



# The Library Network

## Libraries Working Together

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### ***Dell Online Hardware Quote Procedure***

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>
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:** [dellonline@tln.lib.mi.us](mailto:dellonline@tln.lib.mi.us).
  - b. For the password, please contact Angie Michelini at [amichelini@tln.lib.mi.us](mailto:amichelini@tln.lib.mi.us) or at 248.536.3100 x144 or contact the TLN helpdesk at 248.536.3100 x134.
  - 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, click Access Premier and that will take you to the Dell premier site.

When you successfully login to the site, you have two options for shopping.

If you would like a very simple way to order a computer, go to the **'Standard Configurations'** window. Basic configurations are provided for one desktop and one notebook; however, you're given the ability to add additional items to the standard configuration. To see the configuration, click on the Desktop or Notebook option. Click on the **'Customize'** link next to the equipment. It will then bring up a selection screen. Scroll down and click on the items you wish to add. 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 just adds the equipment to the cart so you can save it as an e-Quote.

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

1. In the main window:
  - a. Click on the appropriate category either in the **Systems** window or the **Peripherals & Software** window. Then follow the Dell prompts to **'Customize'** or **'Add to Cart'**. You can add as many items as you need to the shopping cart. Remember to save it as an e-Quote.
2. Another way to access other items is to click on Shop in the top menu ribbon and select the appropriate category.
3. All discount prices are already reflected.

#### **To Save as an e-Quote**

Just **click on 'Save as e-Quote'** located in the upper right corner of the **Cart Summary** view.

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

1. For **e-Quote name** – enter your **4 letter library code** or library name and a short description of the quote.
2. Enter a description in the description field.
3. Notes/Comments field is optional
4. For Authorized buyer: click on the down arrow and select Angie Michelini's name
5. Click **Continue on the right in the E-quote summary window**
6. **In the Contact Window**
  - a. Enter your first, last name, library name
  - b. If the quote is for **budgetary purposes**, enter your email address.
  - c. If the **quote is ready to be processed by TLN for ordering**, enter: [dellonline@tln.lib.mi.us](mailto:dellonline@tln.lib.mi.us) for the email address.
  - d. Enter your work phone number.
  - e. Click **Continue in the e-quote summary window**

## 7. In the Shipping Window

- a. Click – enter a new address
  - b. Enter all the information for fields with asterisks
  - c. Click **Continue in the e-Quote summary window**
8. **Review** the Information. If something needs to be edited, then click on the edit button next to the appropriate area that requires editing and enter the updates and click continue.
9. Then Click on **Save e-Quote** in the e-quote summary window
10. You will receive a confirmation on the screen that the e-quote was saved and it will include an e-quote number.
11. If you would like to print a copy of the quote, click on Print on the right side of the window that says 'My e-Quotes List'
- a. To print a summary without details, click Print in the upper left corner of the window.
  - b. To print a detailed summary, scroll down to Cart Contents and click on Specifications. Then click Print in the upper left corner of the window.
12. If Tax appears in the summary cost, please disregard it. When the order is placed, Dell does not charge the tax. They are now waiting until after the order is submitted before removing the tax.

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

After completing the e-Quote, please open a helpdesk ticket with the Dell e-Quote 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 e-Quote, please email Angie Michelini at [amichelini@tln.lib.mi.us](mailto:amichelini@tln.lib.mi.us). **In the email subject line, please include the e-Quote#.** 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.

## **Shipping**

Equipment will ship to the location indicated in the e-Quote 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 under in the standard configuration section comes with a 3 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](http://dell.com/support) web page and enter the express service code.

Angie Michelini, Technology Services Manager  
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