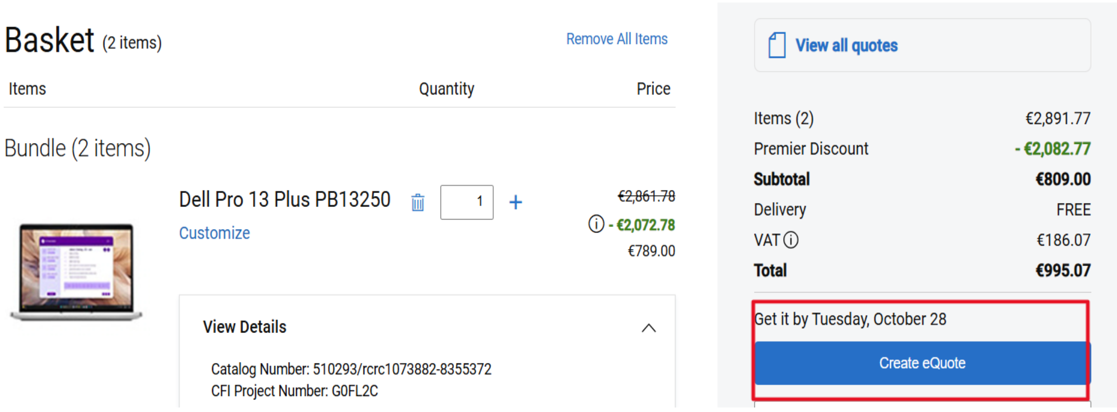
Dell Ordering Process

Step 1: **Log onto the Dell Premier Page**

a) When prompted enter your staff credentials (Staffid@universityofgalway.ie) and press ‘**Continue**’

Step 2: **Select Dell Products**

a) Select the products you require and ‘**Add to basket**’.
b) When you have selected all your required items, click ‘**Create eQuote**’



c) Fill in the Order Details as appropriate.
   - Give the quote a name and fill in Saved By ID
   - Fill in all pertinent details around address/delivery address
   - Please ensure your email address is correct as otherwise you will not receive your eQuote
   - ‘**Save eQuote**’ when ready

Step 3: **Receive and Review Dell eQuote**

a) You will receive the eQuote from Dell via email and it is valid for 30 days
b) The numbered eQuote will contain a full specification of the equipment you selected together with pricing.
c) Please take the time to review your eQuote and check it is correct. **Mistakes / amendments / modifications cannot be made once the order is submitted**

Step 4: **Generate a Purchase Order (PO)**

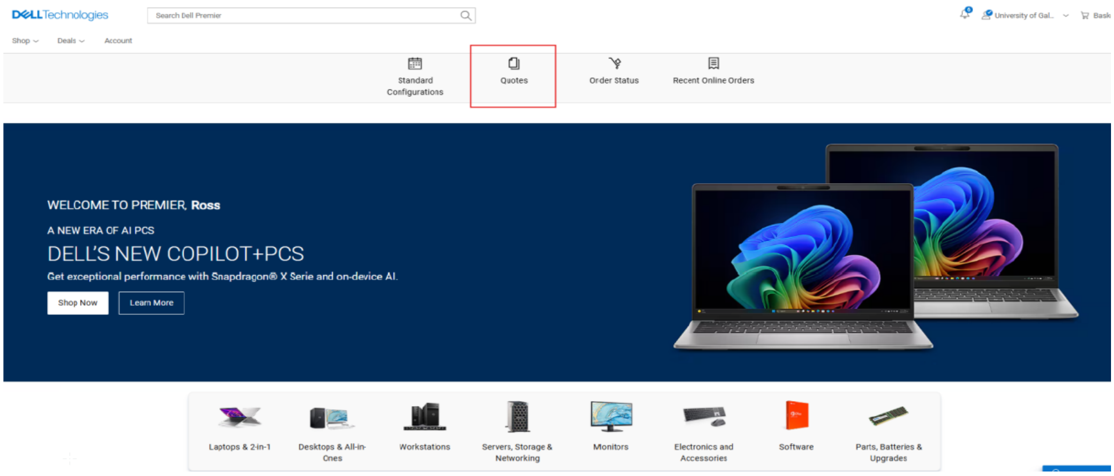
As per point 10 of the University Procurement Policy “*The processing of Purchase Orders through Agresso is a requirement for all purchases*”.

A staff member with the Agresso role of Web Requisitioner generates the PO:

a) To facilitate reconciliation, please ensure the eQuote number is quoted on the PO.
b) When the PO is created, double check against the eQuote to ensure they match and include VAT

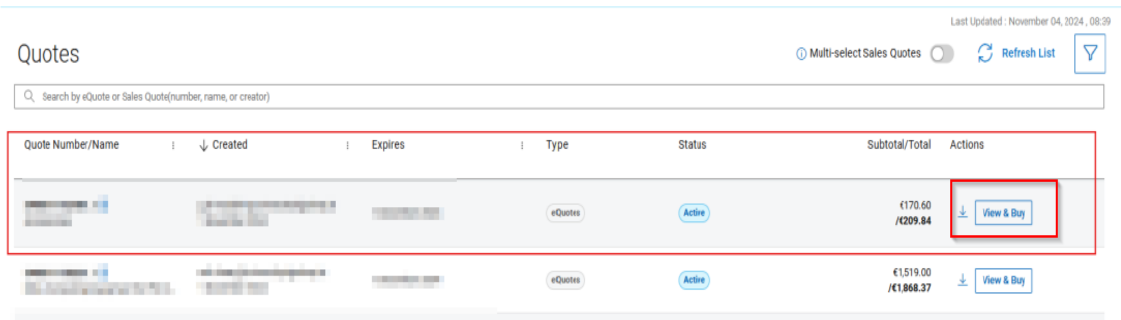
Step 5: Complete Dell Order

a) Once you have the PDF purchase order, log back onto the Dell Premier page and go to the '**Quotes**' section

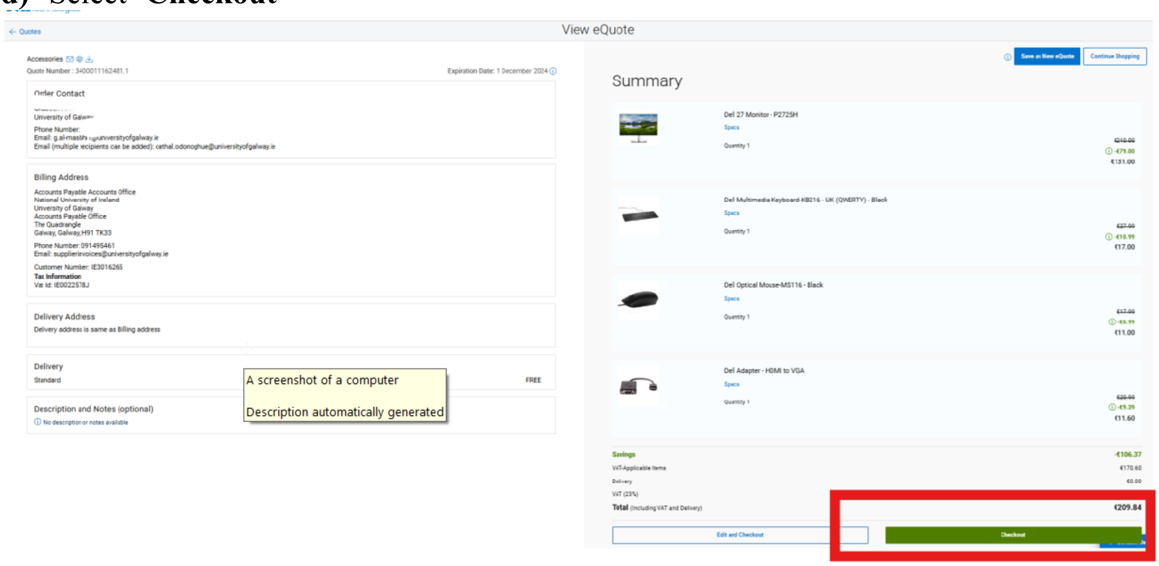


b) Search for your eQuote

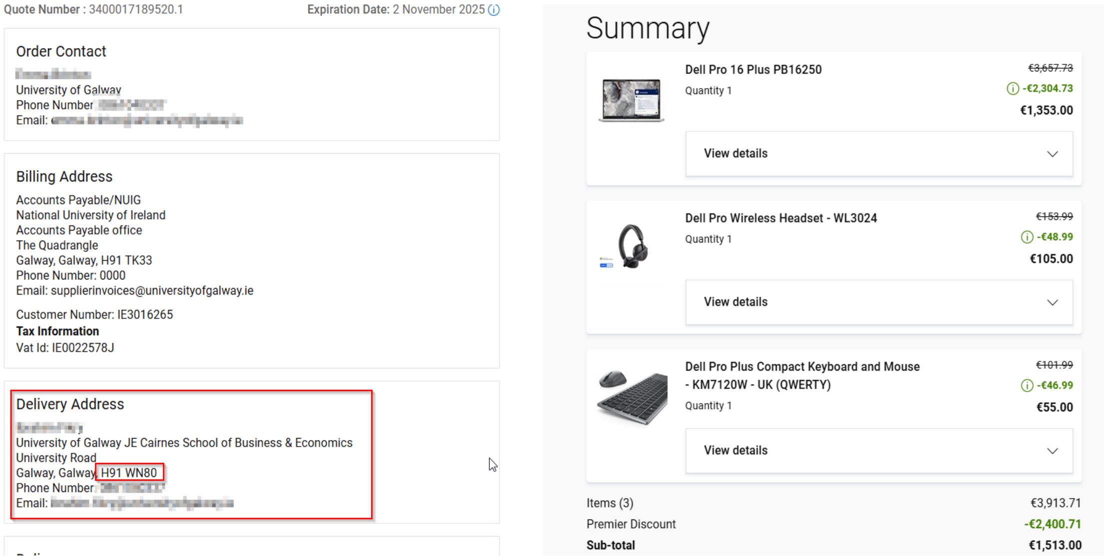
c) Select '**View & Buy**'



d) Select '**Checkout**'



e) Review Delivery address -
Please ensure that the correct work address for the delivery of goods is entered including the Eircode. In instances where the courier cannot deliver to the specified address, they will deliver to the University Mail Centre.


Quote Number : 3400017189520.1
Expiration Date: 2 November 2025

Order Contact
[redacted]
University of Galway
Phone Number [redacted]
Email: [redacted]

Billing Address
Accounts Payable/NUIG
National University of Ireland
Accounts Payable office
The Quadrangle
Galway, Galway, H91 TK33
Phone Number: 0000
Email: supplierinvoices@universityofgalway.ie
Customer Number: IE3016265
Tax Information
Vat Id: IE0022578J

Delivery Address
[redacted]
University of Galway JE Cairnes School of Business & Economics
University Road
Galway, Galway, H91 WN80
Phone Number: [redacted]
Email: [redacted]

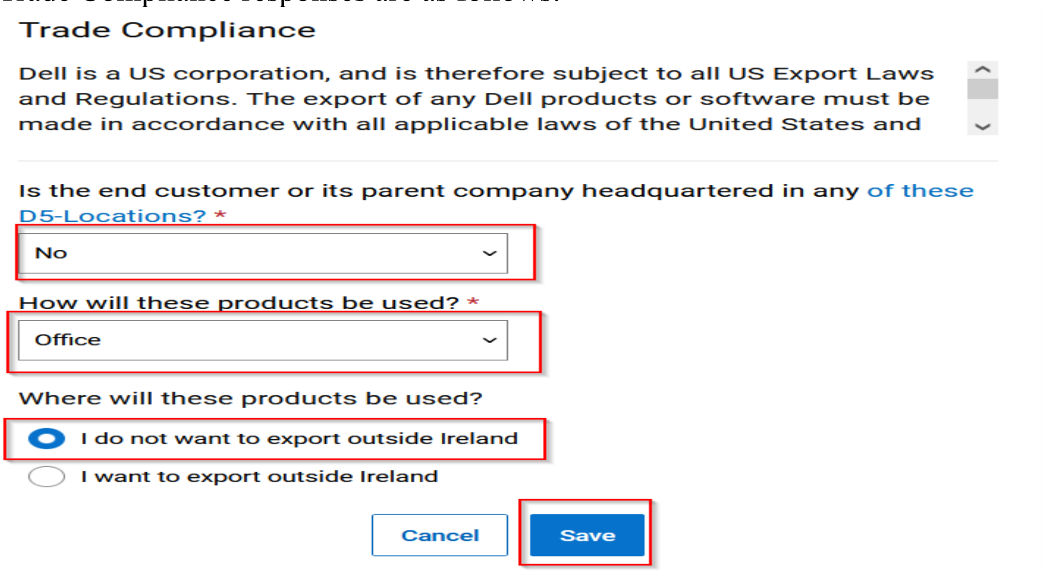
Summary

Dell Pro 16 Plus PB16250	Quantity 1	~~€3,657.73~~ -€2,304.73 €1,353.00
Dell Pro Wireless Headset - WL3024	Quantity 1	~~€153.99~~ -€48.99 €105.00
Dell Pro Plus Compact Keyboard and Mouse - KM7120W - UK (QWERTY)	Quantity 1	~~€101.99~~ -€46.99 €55.00

View details

Items (3)	€3,913.71
Premier Discount	-€2,400.71
Sub-total	**€1,513.00**

f) Trade Compliance responses are as follows:


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

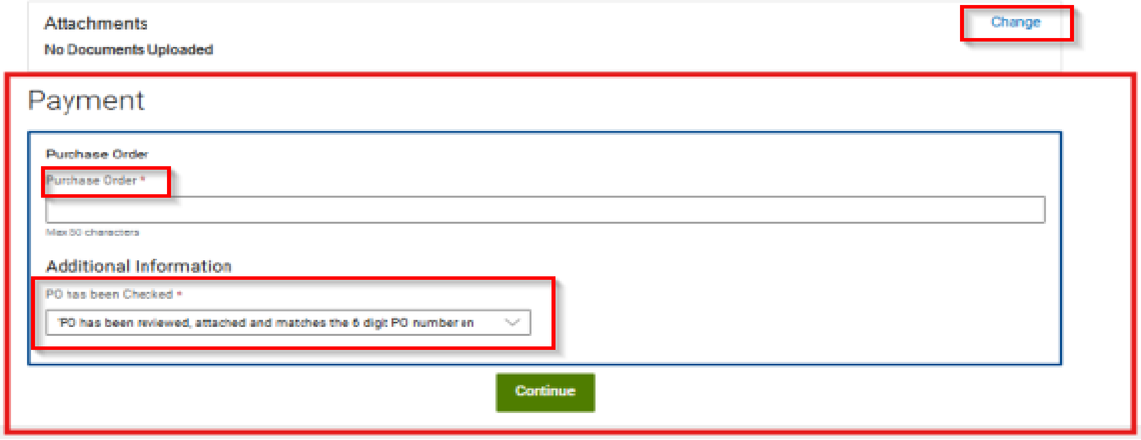
Is the end customer or its parent company headquartered in any of these D5-Locations? *
No

How will these products be used? *
Office

Where will these products be used?
I do not want to export outside Ireland
I want to export outside Ireland

Cancel Save

g) Your purchase order box will appear which you need to fill in accurately



<u>**You must upload the PDF purchase order**</u>. Financial Accounting will not process payments in respect of purchases for which purchase orders have not been issued.

<u>Attachments</u>**:** Click **Change** and upload the PO (PDF)

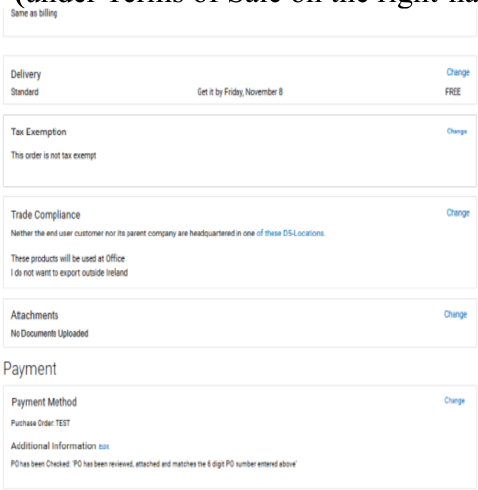
<u>Purchase Order</u>: Insert 7-digit PO number. <u>**Check that the PO number is correct.**</u>

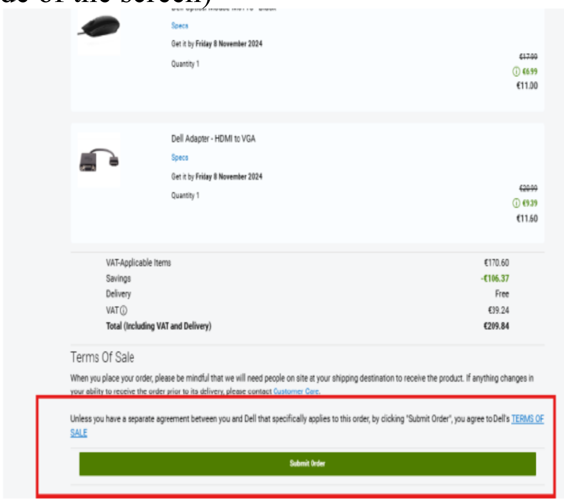
<u>Additional Information</u>: Select '*PO has been reviewed, attached and matches the PO number in the eQuote'*

Click '**Continue'**

Step 6: **Submit Order to Dell**

a) Select '**Submit Order'**
(under Terms of Sale on the right-hand side of the screen)





You will receive email confirmation from Dell that the order has been made, along with status updates in terms of when the order is shipped. Please note the Dell Purchase ID number for tracking purposes.

Step 7: **Delivery and Goods Receipt**

Once your order has been delivered from Dell, you must ensure a Goods Received Note (GRN) is recorded against the PO on Agresso. This task is completed on Agresso by the Web Requisitioner. If you did not generate the PO, please inform the Web Requisitioner that delivery is complete.