



The Library Network

Libraries Working Together

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Dell Online Hardware Quote Procedure; revised 10/2018

The Dell Online Premier page is available for all Michigan public libraries to use for ordering Dell hardware or for creating quotes for budgetary purposes.

1. Go to web site link: [http:// premier.dell.com](http://premier.dell.com)
2. On the right side of the web page, **click on the Sign in to Premier Button.**
3. You will then be prompted to enter an email address and password.
 - a. For the **email address enter:** **contact TLN for login credentials**
 - b. For the **password enter:**
 - c. Click the Sign In button

When you return to the site in the future, the profile will automatically show the Dell online email address. Enter the password and click Access Premier. That will take you to the Dell premier site.

Basic configurations are provided for desktops, monitors and laptops/notebooks. If the Home Page is not defaulting to the standard configurations, please click on Shop and choose Standard Configurations. This page will provide you with a list of standardized items that are most frequently purchased.

To see the standard configuration for a particular item, click on the appropriate equipment option. Click on the **'Customize and Buy'** link next to the equipment or click on the Item Description. It will then bring up a selection screen. Scroll down and click on the items you wish to add or change. When finished, click on **'Add to Cart'** on the right side of the screen. Don't worry, you won't be ordering the equipment. This step adds the equipment to the cart so you can save it as an eQuote.

If you prefer to order an item that is not one of the standard configurations

1. In the main window:
 - a. Click on Shop and choose the appropriate category. Choose the equipment that you would like a quote for and follow the Dell prompts to **'Customize'** or **'Add to Cart'**. You can add as many items as you like to the shopping cart. Remember to save it as an eQuote.
2. **All discount prices are already reflected.**

To Save as an eQuote

Click on 'Save as eQuote' located in the lower right corner of the Cart Summary view.

The next screen will prompt you for E-Quote details.

1. For **e-Quote name** – enter your library name and a short description of the quote.
2. For Authorized buyer: click on the down arrow and select Angie Michelinì's name
3. Description/Comments drop down boxes are optional
4. **Order Contact**
 - a. Leave the Order Contact Information as TLN information
 - i. Note: If the quote is for **budgetary purposes, enter your information as the order contact for your records.**
5. **Billing Information** – leave TLN information for billing

6. Shipping Information

- a. Click – enter a new shipping address or choose your library from the address book
7. **Delivery Method** – leave as no charge for delivery
8. Click on **Save eQuote** in the e-quote summary window (right side)
9. You will receive a confirmation on the screen that the e-quote was saved and it will include an eQuote number.
10. If you would like to print a copy of the quote, click on Print on the right side of the window in the Order Summary window. If you would like all the specifications to print, click on show full spec on the left side before choosing Print.
11. ***If Tax appears in the summary cost, please disregard it. When the order is placed, Dell does not charge the tax.***

TLN Library members: Open a Helpdesk Ticket (libraries outside the TLN region, see next section)

After completing the eQuote, please open a helpdesk ticket with the Dell eQuote number in the subject line. I will then confirm your authorization to process the order and then place the order. TLN will invoice your library after the Dell invoice is received.

Libraries outside TLN Region - Email TLN

After completing the eQuote, please email Angie Michelini at amichelini@tln.lib.mi.us. **In the email subject line, please include the eQuote#.** Please be sure to include your contact information in your email and where equipment would be shipped. All items ordered by libraries outside of the TLN Library Cooperative will have the equipment billed either to their library cooperative or direct to the library, whichever is preferable.

Shipping

Equipment will ship to the location indicated in the eQuote that was generated.

Note to All Libraries

Please remember, when you order this equipment, it does not include software such as Microsoft Office, Deep Freeze, Server software or any other software. We are able to get lower prices on software from other vendors such as REMC, Faronics (DeepFreeze/WinSelect) and CDWG due to volume discounts that are already in place.

Dell Support

All Dell equipment in the standard configuration section comes with a 3 year warranty. Some equipment comes with an optional 5 year warranty. To request Dell support after the equipment is received, call Dell Tech Support at 800-624-9897 or go to the dell.com/support web page and enter the express service code.

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