

You Can Pull in a Dell E-Quote Through

THE FOLLOWING INSTRUCTIONS OUTLINE HOW FACILITY AND STAFF MEMBERS WHO **DO NOT HAVE ACCESS** TO THE PANTHEREXPRESS SYSTEM CAN BUILD ELECTRONIC QUOTES (E-QUOTES) USING THE DELL PREMIER SITE. THESE QUOTES CAN THEN BE "PULLED" INTO THE PANTHEREXPRESS SYSTEM FOR PURCHASING BY A DEPARTMENT BUYER.

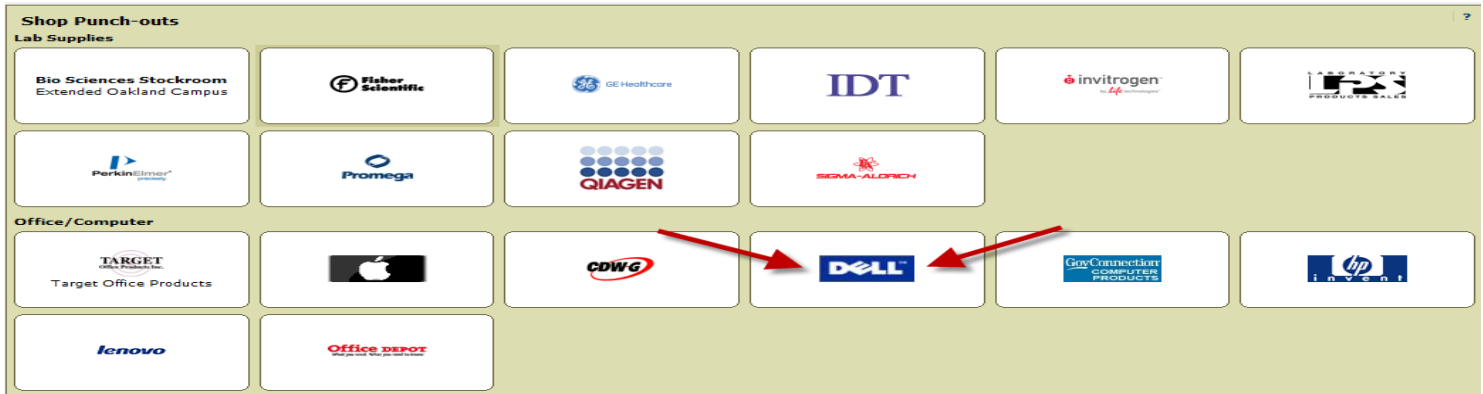
HERE'S HOW:

1. A special Dell Premier Page has been set up for University of Pittsburgh faculty and staff to create standard orders from Dell
 - The Dell Premier page can be accessed by any faculty/staff member who creates a user account on the page
 - Faculty and staff do not need PantherExpress access in order to create a Dell Premier login

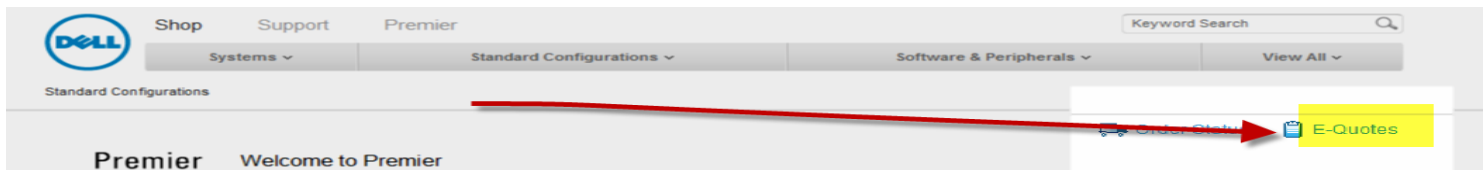
Here is the link to the Pitt Specific Premier Page:

<https://signin.dell.com/delllogin/portal/login.aspx?ed=1zzaLqTLB77P%2fhtFoHI1ncEWzIGH5eWrUs5oolYwacn5rkO%2fybhpCnT2oaCS51%2fD4OdNFZlZ3tNX6IhuJ65O5QsNONzDVJNhFTmEPZAqlQhkhxhImUU%2bA%3d%3d&at=auto&fs=0&tw=7200&ru=http%3a%2f%2fpremier.dell.com%2fportal%2fstart.aspx&id=1&ct=1%2f17%2f2008+11%3a24%3a22+AM&c=US>

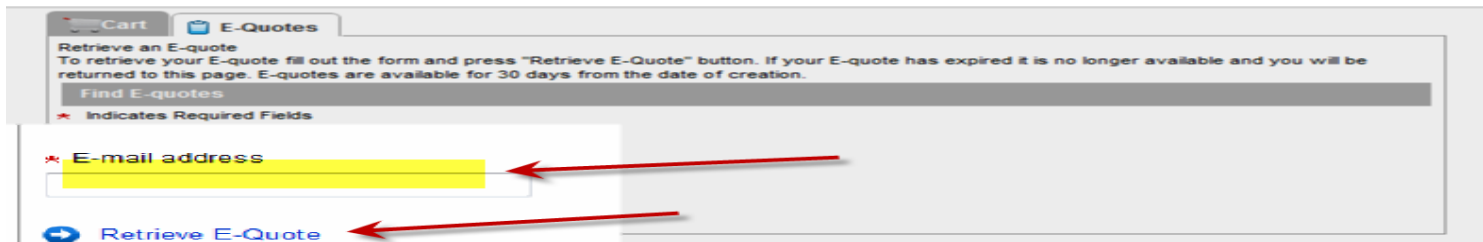
2. Once a login is created on the Pitt Specific Dell Premier Page, a user can log in, shop for the item(s) needed and generate an E-quote
 - E-quotes will be saved under that user's email address that was used to set up their Dell Premier login
 - Users can name the E-quote as they wish
 - The user who generates the E-quote will receive an email with the E-quote number and name
3. The individual who generated the E-quote on the Premier Page must notify the Department Buyer in their department with access to PantherExpress and forward the Dell e-mail with the E-quote information to the Department Buyer
4. The Department Buyer will need to log into the PantherExpress system
5. Locate the Dell Punchout Icon
6. Click on the icon to punchout to Dell's Pitt specific webpage



7. Once in the punchout environment, click on the E-quotes link on the vendor bar at the top of the page. This will redirect you to the E-quotes page



8. Enter the email address provided by the individual that created the E-quote and click "Retrieve E-Quote"



Dell E-Quote Continued.....

This will pull up a list of E-quotes associated with that specific email address that the department buyer entered in the field. If multiple E-quotes exist, the most recent E-quote will appear at the bottom of the list .

E-quote Help | Enter a Different Email Address

Cart | E-quotes

Display

Select your viewable column headers. Your table will be modified based upon your selection.

E-quote Name | Authorized Buyer | Created By | Created Date | Sub Total

Filter by Authorized Buyer: All | Filter by Order Submitted: All | Apply

E-quote Number	E-quote Name	Authorized Buyer	Created By	Created Date	Sub Total	Total	Create Order Requisition	Delete
1005611643329	pantherbuy@bc.pitt.edu		Kristin DiGiacomo	6/17/2008	\$1,425.00	Not Calculated		

9. There are two ways to pull up the user's E-quote:

Click on the E-Quote number link or Click on the to Create Order Requisition

SelectSite Punchout

Dell University of Pittsburgh-GP

Products | Premier

Systems | Software & Peripherals | Standard Configurations | E-Quotes

Dell recommends Windows Vista® Business.

You are here: Premier Home | Buy Online or Call 1-800-388-8239

E-quote Help

Cart | E-quotes

Display

Select your viewable column headers. Your table will be modified based upon your selection.

E-quote Name | Authorized Buyer | Created By | Created Date | Sub Total

Filter by Authorized Buyer: All | Apply

E-quote Number	E-quote Name	Authorized Buyer	Created By	Created Date	Sub Total	Total	Create Order Requisition	Delete
1005611643329	pantherbuy@bc.pitt.edu		Kristin DiGiacomo	6/17/2008	\$1,425.00	Not Calculated		

10. Once selected, you will be redirected to the Summary View of the E-quote where you can adjust the order quantity of the item you are purchasing

- If the Department Buyer needs to review the details of the item being purchased, they must switch to the "Detail View" by clicking on the link

Cart | E-Quotes

Summary | Detail View

Print Cart | Continue Shopping | Save as E-quote | Create Order Requisition

OptiPlex 755 Ultra Small Form Factor FLX

Remove Item

Qty: 1 | Unit Price: \$1,078.92

Update Total

Sub-total: \$1,078.92

Coupon Entry

Enter coupon number

Apply Coupon

Note: Coupon savings are only applied to items you have added to your cart.

Sub-total: \$1,078.92

Print Cart | Continue Shopping | Save as E-quote | Create Order Requisition

Dell E-Quote Continued.....

11. Once the updates are completed, click on the green "Create Order Requisition" button
12. Users will be taken to the "Shipping" page to select the Shipping Method
 - a. Buyers must also indicate that they will NOT be shipping outside of the U.S.
 - b. Click on the green "Continue" button

Summary View | Detail View

Print Cart Continue Shopping Save as Quote **Create Order Requisition**

Description

OptiPlex 755 Ultra Small Form Factor FLX
Date & Time: August 13, 2008 1:26 PM CST

SYSTEM COMPONENTS

Module	Description	Product Code (hide)	SKU (hide)	Id (hide)	Qty	Unit Price
OptiPlex 755 Ultra Small Form Factor FLX	Intel® Pentium® Dual Core Processor E2160 (1.80GHz, 1M, 800MHz FSB), Genuine Windows Vista® Business Service Pack 1, with media, 32, ENG				1	\$1,078.92
Catalog Number:	25 E1047					
Module	Description	Product Code (hide)	SKU (hide)	Id (hide)	Qty	Unit Price
OptiPlex 755 Ultra Factor System	Intel® Pentium® Dual Core Processor E2160 (1.80GHz, 1M, 800MHz FSB)	7FH518U	[223-4041]		1	
System	Genuine Windows Vista® Business Service Pack 1, with media, 32, ENG	VB31E	[420-8472]		11	
ing License	Citrix® On-Demand Desktop Streaming License, x32, English	ALH363E	[420-7587]		2	
	1GB DDR2 Non-ECC SDRAM, 667MHz, (2 DIMM)	1G2N62	[311-6443]		3	
	Dell USB Keyboard, No Hot Keys	EUSB	[310-8010]		4	

SelectSite Punchout

University of Pittsburgh-GP

Shipping

SHIPPING PAYMENT VERIFY & SUBMIT ORDER REQUISITION

Shipping & Handling Method

Shipping Method

No Charge - Lowest Cost 3-5 Day Delivery

2nd-Day Delivery

Next-Day Delivery

Trade Compliance

I WILL NOT export this order outside the United States.

I WILL export this order outside the United States.

Continue

13. The **Verify and Submit Order Requisition** page will give the buyer a chance to review the order, at this time you can view/print your Dell cart. If everything on the order is correct, click on the green button to "Submit Order Requisition"

SelectSite Punchout

University of Pittsburgh-GP

VERIFY & SUBMIT ORDER REQUISITION

SHIPPING PAYMENT VERIFY & SUBMIT ORDER REQUISITION

Your Order Requisition is nearly complete. Please review the following details and edit if necessary. Select "Submit Order Requisition" (bottom right) to submit.

[View/Print Cart](#)

Shipping & Handling Information

Shipping & Handling Method
No Charge - Lowest Cost 3-5 Day Delivery

Contact Information

E-mail Receipt To
kdigiacomo@bc.pitt.edu

Order Requisition Date and Time:
June 17, 2008 2:08 PM CST

Billing Information

Payment Method
Credit Terms
Contract Code
70137

Order Summary Detailed View

Description

Latitude D830 Notebook Special!
Date & Time: June 18, 2008 10:00 AM CST

SYSTEM COMPONENTS

Module	Description	Qty	Unit Price
Latitude D830 Notebook Special!	Intel® Core™ 2 Duo T7250 (2.80GHz) 2M L2 Cache, 800MHz Dual Core, Genuine Windows Vista® Business Downgrade, XP Pro Installed, English	15	\$1,425.00
Catalog Number:	25 RCRC1089342-1861019		
Module	Description	Qty	Unit Price
Latitude D830	Intel® Core™ 2 Duo T7250 (2.80GHz) 2M L2 Cache, 800MHz Dual Core	15	\$1,425.00
Operating Systems	Genuine Windows Vista® Business Downgrade, XP Pro Installed, English		
LCDs	15.4 inch Wide Screen WUXGA LCD Panel		
Memory	2.0GB, DDR2-667 SDRAM, 2 DIMMS		
Internal Keyboard	Internal English Keyboard		
Graphics	256MB NVIDIA® Quadro NVS 140M™		
Hard Drives	80GB Hard Drive, 9.5MM, 5400RPM		
Touchpad Options	Touchpad with UPEK® Fingerprint Reader		
Floppy Drive	No Floppy Drive		
AC Adapter	90W A/C Adapter		
Media Bay Devices	8X DVD with CyberLink Power DVD™		
Wireless LAN (802.11)	Intel® 3945 802.11a/g Dual-Band Mini Card		
System Documentation	Resource CD and DVD contains Diagnostics and Drivers for XP and Vista		
Batteries	9 Cell Primary Battery		
Hardware Support Services	3 Year Basic Limited Warranty and 3 Year NBD Onsite Service		
CompleteCare Accidental Damage Service	3 Year CompleteCare Accidental Damage Protection		
Ship Group	US - System Documentation, Power Cord		
OS Labels	Vista Premium Label		
			TOTAL \$21,375.00
			Sub-total \$21,375.00

REMINDER: Please use the link located at the top of the page above to print your Order details before you submit your order requisition

Submit Order Requisition

14. Your Dell E-quote will then be pulled back into the PantherExpress system
15. Complete the requisition as normal

If you require additional assistance, please contact customer service [HERE](#)