- Log in to OneFinance and in the Home page click **"My"** in the navigation bar



- Click on My Requisitions

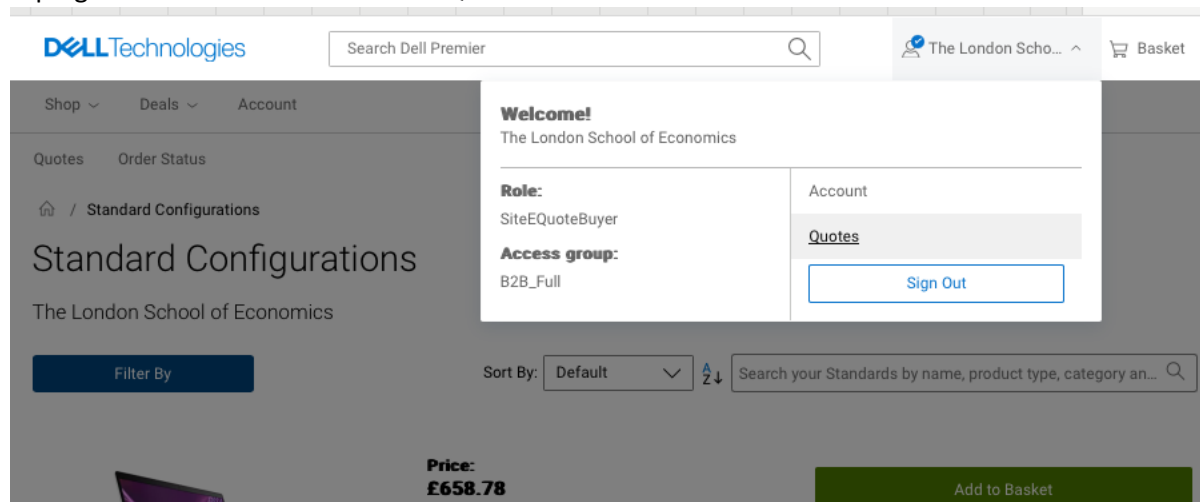


- Click on **"Add"**, hover over **"Browse a supplier website"** and select **"Dell - LSE Campus Delivery"** to proceed to the Dell premiere website.



3. Dell Premier website:

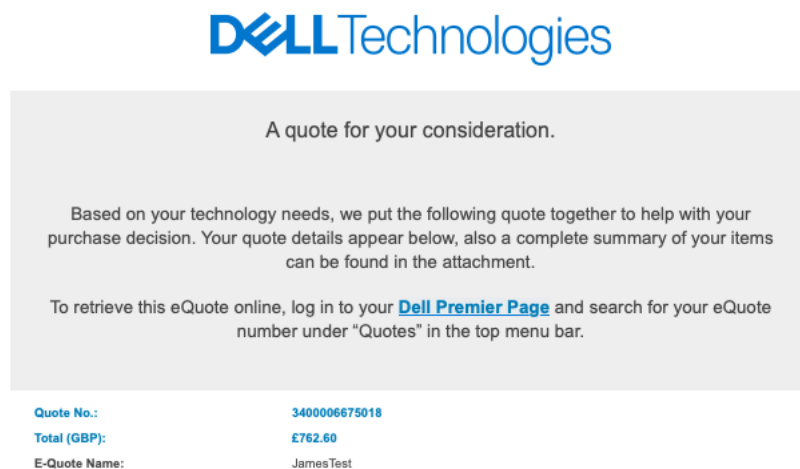
- On the Dell Premier website click on the “**London School of Economics**” user in the top right of the screen and click on “**Quotes**”



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



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

The London Scho...

Basket

Shop

Deals

Account

Quotes

> Quotes

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).

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

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

Summary

Latitude 5550
[Specs](#)
Quantity 1

£2,346.47
 -£1,583.87
£762.60

Savings

Delivery

Total

-£1,583.87
£0.00
£762.60

- 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

LSE 13" Laptop

Customize

Specs

Quantity 1

£2,103.39

① -£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 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

Summary

LSE 13" Laptop

Customize

Specs

Quantity 1

£2,103.39

① -£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

← cia > Requisition

Enterprise Search

Submit for Approval

Requisition (RQ00028535)

1 Item, Total (Exclusive) GBP 678.54

LSE Purchasing

Changed by james Irvine at 13-Mar-2024 11:02:55 View audit det

Requested Items

1 Item

1 item is not fully costed

Costing Summary

1 dissection

Settings

LSE purchasing location

Required 20-Mar-2024

Entered

Addresses

Address Not Used

United Kingdom

Authorisation History

2 Items

Attachments

0 Attachments

Requested Items

1 record.

Base,Dell Latitude S340 XCTO Base

DELL CORPORATION LTD | 210-BGBF

Quantity 1.00

REQUIRED 20-MAR-2024

PURCHASE NOT FULLY COSTED

Unit Amount (Inclusive) 678.54

TBC

GOODS

GBP 814.25

678.54 (Ex)

EA

1 DISSECTION

Edit

REQUISITION

UNAPPROVED

Requisition RQ00028535

Reference Issued 13-Mar-2024

Required 20-Mar-2024

Requisition User James Irvine

Requisition Total GBP 814.25

Additional Details

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

Description	Quantity	Unit	Unit Price (Exclusive)	Line Amount (Inclusive)
Base,Dell Latitude S340 XCTO Base	1.00	EA	678.54	GBP 678.54

Costing Summary

Ledger	Account	Exclusive	Inclusive
GL	000-B-00000-00000-34002	678.54	GBP 814.25
TOTAL			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 S50

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 *	UUKGEN (LSE Delivery Poi...
Destination Inventory Location	
Categorisation	
Commodity Code	43211503 (Notebook computers)
IT Procurement	
IT Service Desk Number	

Delivery Point *	TBC
16	Accounting Admin
106	Post Room-Accounting
107	Post Room-Accounting Admin
108	Post Room-CARR
109	Post Room-Anthropology
110	DTS Administration
Advanced search	

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	

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.

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

Advanced search

10.0.0000.@@@@.34002

Apply Cost Account To All Lines Add Another Cost Account

Account

Components Accounts

Entity 10 (LSE) ✓

Activity 0000 (Default) ✓ Inactive

Cost Centre @@@@ ✗ Invalid

Nominal Account

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

OK Cancel

Account

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

Apply Cost Account To All Lines Add Another Cost Account

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

Contact Details (If raised on behalf on 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		678.54	GBP 678.54

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

Base;Dell Latitude 5340 XCTO Base

DELL CORPORATION LTD | 210-BGBF

Quantity: 1.00

Unit Amount (Inclusive): 814.25

REQUIRED 20-MAR-2024

Unit: 110

PURCHASE

GOODS

GBP 814.25

678.54 (Ex)

EA

1 DISSECTION

Edit

- You will then be notified that the requisition has been successfully submitted for approval.

1 SAVED MESSAGE

Successfully performed Submit 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.