

Ordering from Dell in SmartCART

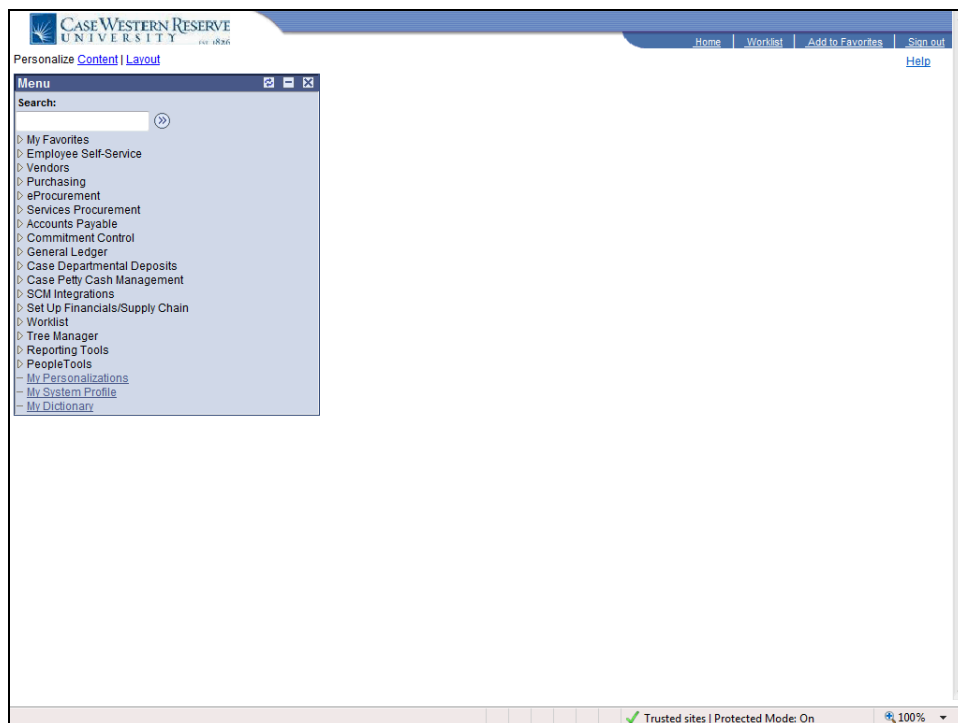
Concept

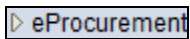

This section will explain how to order from Dell using SmartCART.

Ordering from Dell in SmartCART is very similar to the previous method. Using SmartCART, an equote is not needed, the system will connect to your SmartCART that will have the system configuration and information available, even after the purchase.

Procedure

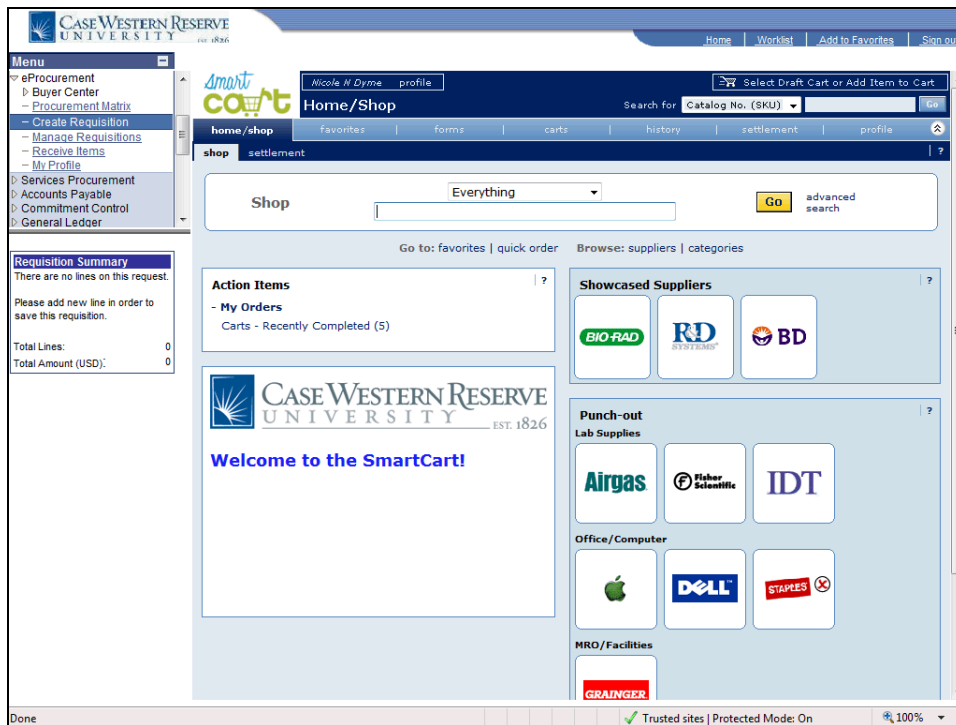
To begin, login to Financials and enter the SmartCART home page.




Step	Action
1.	Click the eProcurement link. 
2.	Click the Create Requisition link. You may also follow the navigation on the left Menu to Create Requisition. 

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Step	Action
3.	The Create Requisition screen appears. Click the 2. Add Items and Services link. 2. Add Items and Services
4.	Click the SmartCART tab. SmartCART
5.	Click the SmartCART link. SmartCART



Step	Action
6.	The SmartCart Home page appears. Click the Dell logo box . Dell is a Punchout supplier.



The Showcased Suppliers section will have links to suppliers that Procurement wants to highlight such as new suppliers to the system or those that are having specials.

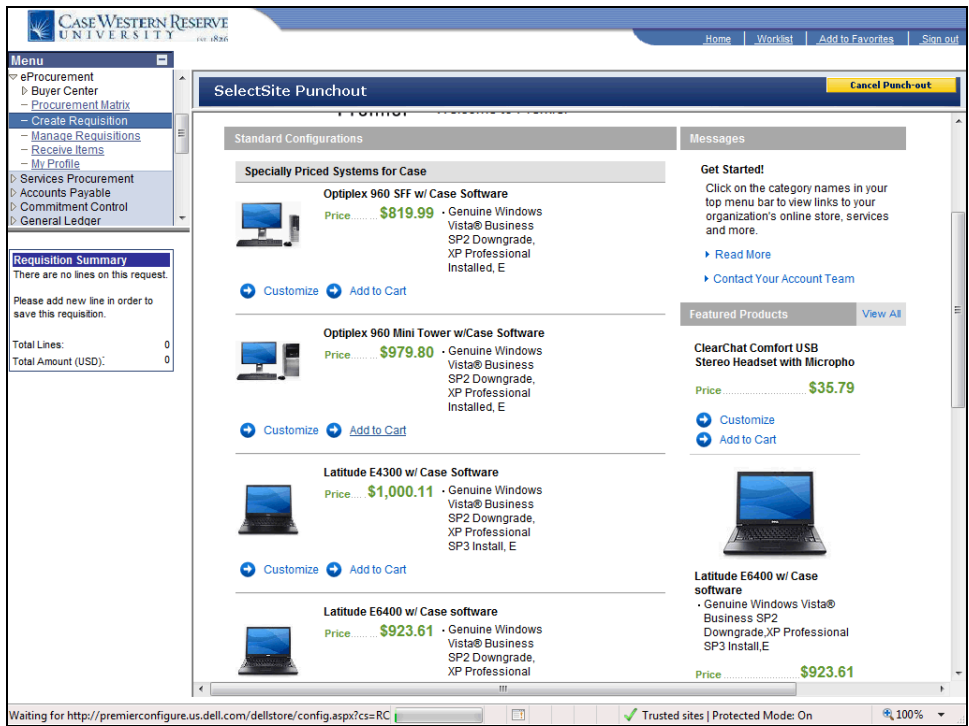
Punch Out suppliers are those that have catalogs you will order from directly.

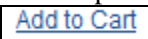

Hosted catalogs are those that have catalogs that the University hosts that

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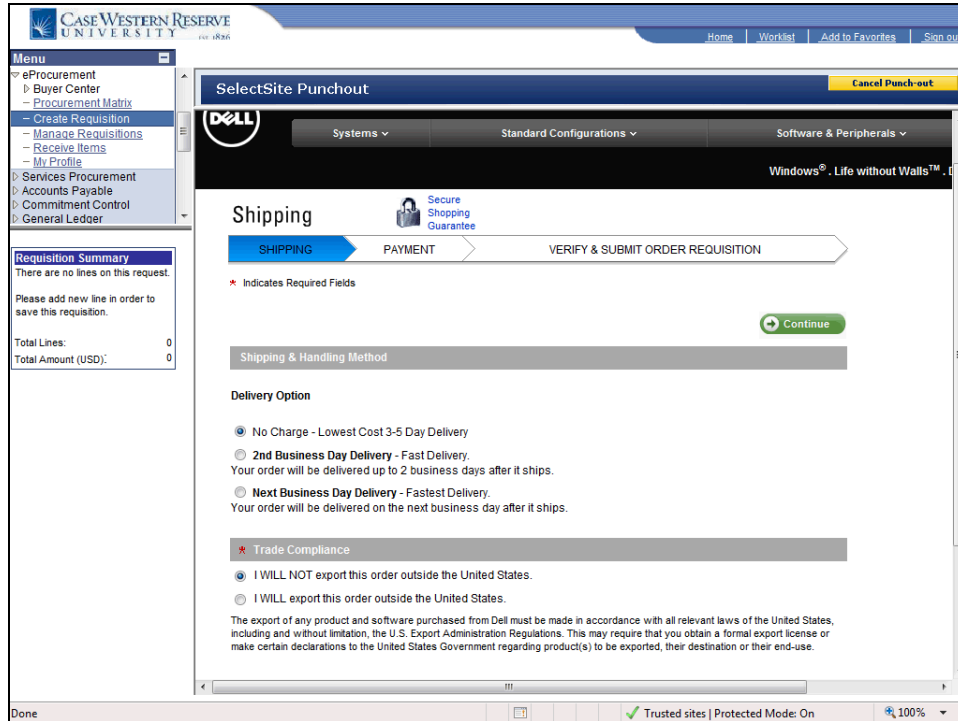
you can purchase from.

Step	Action
7.	Since Dell is a punch out catalog, the system will go directly to the Premier website.

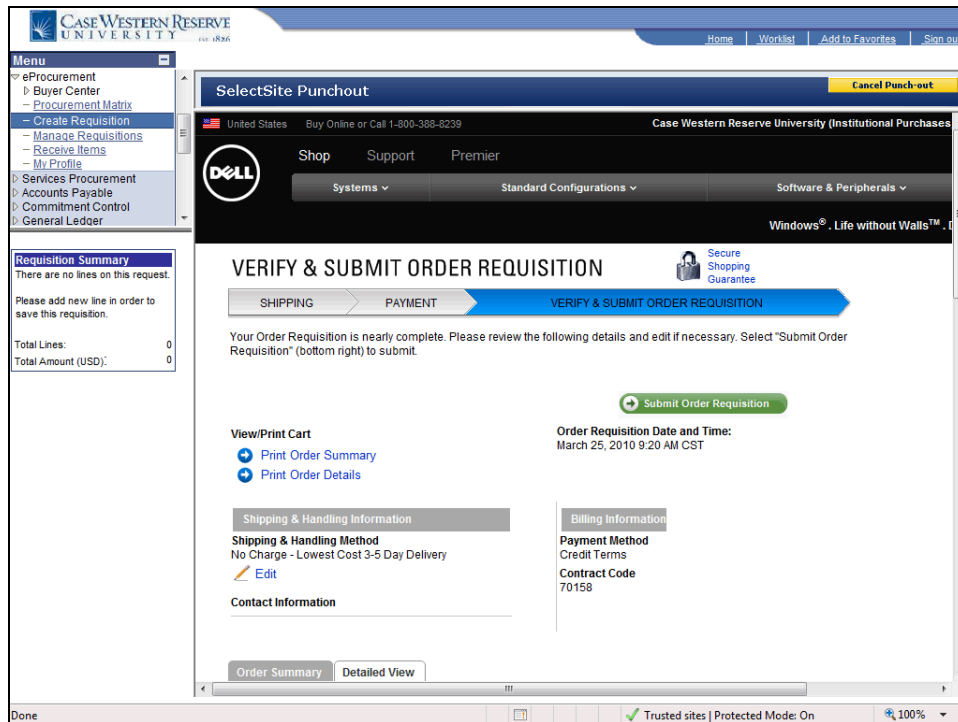


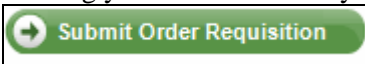
Step	Action
8.	The Premier website appears. After you have selected and customized the item you want to purchase, click the Add to Cart button. 
9.	Choose the correct option for Trade Compliance. In our example, click the I WILL NOT export this order outside the United States. option. 

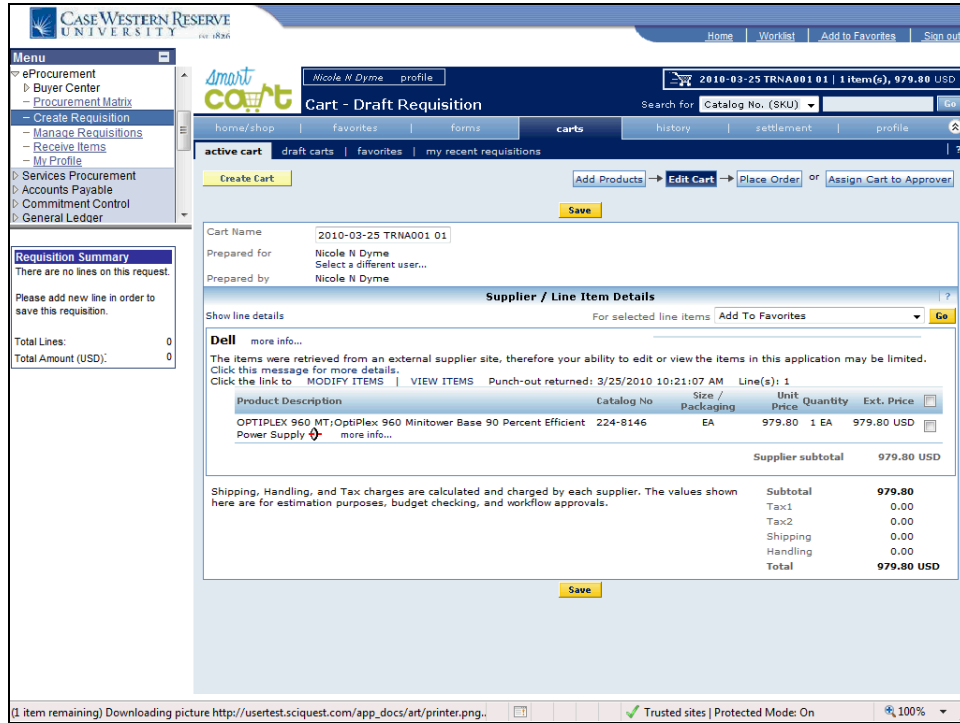
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Step	Action
10.	Click the Continue button.

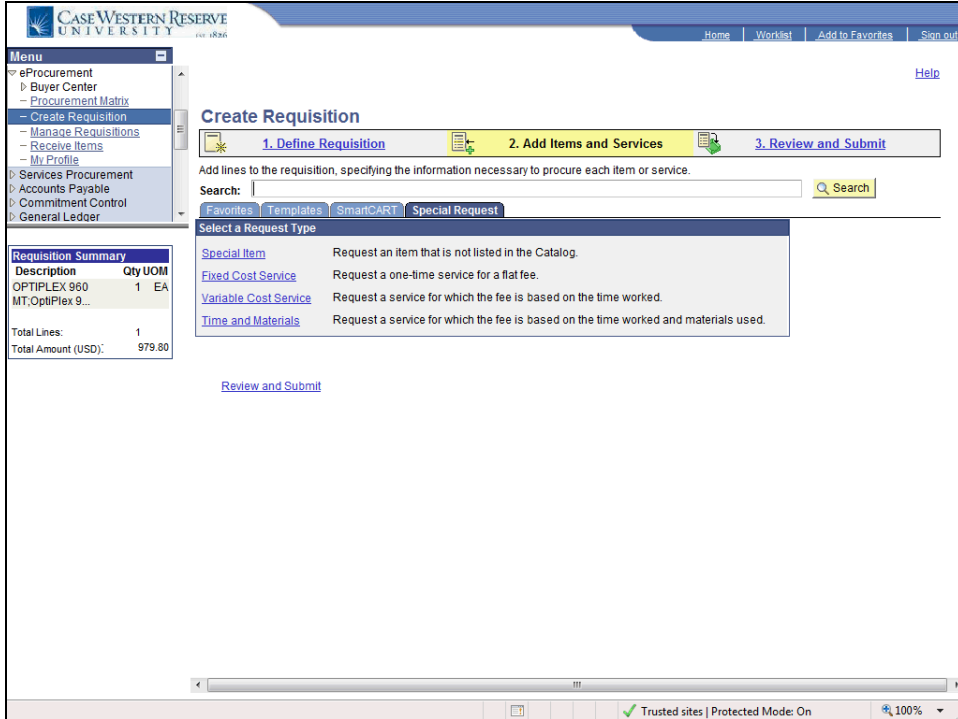


Step	Action
11.	<p>Once you have reviewed your order for accuracy, click the Submit Order Requisition button.</p> <p>Printing your Order Summary and Order Details is also available from this page.</p> 



Step	Action
12.	<p>The system will return you to the Financials system and integrate your order into SmartCART.</p> <p>To add more items to your order from the same or different vendor, click the Add Products link. More information is available in the section "Ordering from multiple vendors" section.</p>
13.	<p>To finish shopping, click the Place Order button.</p>

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Menu

- eProcurement
 - Buyer Center
 - Procurement Matrix
 - Create Requisition
 - Manage Requisitions
 - Receive Items
 - My Profile
 - Services Procurement
 - Accounts Payable
 - Commitment Control
 - General Ledger

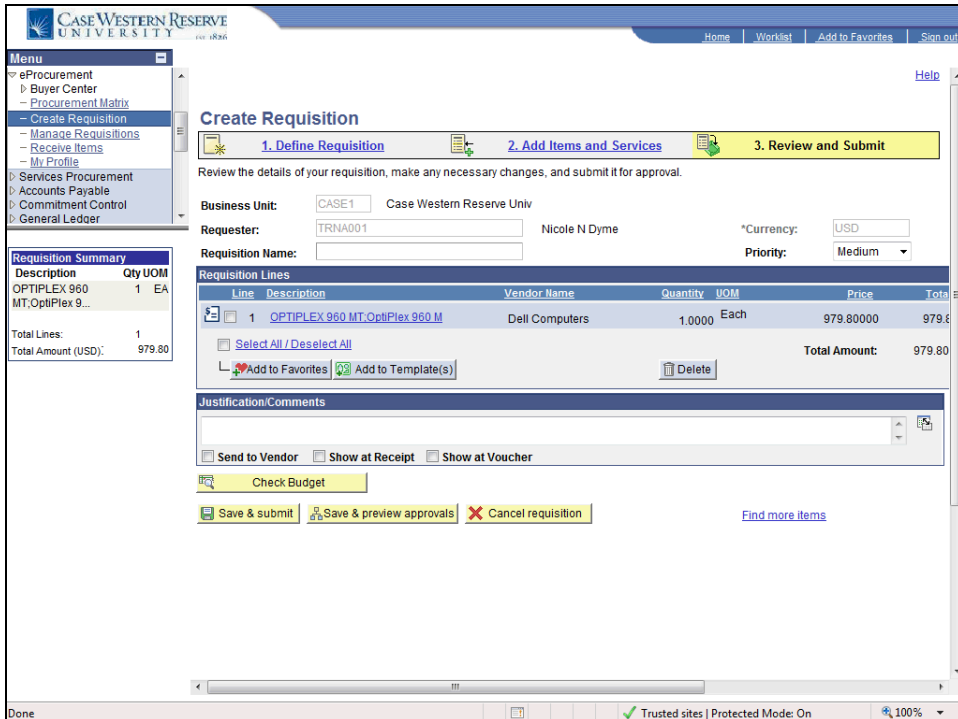
Requisition Summary

Description	Qty	UOM
OPTIPLEX 960 MT, OptiPlex 9...	1	EA
Total Lines: 1		
Total Amount (USD): 979.80		

Select a Request Type

- Special Item: Request an item that is not listed in the Catalog.
- Fixed Cost Service: Request a one-time service for a flat fee.
- Variable Cost Service: Request a service for which the fee is based on the time worked.
- Time and Materials: Request a service for which the fee is based on the time worked and materials used.

Step	Action
14.	Notice the purchase in the Requisition Summary .
15.	To submit the Requisition with your SmartCart order, Click the 3. Review and Submit link.



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Requisition Summary

Description	Qty	UOM
OPTIPLEX 960 MT, OptiPlex 9...	1	EA
Total Lines: 1		
Total Amount (USD): 979.80		

Requisition Lines


Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	OPTIPLEX 960 MT, OptiPlex 960 M	Dell Computers	1.0000	Each	979.800000	979.80
Total Amount:						979.80


Justification/Comments

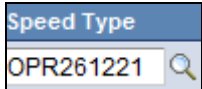
Send to Vendor
 Show at Receipt
 Show at Voucher

[Find more items](#)

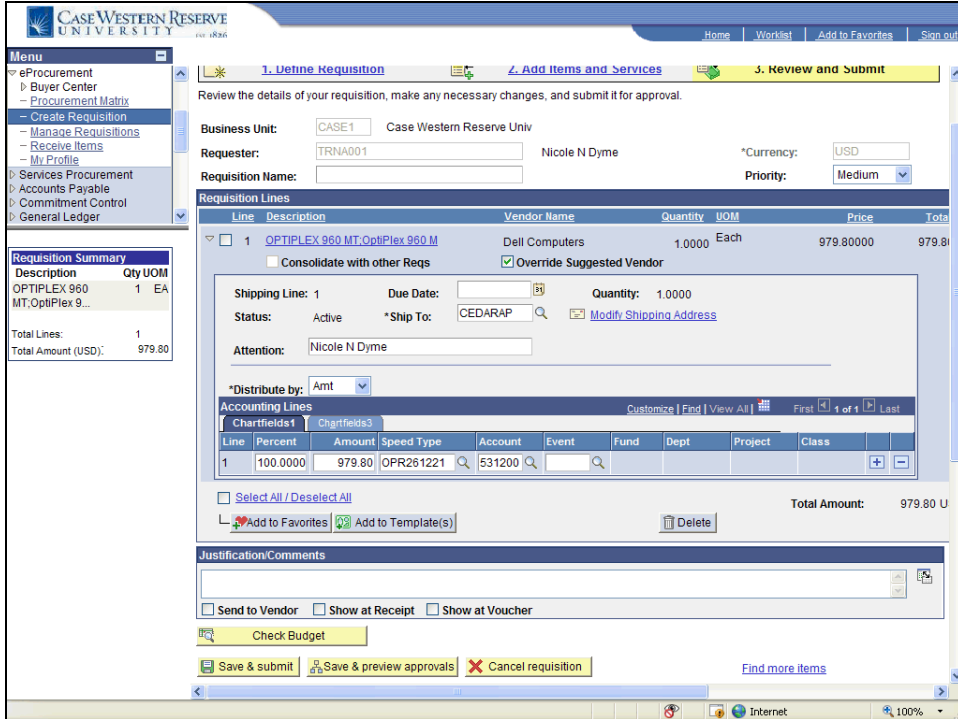
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Step	Action
16.	<p>The Create Requisition screen appears.</p> <p>To complete your requisition, follow the same steps to create a requisition. Click the paper next to each line item to enter the due date, verify or change shipping, and enter the Speedtype and verify the account information.</p> 

 Each line item will need to have a SpeedType entered. The advantage of this being per line is that you can order for multiple projects or speedtypes on the same requisition. Each vendor will receive their own Purchase Order from SmartCART.

Step	Action
17.	<p>Enter your SpeedType in the Speedtype field and verify the account number is correct.</p> <p>Justification/Comments will not be seen by a buyer, it is not necessary to enter information. However, if there is an approval, that person will see the comments.</p> 

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1. Define Requisition **4. Add Items and Services** **5. Review and Submit**

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: CASE1 Case Western Reserve Univ
 Requester: TRNA001 Nicole N Dyme *Currency: USD
 Requisition Name: Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	OPTIPLEX 960 MT,OptiPlex 960 M	Dell Computers	1.0000	Each	979.80000	979.80

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: 1.0000
 Status: Active *Ship To: CEDARAP [Modify Shipping Address](#)
 Attention: Nicole N Dyme

*Distribute by: Amt

Accounting Lines

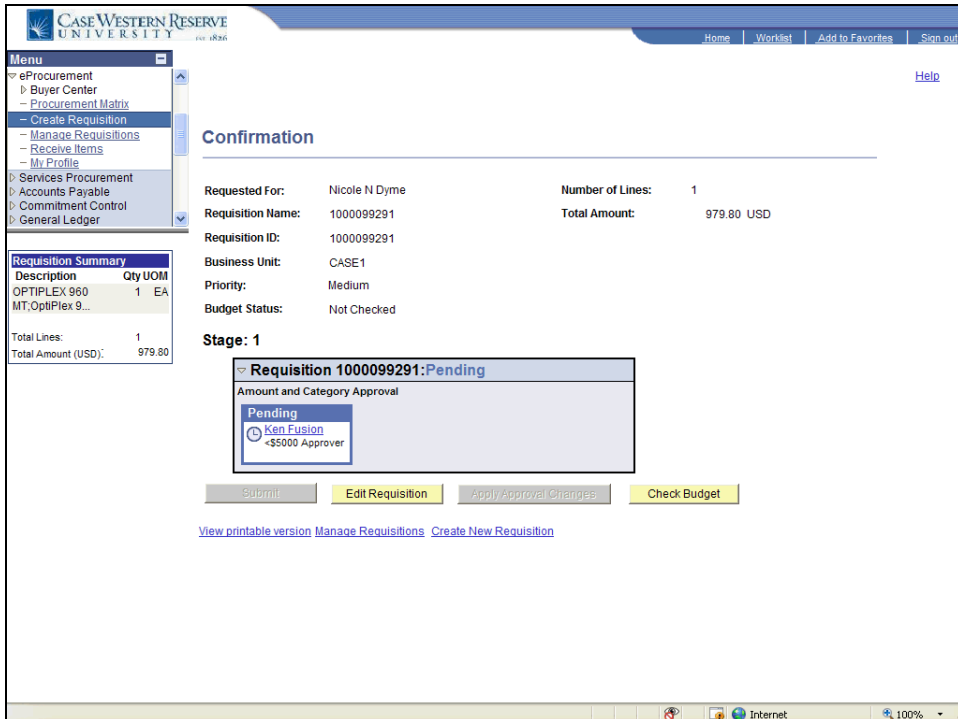
Line	Percent	Amount	Speed Type	Account	Event	Fund	Dept	Project	Class
1	100.0000	979.80	OPR261221	531200					

Total Amount: 979.80 U

Send to Vendor Show at Receipt Show at Voucher

[Check Budget](#) [Save & submit](#) [Save & preview approvals](#) [Cancel requisition](#) [Find more items](#)

Step	Action
18.	Click the Save & Submit button. You may Check Budget first if you prefer.



Confirmation

Requested For: Nicole N Dyme Number of Lines: 1
 Requestion Name: 1000099291 Total Amount: 979.80 USD
 Requisition ID: 1000099291
 Business Unit: CASE1
 Priority: Medium
 Budget Status: Not Checked

Stage: 1

Requisition 1000099291: Pending

Amount and Category Approval

Pending
 Ken Fusion
 <\$5000 Approver

[Submit](#) [Edit Requisition](#) [Apply Approval Changes](#) [Check Budget](#)

[View printable version](#) [Manage Requisitions](#) [Create New Requisition](#)

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Step	Action
19.	The Confirmation screen appears. If there are approvals, those will appear in the Approvals box. If you are a self approver, the item will be approved and processed. You can view and monitor the requisition the same way you do for any Special Requests you order by clicking Manage Requisitions. Manage Requisitions
20.	End of Procedure.