

Dell Premier

Premier Invoicing Report



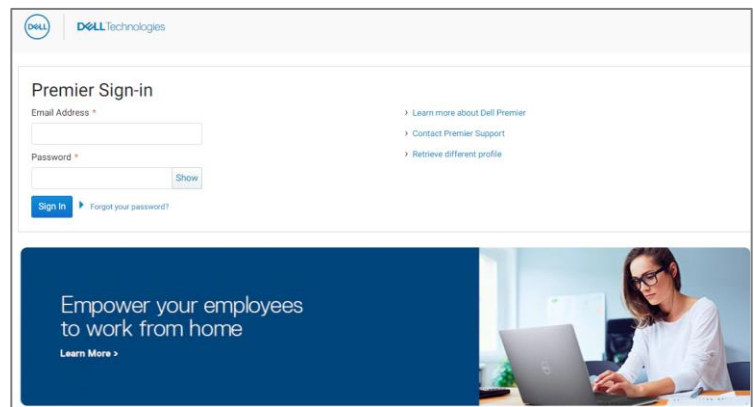
Dell Premier is your own, secure, personalized purchasing and support website enabling an easy, efficient and economical buying process. Review this guide to see how you can benefit from the new Premier Invoicing report, an exclusive service for our Premier customers. Users with reporting access can easily view and print invoices online.

The Premier Invoicing report has been enhanced to provide you with an improved customer experience. Enjoy the simplified and faster navigation and learn below how to get the most out of the new report.

Logging into your Premier Page

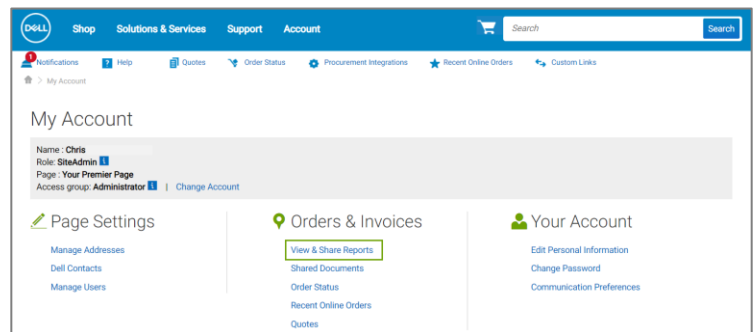
When you were initially invited to access Premier, you were provided with a temporary personal password. This password gives you access to your customized Premier store.

1. Go to <http://www.dell.com/premier>
2. Click on “Premier Login”.
3. Enter your e-mail address and your personal password.
4. If you do not remember your personal password, click on the “Forgot Password” link, enter your e-mail address, and click “Continue.” We will e-mail you a link to a page where you can easily create a new password.



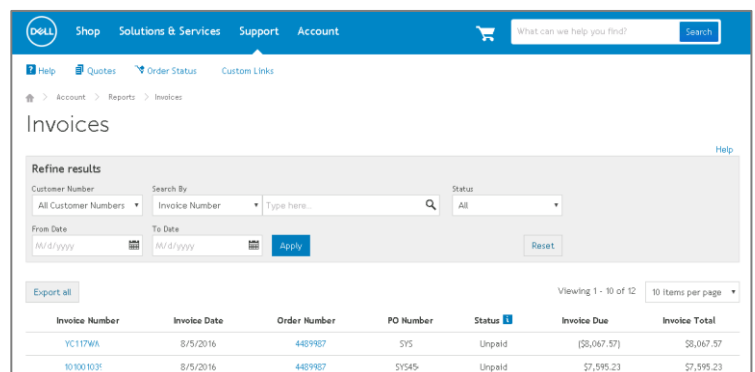
Accessing your Premier Invoicing report

To access your Premier invoicing report, click on “**Account**” located on the top-left and click on “**View and share reports**”. A list of available reports will appear (this will be setup by your Dell Account Team). Select the Premier Invoicing Report..



About the Premier Invoicing report

The Premier Invoicing report has been developed as an exclusive service for our Premier customers. Whether you place your order online or via your Dell Account team, the Premier Invoicing report returns invoices for any customer number enabled for reporting.



Retrieving your invoices in one click

The Premier invoicing report allows you to find invoices easier than before -The simplified and faster navigation provides you with a much more robust experience.

Filtering options now enable you to find invoices by Customer number, Search By, Status of the invoice, Date range (from/to).

- 1- **Customer Number** displays the customer number(s) associated to your Company's Premier Webpage. If you are missing a Customer Number from this list, please contact your Dell Sales Account Team to have it enabled for you.
- 2- **Search by** allows you to retrieve your invoice(s) by Invoice number, Dell order Number or PO number.
- 3- **Status** gives you the ability to filter by invoice status (paid vs unpaid)
- 4- You may refine your search by selecting a **date range**.

When you are ready, just click **Apply** to view the list of available invoices.

Available information

You should have access to all of your invoices linked to a customer number. Order invoices will be available once your order has been shipped and the Order Status shows "Shipped" or "Delivered."

The default columns for Premier invoicing report are:

- 1- **Invoice Number** provides you with a clickable invoice number link, which returns the electronic certified copy of the invoice.
- 2- **Invoice Date** is the date when the order was invoiced.
- 3- **Order Number**: click on any order number to view order details.
- 4- **PO number** is the purchasing order refere

Retrieving a certified copy of the invoice

The clickable invoice number link (1) allows you to access the electronic certified copy of the invoice in a PDF format and download it easily (8). If tracking information is available the "Waybill Number" link (9) allows you to expand order details.

Exporting the report

You can easily download your invoice report in a CSV format by clicking the Export all button.

Invoice Number	Invoice Date	Order Number	PO Number	Invoice Due	Status	Invoice Total
XX1K3KR	9/7/2016	1223474	201701354	\$25,941.30	Unpaid	\$25,941.30
XX1LXT96	9/7/2016	1223474	201701354	\$2,539.20	Unpaid	\$2,539.20
XX1LXT9	9/7/2016	1223474	201701354	\$1,115.25	Unpaid	\$1,115.25

5- **Invoice Due** indicates the partial/full amount due for the invoice

6- **Status** provides you with the invoice status (paid vs unpaid)

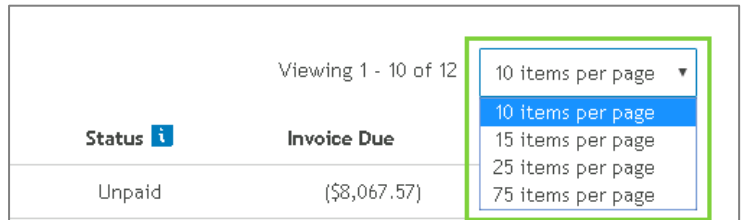
7- **Invoice Total** is the total amount of the invoice.

Ordered Shipped	Item Number	Description	Unit	Unit Price	Amount
00	00	00000000	EA	000.00	000.00
00	00	00000000	EA	000.00	000.00
00	00	00000000	EA	000.00	000.00
00	00	00000000	EA	000.00	000.00
00	00	00000000	EA	000.00	000.00
00	00	00000000	EA	000.00	000.00
00	00	00000000	EA	000.00	000.00
00	00	00000000	EA	000.00	000.00
00	00	00000000	EA	000.00	000.00
00	00	00000000	EA	000.00	000.00

Invoice Number	Invoice Date	Order Number
YC117WA	8/5/2016	4489987

Customizing items per page

Want to view more invoices per page? It's easy. Just use the dropdown menu to adjust the items per page (10-15-25-75 items).



The screenshot shows a table with columns for 'Status' and 'Invoice Due'. The 'Status' column has a value of 'Unpaid' and an information icon. The 'Invoice Due' column has a value of '\$8,067.57'. Above the table, it says 'Viewing 1 - 10 of 12'. A dropdown menu is open, showing options for '10 items per page', '15 items per page', '25 items per page', and '75 items per page'. The '10 items per page' option is currently selected and highlighted in blue.

Status	Invoice Due
Unpaid	(\$8,067.57)

Frequently Asked Questions

What can I do if I am unable to find an invoice for my Dell Order on my Premier Website?

Order invoices will be available once your order has been shipped and the Order Status shows "Shipped" or "Delivered." Below are the three most common methods outside of the Premier Webpage to find or request an invoice for your Order:

Request a copy of your invoice via the Dell Support Website. [Click Here](#)

Contact Dell Customer Care. [Click Here](#)

Contact your Dell Sales Representative. [Click Here](#)

What can I do if my customer number is missing from the list?

If you are missing a Customer Number from this list, or if you are unable to find your Order / Invoice on your Premier Webpage please contact your Dell Sales Account Team to have this enabled for you. How do I find out who my Premier Sales Representative is? [Click Here](#)

View all Premier Invoicing Frequently Asked Questions. [Click Here](#)

Premier Website Support Teams

The two main teams available to assist with the majority of requests that may arise about Premier Pages are the Premier Helpdesk and the Premier Account Managers.

Premier Helpdesk

The Premier Helpdesk provides assistance with issues surrounding site performance, stability, issues with logging in to the site, as well as working with the appropriate business partners to resolve Premier Page related technical issues.

Premier Account Managers

The Premier Account Managers (PAM's) provide administrative and maintenance support for ALL Premier Pages. PAM's work closely with sales to ensure a Premier Page is optimized and meets customers' purchasing needs.

Engage the Premier Website Support Teams

[Americas](#) | [Europe, Middle East & Africa](#) | [Asia Pacific & Japan](#)