# Procurement Integration (PremierConnect)

# Shopping and Ordering Guide

PremierConnect is Dell's B2B eCommerce solution, integrating your eProcurement system with Dell's Premier Page. This document will explain the process of shopping and ordering within your Premier Page after the integration with your ERP is complete.

**?** For assistance while using your Premier Page, click on the "Help" link located at the top or bottom of your page.

# Accessing your Premier Page via PremierConnect (procurement integration)

You can access your Dell Premier Page directly from your ERP/ Procurement system. If you have any questions regarding your initial access to the Premier Page, please contact

#### Global\_B2B\_Support@dell.com.

To begin shopping from your customized catalog, Punchout from your procurement system directly to Dell's Premier Page by selecting the appropriate Punchout link from your ERP/ Procurement system.

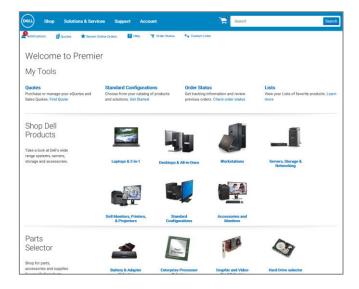
# Three ways to shop

Shopping options are tailored to your procurement department policy and requirements.

#### 1. Standard Configurations

PremierConnect allows your organization to define standard system configurations and user-selectable configuration options such as upgrades and downgrades for each system. These configurations may be grouped according to category labels you specify with your Dell Account Team to guide users to the systems designed for their job function.

To access your Standard Configurations, click on the category named "Shop" and click on the "Standard Configurations" link within the secondary navigation below or select "Standard Configurations" available in the "My Tools" section (unless you are landing on this page by default).







#### 2. Systems Catalog

Your Systems Catalog gives you access to the complete line of Dell branded products. Your Systems Catalog can also be customized to display only the products relevant to your organization. You may configure the available options for any product according to your needs.

To access your Systems Catalog, click on the category named "Shop" and click on the "**Desktops & Workstations**", "**Laptops, Tablets & Mobile workstations**" or "**Servers, Storage & Networking**" links within the secondary navigation below. Another alternative is to select your products directly from the Premier homepage.

#### 3. Software & Peripherals\*

Over 85,000 software and peripheral products from a variety of manufacturers are available within your Premier page. Enter your item within the search box to narrow your selection or click on the category picture to view a wide range of similar products within that particular category.

To access your Software & Peripherals catalog, click on the category named "**Shop**" in the Masthead and click on the

"Accessories & Peripherals" or "Software" link within the secondary navigation. Another alternative is to select your products directly from the Premier homepage.

\* Not available in all regions.

#### 4. Add to cart

As you shop for Standard Configurations, Systems, or Software & Peripheral items, simply click on "Add to Cart" for each item you would like to purchase or save as an eQuote.

Shop	Solutio	ons & Services	Support	Account		Search
Standard		Desktops &		ops, Tablets &	Server	s, Storage &
Configurations		Workstations		e Workstations	Netwo	rking



С	onfigurations		Product	Features		
Drive		Drive		Drive		
World's most compati zero footprint desktop swappable elements f flexibility and perform	solution offers or ultimate	World's most compat zero footprint desktoj swappable elements flexibility and perform	o solution offers for ultimate	World's most compai zero footprint deskto swappable elements flexibility and perform	p solution offers for ultimate	
Starting Price	\$1,301.57	Starting Price	\$1,995.70	Starting Price	\$1,568.5	
Total Savings	\$455.55	Total Savings	\$664.50	Total Savings	\$522.0	
Price	\$846.02	Price	\$1,331.20	Price	\$1,046.5	
Financing		Financing		Financing		
Monthly Payment Choose Business	options available Lease at checkout.	Monthly Payment Choose Business	t options available Lease at checkout.	Monthly Paymen Choose Business	t options available Lease at checkou	
Get it as soon as Wednesday, Apr 15 when you choose Express Delivery		Get it as soon as Monday, Mar 23 when you choose Express Delivery		Get it as soon as <b>Monday, Mar 23</b> when you choose <b>Express Delivery</b>		
View Delivery Dates -	78682	View Delivery Dates - 78682		View Delivery Dates - 78682		
Order Code XCT007070UFFUSR		Order Code S00707070UFFUSR		Order Code S00507070UFFUSR		
Add to	Cart	Add to	Cart	Add to	Cart	
Customize		Customize		Customize		
Add to List		Add to List		Add to List		

## Configuring a System

#### **Configuration page options**

- When configuring a product, the configuration page displays a system with any user-selectable options that are available for your organization. To expand or collapse the view of the upgrades or downgrades, click on the arrow located top left of each configuration options box.
- The price for a configuration will automatically update each time you change an option, so the total system price displayed always includes your current selections.
- 3. Tabs along the top let you quickly add accessories or support to your system.
- Click the "Review Summary" link to review the configuration options currently selected, or to format the information for printing. This displays a summary of the specified configuration with associated SKUs, descriptions, and updated price.

xell Shop Solut	ions & Services Support	Account	Search Search
Help 👩 Qustes	❤ Order Status 🕴 Share Yo Hr - Build your own	or lideas 🔺 Recent Online Ordern 🏼 🍫 Custom Links	
your	Plex 7050 Towe own 18 - 10 business days	r - Build	Starting Price: 51.074 79   Savings: 5376.17 Price: 5598.62 Add to Cart More Actions
Components		Services & Support	Electronics & Accessories
Help me choose	INTEL® CC All-new performance. Th Gen Intel® Core Proc Intel® Core* 15 Intel® Core* 15	100 (DC/3MB/4T/3.9GHz/65W); supports Windows 10/Linux 7500 (QC/6MB/4T/3.4GHz/65W); supports Windows 10/Li	
	Intel® Core* i7	7600 (QC/6MB/4T/3.5GHz/65W); supports Windows 10/Li 7700 (QC/8MB/8T/3.6GHz/65W); supports Windows 10/Li	
	Intel® Core* I5	essors 6100 (DC/JMB/4T/3.7GHz/65W); supports Windows 7/8.3 6500 (QC/6MB/4T/3.2GHz/65W); supports Windows 7/8.1 6600 (QC/6MB/4T/3.3GHz/65W); supports Windows 7/8.1	1/10/Linux +\$61.75

#### Saving your configuration

- When you are finished configuring a system select "Review Summary" or "Add to Cart".
- Selecting "Share Configuration" provides you with a shareable link. With "Print or save as PDF" you will see a printable layout of the information.
- Selecting "Add to Cart" allows you to continue shopping, save the configuration as an eQuote, or update the quantity as needed and proceed to Order Requisition.

### Working with eQuotes

#### Saving an eQuote

eQuotes allow users to prepare an order and save it for later purchase, or for review by an authorized buyer.

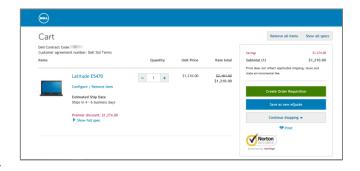
- Once you have added all desired products to your cart, view the cart and click on "Save as eQuote".
- 2. Finalize the eQuote by completing all required fields (marked with an \*asterisk).
- 3. To send the eQuote to your purchasing agent and/or any other recipients via e-mail, complete the appropriate fields.

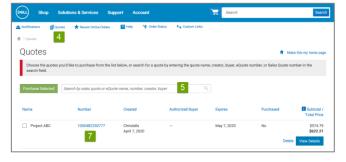
#### Retrieving an eQuote or Sales generated Quote

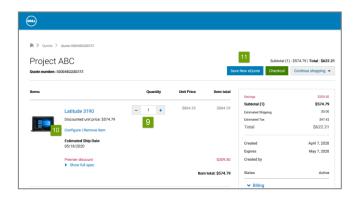
- 4. There are two ways to retrieve an eQuote or a Sales quote. You can click on the "Quotes" link located just below the top navigation, category, or you can view and retrieve them from the "My Tools" section available on your Premier Homepage.
- Quote lists can be sorted and displayed by multiple fields. The fastest way to find your quotes is to use the dynamic filtering search box.
- Sales Quotes can easily be retrieved (not available in all countries) by indicating your Sales Quote number and your customer number (if needed).
- To purchase a quote, click on the quote number and proceed to checkout. If you need to purchase multiple quotes, you can easily select them and click "Purchase Selected".

#### **Editing an eQuote**

- 8. From within the eQuote list, click on the eQuote number.
- Verify the quantity of each item selected. Use the stepper (+/-) buttons or type in the desired number to change quantity. The price will be adjusted automatically.
- 10. To make changes to the product, click "Configure", select your new options, and click "Return to eQuotes".
- 11. Click "Save as new eQuote" to save your changes. The updated configuration will be saved as a new eQuote referencing a new eQuote number. The original eQuote will not be changed and will remain in your eQuote list until it expires or you choose to delete it.







## Placing an Order Requisition

Once you have added all products to your cart, or retrieved an eQuote, click on "Create Order Requisition". A single page experience allows you to complete your order quickly.

- Complete the required Billing and Shipping information. Select an already pre-populated billing address or add a new address. The Search field allows for easy and intuitive address search.
- 2. Select your delivery and payment method.
- Verify & Submit Order Requisition. Within the Review screen, check the order information and make any necessary changes by clicking on the Change link.
- 4. Click "**Submit Order Requisition**" to complete the Order Requisition process.
- 5. An Order Request will be sent back to your ERP / Procurement system for approval.

#### Placing an Order

To take full advantage of efficiencies of PremierConnect, your organization will want to submit purchase orders to Dell electronically from within your ERP / procurement system.

#### Confirmation e-mails

After you submit your electronic purchase order, you will receive three separate e-mails from Dell (based on your procurement integration set-up):

- 6. An order acknowledgement e-mail notifying you that your order has been received by Dell.
- 7. A subsequent order confirmation e-mail that includes Dell order number and projected ship date.
- 8. A ship notification e-mail<sup>\*\*</sup> with detailed shipping information that lets you know when your order has shipped.

\* Shipping capabilities may vary per region.

\*\* Not available in all regions

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Cart Deli Contract Cod Customer agreem Rems	ent number: Dell Sci Terms Latitude ES470 Configere i Remove item Estimated Ship Date Batismated Ship Date Batismate Ship: N + 4 bootnes days Premier discust: 51,274.00 } Show full spec	Quantity	Unit Price	Rem total \$2,484.00 \$1,210.00	state environme	reate Order Requisiti Save as new eQuote Continue shopping ~ @ Print	on

Billing Information		
Mark Someone, ABC,Purchasing 1 Dell Way, ROUND ROCK TX 78682, US		Change
Phone number (512) 728-4794 mark_simon@abc.com		
If you need to change an existing billing address or yo	ou want to create a new one, pleas	se submit a request.
Shipping Information		
Same as billing information		
Jane Someone, ABC,Purchasing One Test Way, Round Rock TX 78682, US		Change
Phone number (512) 784-1234 jan_someone@abc.com		
Delivery Method		
2nd business day delivery	\$69.00	
Iowest cost delivery	\$0.00	
Next business day delivery	\$89.00	
Payment method		
Learn more about Dell Financial Services		
Select a payment method		

Assistance is only a click away - Email the B2B Support Team @ Global B2B\_Support@dell.com