

Retrieving a Dell computer E-Quote

This guide demonstrates how to retrieve an E-Quote for a Dell purchase using PeopleSoft. The retrieval is of an E-Quote that has been submitted using the Dell Premier site.

1. Access the eProcurement module by clicking on **eProcurement**, then **Create Requisition**. Once on the create requisition page click the **Search Catalog** icon on the far left.

Requisition for: **Williams, Judith**

[Edit Defaults](#)

Requisition Title:



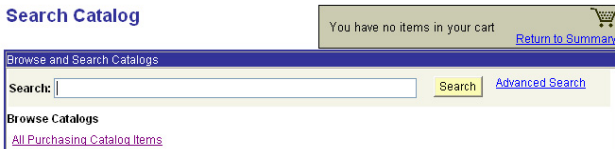
Requisition Summary

[Cancel Requisition](#)

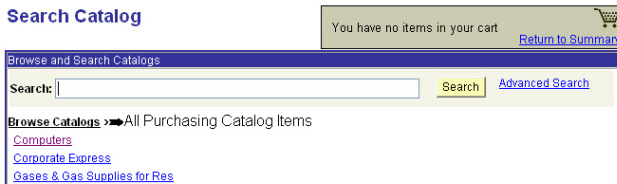
To add an item to this Requisition, click one of the options on the menu above.

[eProcurement Home](#) [Manage Requisitions](#)

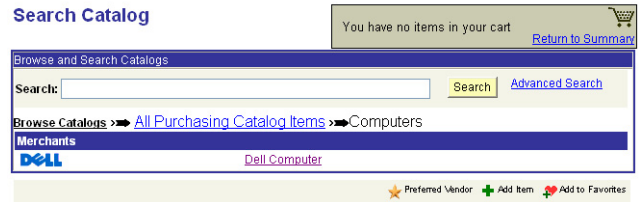
2. Once on the Search Catalog page, click on **All Purchasing Catalog Items**.



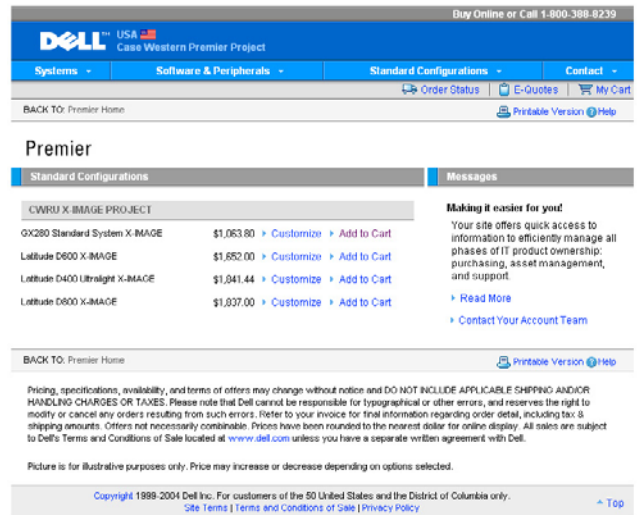
3. Next, click on **Computers**.



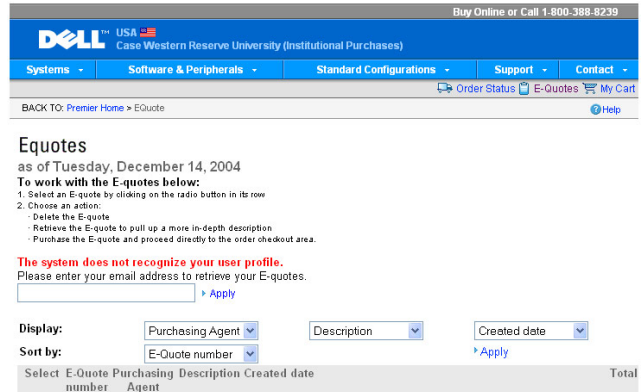
4. At this point, you will see a line with the Dell logo, and a link that says **Dell Computer**. Click this link.



5. To access the quote for retrieval, click the **E-Quotes** link near the top right of the page.

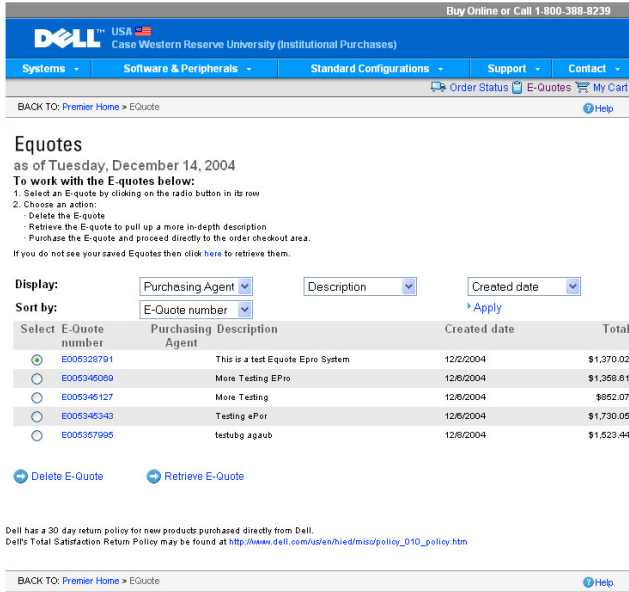


6. This will take you to the **E-Quote page**, where you will enter the email address the E-Quote was saved under. After entering the address, click the **Apply** link to the right.



PeopleSoft 8.8 Quick Reference Guide

7. The page displaying your E-Quotes will appear. Click the one you want to retrieve.



Buy Online or Call 1-800-388-8239

DELL USA Case Western Reserve University (Institutional Purchases)

Systems - Software & Peripherals - Standard Configurations - Support - Contact -

BACK TO: Premier Home > EQuote

EQuotes

as of Tuesday, December 14, 2004

To work with the E-Quotes below:

- Select an E-Quote by clicking on the radio button in its row
- Choose an action:
 - Delete the E-Quote
 - Retrieve the E-Quote to pull up a more in-depth description
 - Purchase the E-Quote and proceed directly to the order checkout area.

If you do not see your saved EQuotes then click [here](#) to retrieve them.

Display: Purchasing Agent Description Created date

Sort by: E-Quote number Apply

Select	E-Quote number	Purchasing Agent	Description	Created date	Total
<input checked="" type="radio"/>	E005329791		This is a test EQuote Epro System	12/2/2004	\$1,270.02
<input type="radio"/>	E005346069		More Testing EPro	12/6/2004	\$1,358.81
<input type="radio"/>	E005346127		More Testing	12/6/2004	\$852.07
<input type="radio"/>	E005346343		Testing ePor	12/6/2004	\$1,730.05
<input type="radio"/>	E005367995		testbug egaub	12/6/2004	\$1,523.44

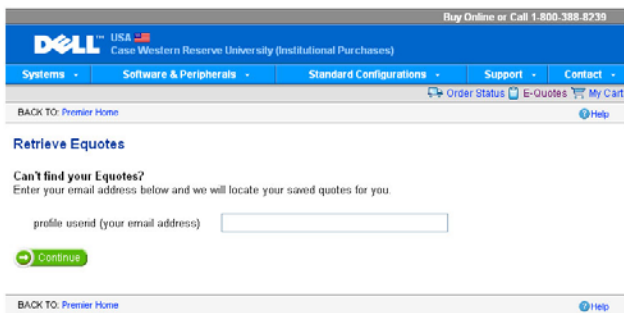
Delete E-Quote Retrieve E-Quote

Dell has a 30 day return policy for new products purchased directly from Dell. Dell's Total Satisfaction Return Policy may be found at http://www.dell.com/us/en/hied/misopolicy_010_policy.htm

BACK TO: Premier Home > EQuote Help

*Note: If you cannot find your quote, click the word **here** that appears in the sentence "If you do not see your saved EQuotes then click [here](#) to retrieve them."

Once you do this, the screen below will appear. Enter the email address of the person whos E-Quote you want to retrieve, and then click the green **Continue** button.



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Systems - Software & Peripherals - Standard Configurations - Support - Contact -

BACK TO: Premier Home

Retrieve EQuotes

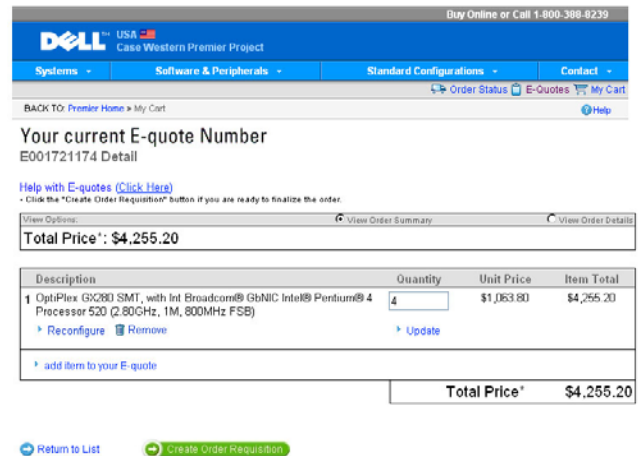
Can't find your EQuotes?
Enter your email address below and we will locate your saved quotes for you.

profile usend (your email address)

Continue

BACK TO: Premier Home Help

8. You will then see the screen with a description of the quote, along with the E-Quote number. After reviewing the quote, click on the green **Create Order Requisition** button.



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DELL USA Case Western Premier Project

Systems - Software & Peripherals - Standard Configurations - Contact -

BACK TO: Premier Home > My Cart

Your current E-quote Number

E001721174 Detail

Help with E-quotes (Click Here)

Click the "Create Order Requisition" button if you are ready to finalize the order.

View Options: View Order Summary View Order Details

Total Price*: \$4,255.20

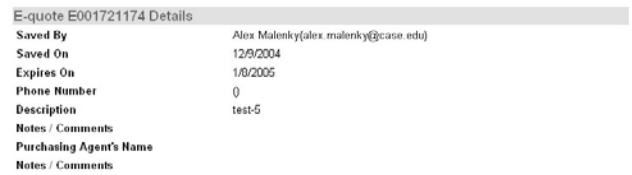
Description	Quantity	Unit Price	Item Total
1 OptiPlex GX280 SMT, with Int Broadcom® GbNIC Intel® Pentium® 4 Processor 520 (2.80GHz, 1M, 800MHz FSB)	4	\$1,063.80	\$4,255.20

Reconfigure Remove Update

add item to your E-quote

Total Price* \$4,255.20

Return to List Create Order Requisition



E-quote E001721174 Details

Saved By: Alex Malenky (alex.malenky@case.edu)

Saved On: 12/9/2004

Expires On: 1/9/2005

Phone Number: 0

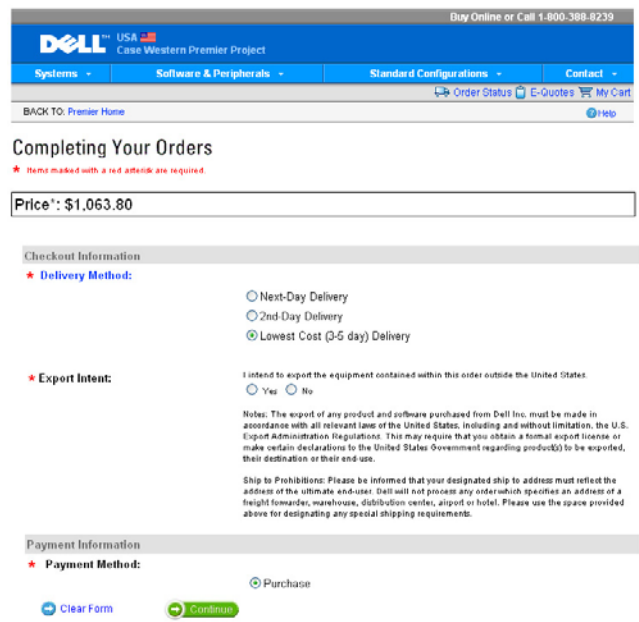
Description: test-5

Notes / Comments

Purchasing Agent's Name

Notes / Comments

9. Next you will see the **Completing Your Orders** screen. On this page, you will need to designate the **Delivery Method**, and **Export Intent**. After doing this, click the green **Continue** button at the bottom.



Buy Online or Call 1-800-388-8239

DELL USA Case Western Premier Project

Systems - Software & Peripherals - Standard Configurations - Contact -

BACK TO: Premier Home

Completing Your Orders

* Items marked with a red asterisk are required.

Price*: \$1,063.80

Checkout Information

* **Delivery Method:**

Next-Day Delivery

2nd-Day Delivery

Lowest Cost (3-5 day) Delivery

* **Export Intent:**

I intend to export the equipment contained within this order outside the United States.

Yes No

Note: The export of any product and software purchased from Dell Inc. must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding products to be exported, their destination or their end-use.

Ship to Prohibitions: Please be informed that your designated ship to address must reflect the address of the ultimate end-user. Dell will not process any order which specifies an address of a freight forwarder, warehouse, distribution center, airport or hotel. Please use the space provided above for designating any special shipping requirements.

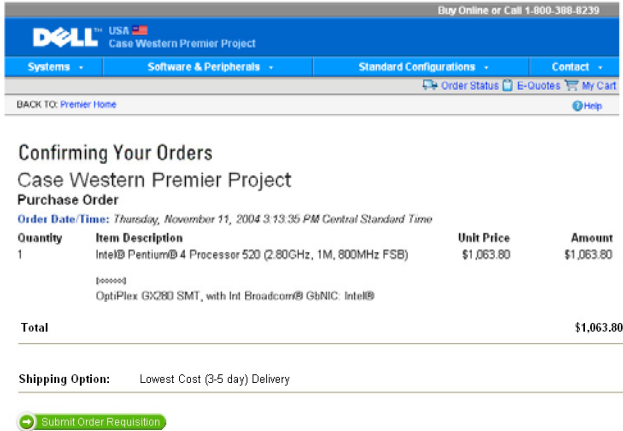
Payment Information

* **Payment Method:**

Purchase

Clear Form Continue

10. The next page to appear, **Confirming Your Orders**, gives you a complete description of your purchase. Review this, and then click on the green **Submit Order Requisition** button at the bottom.



Confirming Your Orders
Case Western Premier Project
Purchase Order

Order Date/Time: Thursday, November 11, 2004 3:13:36 PM Central Standard Time

Quantity	Item Description	Unit Price	Amount
1	Intel® Pentium® 4 Processor 520 (2.80GHz, 1M, 800MHz FSB)	\$1,063.80	\$1,063.80
Dell Computer OptiPlex GX280 SMT, with Int Broadcom® GbNIC, Intel® Processor 520 (2.80GHz, 1M, 800MHz FSB)			
Total			\$1,063.80

Shipping Option: Lowest Cost (3-5 day) Delivery

[Submit Order Requisition](#)

11. Review Shipping Info.



Shipping Information Override Suggested Vendor Consolidate with other Reqs

Line	Description	Quantity	Unit	Price	Lead Time
1	Dell Computer OptiPlex GX280 SMT, with Int BroadcomREG GbNIC, IntelREG PentiumREG 4 Processor 520 (2.80GHz, 1M, 800MHz FSB)	1.0000	Each	1,063.80000 USD	

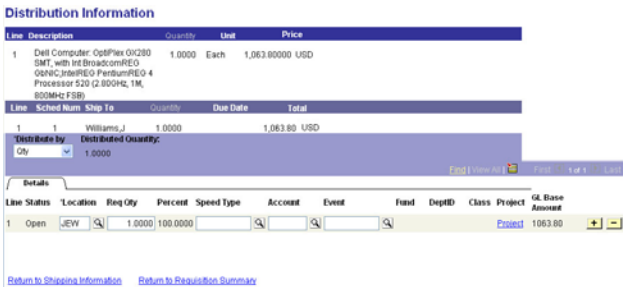
Shipping Information [Customize](#) [Find](#) First 1 of 1 Last

Ship To Location	Attention	Quantity	Due Date	Total
JEV	Williams, Judith	1.0000		1,063.80

[Return to Requisition Summary](#)

To change accounting / cost distribution information click the  icon on the line you wish to update.

12. Enter SpeedType and Account numbers.



Distribution Information

Line	Description	Quantity	Unit	Price
1	Dell Computer OptiPlex GX280 SMT, with Int BroadcomREG GbNIC, IntelREG PentiumREG 4 Processor 520 (2.80GHz, 1M, 800MHz FSB)	1.0000	Each	1,063.80000 USD

Line	Sched Num	Ship To	Quantity	Due Date	Total
1	1	Williams, J	1.0000		1,063.80 USD


Distribute by: **Dist Based On Qty:**
City: 1.0000

Line Status	Location	Req Qty	Percent	Speed Type	Account	Event	Fund	DeptID	Class	Project	GL Base Amount
1	Open	JEV	1.0000	100.0000							1063.80

[Return to Shipping Information](#) [Return to Requisition Summary](#)

13. Save for Later or Save and Submit.

Requisition for: Williams, Judith



Requisition Title:

[Edit Defaults](#)

[Search Catalog](#) [Favorite Items](#) [Item Templates](#) [Special Request](#)

Requisition Summary [Customize](#) [View All](#) First 1 of 1 Last

Description	Qty	Price	Unit
Dell Computer OptiPlex GX280 SMT, with Int BroadcomREG GbNIC, IntelREG PentiumREG 4 Processor 520 (2.80GHz, 1M, 800MHz FSB)	1.0000	1,063.80 USD	Each

Justification / Summary **Total Amt: 1,063.80 USD**

Mark As Template

[Cancel Requisition](#) [Save For Later](#) [Save and Submit](#)

To add an item to this Requisition, click one of the options on the menu above.

[eProcurement Home](#) [Manage Requisitions](#) [Create New Requisition](#)