

# Global Portal+

Partner Instructions





**Responding to a  
Request for  
Quote (RFQ)**

**Responding to  
a Request for  
Order (RFO)**

**Placing the  
Order with Dell**

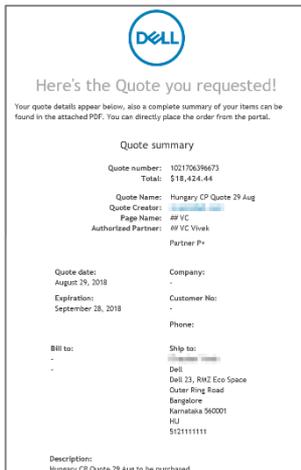
**Contacting the  
Right  
Resources**

# Responding to a Request for Quote (RFQ)



# Responding to a Request for Quote (RFQ)

1



Receipt of email informing you that a Global Portal+ customer submitted a RFQ (Request For Quote)

2

Navigate to [www.dell.com/premier](http://www.dell.com/premier) and click [Premier Login](#)

Enter your email address and password. Click [Sign In](#).

Select your «Partner Name – Commercial Partner+» page and click [Access Premier](#).



# Responding to a Request for Quote (RFQ)

3

Go to the “Quote” section of your Global Portal+ page to view the request. The current status is **Pending Pricing**.

Project ABCD

Name ▲	Number	Customer Name	Expires	Status	Country / Currency	Customer Price/ Partner Price
Project ABCD	1030961684285	## December 3, 2018	January 2, 2019	Pending Pricing	Hungary [EUR]	198,26 € 188,82 €

View Details

Use the **real-time filtering search** to quickly find the request.

Click either on **the Quote number** or **View Details** to open the request.



# Responding to a Request for Quote (RFQ)

## 4 Put together your proposal for the customer

1. Take the indicative **Customer Price**.
2. Add Taxes, Shipping and any other applicable costs.
3. Put all the above details on your official company quote document (Microsoft Word / Excel / PDF)

Project ABCD  
Quote number: 1023072975338

Status: **Pending Pricing**  
Partner Quote: **Please attach price document.**

Upload your price document and send it to the customer. You will be notified by email when the customer attaches a purchase order.

[Attach Proposal](#)

[Send To Customer](#)

Items	Quantity	Unit Price	Item total
Bundle: Dell UltraSharp U2412M 24" Monitor			
 Dell UltraSharp U2412M 24" Monitor Discounted unit price: \$222.00 Estimated Ship Date -- Premier discount <a href="#">Show full spec</a>	2	\$339.99	\$679.98 (* Customer Price \$702.18)
Grouped with your Dell UltraSharp U2412M 24" Monitor			
 3Yr PREMIUM PANEL Ltd. Warranty, 3 yr Advanced Exchange	2	\$0.00	\$0.00 (* Customer Price \$0.00)

Savings ~~\$235.98~~  
\* Customer Price **\$466.20**  
Partner Price (4) **\$444.00**

\* This Customer Price is indicative and includes product only. Price does not reflect any offline negotiations between you and the customer.

Created August 28, 2018  
Expires September 27, 2018  
Created by

Customer ## VC Vivek Test - Global Portal P+ Pending Pricing  
Ship To: Hungary  
Currency: US Dollar

[Billing](#)  
[Shipping](#)

[Print](#) [Email](#)

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**Customer Price:** Price that does not reflect taxes, shipping and any other applicable costs.

**Partner Price:** The Amount that you will pay Dell.

# Responding to a Request for Quote (RFQ)

## 5 Attach your proposal and Send To Customer

Note that you can add multiple proposals until the customer attaches a Purchase Order or cancels the request.

### Project ABCD

Quote number: 1023072975338

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Status: **Pending Pricing**

Partner Quote:  Quote-Project ABCD.xlsx **X**

Upload your price document and send it to the customer. You will be notified by email when the customer attaches a purchase order.

**Attach Proposal**

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**Send To Customer**

### Project ABCD

Quote number: 1023072975338

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✓ Your price document was attached and sent to the customer. You will receive an email notification when the customer attaches a purchase order and requests order submission.

Status: **Price Updated - Sent to Customer**

Partner Quote: **Please attach price document.**

 Quote-Project ABCD.xlsx

Upload your price document and send it to the customer. You will be notified by email when the customer attaches a purchase order.

**Attach Proposal**

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**Send To Customer**



An email is automatically sent to the customer to advise that the quote has been submitted.



# Responding to a Request for Quote (RFQ)

6 The current status of the request moves to **Price Updated – Sent to Customer**.

## Quotes

Choose an RFQ (Request for Quote) from the list below, or search for a specific RFQ by entering the quote name, customer's name, Quote number, or country in the search field.

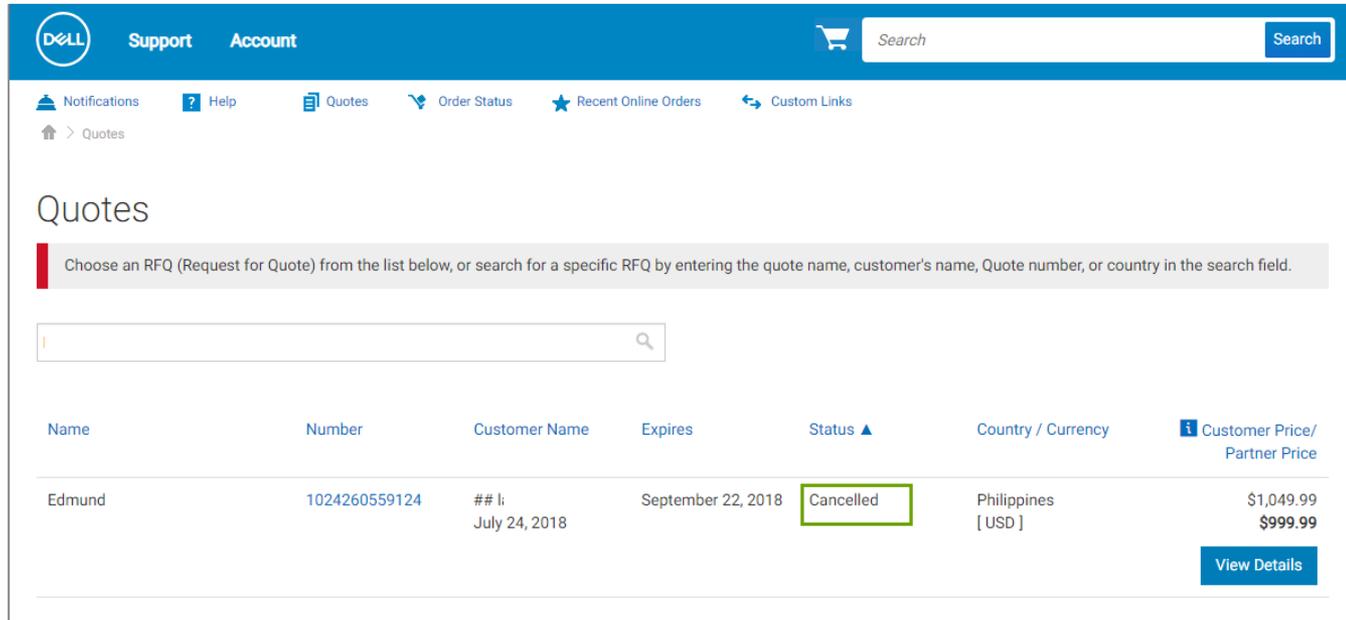
Name	Number	Customer Name	Expires	Status	Country / Currency	 Customer Price/ Partner Price
Project ABCD	1023072975338	## VC Vivek Test - ... August 28, 2018	September 27, 2018	Price Updated - Se...	Hungary [ USD ]	\$466.20 <b>\$444.00</b>

[View Details](#)



# RFQ Cancellation (Optional)

If the customer is not satisfied with the updated pricing and the negotiation fails, the customer will “Cancel the Quote”. The status of the request changes to “Cancelled”. In parallel you will receive an automatic email notification, confirming the cancellation.



The screenshot displays the Dell RFQ management interface. At the top, there is a blue navigation bar with the Dell logo, 'Support', and 'Account' links. A search bar is located on the right side of the bar. Below the navigation bar, there are several menu items: 'Notifications', 'Help', 'Quotes', 'Order Status', 'Recent Online Orders', and 'Custom Links'. The main content area is titled 'Quotes' and contains a search instruction: 'Choose an RFQ (Request for Quote) from the list below, or search for a specific RFQ by entering the quote name, customer's name, Quote number, or country in the search field.' Below this instruction is a search input field. A table lists the quotes, with the following columns: Name, Number, Customer Name, Expires, Status, Country / Currency, and Customer Price/ Partner Price. The table contains one entry for 'Edmund' with quote number '1024260559124', customer name '## l: July 24, 2018', expiration date 'September 22, 2018', status 'Cancelled', country 'Philippines [ USD ]', and prices '\$1,049.99' and '\$999.99'. A 'View Details' button is located at the bottom right of the table row.

Name	Number	Customer Name	Expires	Status ▲	Country / Currency	Customer Price/ Partner Price
Edmund	1024260559124	## l: July 24, 2018	September 22, 2018	Cancelled	Philippines [ USD ]	\$1,049.99 \$999.99



# Responding to a Request for Order (RFO)



# Responding to a Request for Order (RFO)

1

If the customer is satisfied with the updated pricing, he attaches a Purchase Order. The status of the request changes to “Ready to Order”. In parallel you will receive an automatic email notification, summarizing the request for order.

The screenshot shows the Dell Support Account interface. At the top, there is a blue navigation bar with the Dell logo, 'Support', and 'Account' links. A search bar is located on the right side of the bar. Below the navigation bar, there are several menu items: Notifications, Help, Quotes, Order Status, Recent Online Orders, and Custom Links. The main content area is titled 'Quotes' and contains a search instruction: 'Choose an RFQ (Request for Quote) from the list below, or search for a specific RFQ by entering the quote name, customer's name, Quote number, or country in the search field.' A search input field contains the text 'PROJECT ABCD'. Below the search field is a table of quotes. The table has columns for Name, Number, Customer Name, Expires, Status, Country / Currency, and Customer Price / Partner Price. The first row of the table shows a quote for 'Project ABCD' with the number '1023072975338', customer name '## VC Vivek Test -...', expiration date 'September 27, 2018', status 'Ready to Order', and country/currency 'Hungary [ USD ]'. The prices are listed as '\$466.20' and '\$444.00'. A 'View Details' button is located at the bottom right of the table.

Name	Number	Customer Name	Expires ▼	Status	Country / Currency	Customer Price / Partner Price
Project ABCD	1023072975338	## VC Vivek Test - ... August 28, 2018	September 27, 2018	Ready to Order	Hungary [ USD ]	\$466.20 \$444.00



# Placing the Order (Checkout)

APJ Commercial Partners - Please contact your Dell Account Manager for order processing.



# Placing the Order with Dell

1 Click the Quote number and **Checkout**

Project ABCD  
Quote number: 1023072975338

[Quote-Project ABCD.xlsx](#)  
Purchase Order: [Purchase Order-Project ABCD.xlsx](#)

**Checkout**

**Partner Price (4)** **\$444.00**

\* This Customer Price is indicative and includes product only. Price does not reflect any offline negotiations between you and the customer.

Created August 28, 2018  
Expires September 27, 2018  
Created by

Items	Quantity	Unit Price	Item total
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2 Complete the required information

Checkout

Shipping and Payment | Review | Order Complete

Shipping and Payment

Order Contact

First name: Jane  
Last name: Doe

Company name (optional): ABC

Country Code:   
Phone number:   
Ext (optional): ext: (22222)

+ Add another phone number

E-mail Address (click + below to add multiple recipients)

Please note: Email recipients will receive an order acknowledgement, order confirmation and shipping notification which includes detailed pricing information.

+ Add another email

Update my current user profile with the order contact information entered above

**Savings** **\$235.98**  
**\* Customer Price** **\$466.20**  
**Partner Price (4)** **\$444.00**

\* This Customer Price is indicative and includes product only. Price does not reflect any offline negotiations between you and the customer.

Customer: ##

Status: Ready to Order  
Ship To: Hungary  
Currency: US Dollar

**Continue Securely**

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# Placing the Order with Dell

Complete the required **Billing and Shipping information**. Select an already pre-populated billing/shipping address. Add a new shipping address if needed.



**i** The Search field allows for easy and intuitive address search.

Payment method

Purchase Order ▼

Purchase Order

Max 30 characters



Billing Information

Test Test, Test  
Test, Test, Test, Test, Test Test 112345, ID [Change](#)

Phone number (123) 12345678

Shipping Information

Name	Company name	Customer Number	Address	
Test Test	Test	-	Test, Test, Test, Test, Test Test 1223455, ID	<a href="#">Edit</a> <a href="#">Select</a>

[Add new shipping address](#)

Fill out the necessary information  
Select your payment method using the drop down menu.



# Placing the Order with Dell

Complete the [Trade Compliance](#) information and click [Continue Securely](#)

### Trade Compliance

Dell is a US corporation, and is therefore subject to all US Export Laws and Regulations. The export of any Dell products or software must be made in accordance with all applicable laws of the United States and local country regulations, including but not limited to, the US Export Administration Regulations. This may require that an export license be obtained, or that certain declarations be provided to US or local government regarding the products being exported. [Click here for further information](#)

How will these products be used?



Will you be exporting the products outside of Hungary?

**I will not be exporting** outside of Hungary

**I intend to export** outside of Hungary

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Attach supporting documentation (optional)

**Savings** \$235.98

**\* Customer Price** \$466.20

**Partner Price (4)** \$444.00

\* This Customer Price is indicative and includes product only. Price does not reflect any offline negotiations between you and the customer.

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Customer ##

Status Ready to Order

Ship To: Hungary

Currency: US Dollar

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[Continue Securely](#)

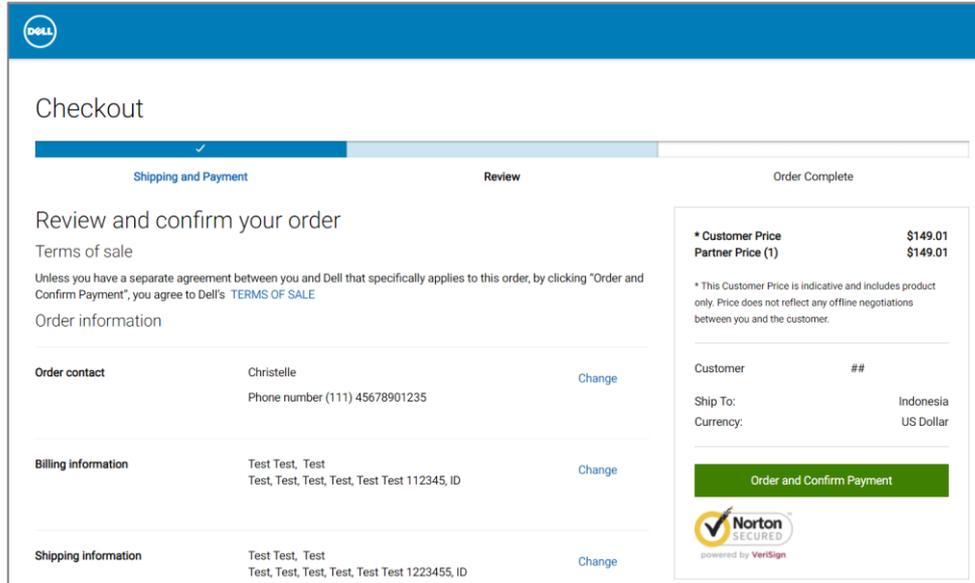
**3** Within the [Review](#) screen, check the order information and make any necessary changes by clicking on the [Change](#) link



# Placing the Order with Dell

4

Click the green [Order and Confirm Payment](#) button to send the order to Dell.



The screenshot shows the Dell checkout process at the 'Review' stage. The page title is 'Checkout' and the progress bar indicates 'Shipping and Payment' is complete, 'Review' is the current step, and 'Order Complete' is next. The main heading is 'Review and confirm your order'. Below this, there are sections for 'Terms of sale', 'Order information', and a summary of order details. The 'Order information' section includes 'Order contact', 'Billing information', and 'Shipping information', each with a 'Change' link. The summary section shows pricing, customer information, and shipping details. A green 'Order and Confirm Payment' button is prominently displayed. At the bottom of the summary, there is a 'Norton SECURED powered by VeriSign' logo.

DELL

## Checkout

Shipping and Payment ✓ Review Order Complete

### Review and confirm your order

Terms of sale  
Unless you have a separate agreement between you and Dell that specifically applies to this order, by clicking "Order and Confirm Payment", you agree to Dell's [TERMS OF SALE](#)

Order information

<b>Order contact</b>	Christelle Phone number (111) 45678901235	<a href="#">Change</a>
<b>Billing information</b>	Test Test, Test Test, Test, Test, Test, Test Test 112345, ID	<a href="#">Change</a>
<b>Shipping information</b>	Test Test, Test Test, Test, Test, Test, Test Test 1223455, ID	<a href="#">Change</a>

<b>* Customer Price</b>	\$149.01
<b>Partner Price (1)</b>	\$149.01

\* This Customer Price is indicative and includes product only. Price does not reflect any offline negotiations between you and the customer.

Customer ##

Ship To: Indonesia  
Currency: US Dollar

[Order and Confirm Payment](#)

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Within the [Thank You](#) screen, you will see a thank you message along with your Dell Purchase ID number confirming that the order has been submitted. You will receive an email confirming your Internet Receipt Number as well.

i

On your Quotes page, the current status moves to **Purchased**.

# Resources



# Need Help ?



## Global Portal Helpdesk

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If you have any technical support questions relating to Global Portal functionality, please contact your GP Support Team:

✉ [Global\\_Portal\\_Support@Dell.com](mailto:Global_Portal_Support@Dell.com)

## Dell Account Team

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If you have any questions relating to Global Portal, please email your GP Account team (from your Global Portal page):

✉ Go to [Account](#) and select [Dell Contacts](#)



