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%2fhtFoHi1ncEWzlGH5eWrUs5ooLYwacn5rkO%2fybhpCnT2oaC5%2f4OdNFZix3tNX6lhuJ6505QsNONzDVJNhFTmEPZAgJQhkhxhmU%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.

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

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
    a. 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
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

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”

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