

# PremierConnect (B2B)

## Shopping and Ordering Guide

PremierConnect is Dell's B2B eCommerce solution, integrating your Enterprise Resource Planning (ERP) / eProcurement system with Dell's Premier Page. This document will explain the process of shopping and ordering within your Premier Page via PremierConnect after the integration with your ERP is complete. If you need any assistance while shopping, please click on the "Help" link located at the top of your Premier Page to access the Premier Online Help Menu.

### Accessing your Premier Page via PremierConnect (B2B)

You can access your Dell Premier Page directly from your ERP / Procurement system. If you have any questions regarding your initial access to the Premier Page, please contact [Global\\_B2B\\_Support@dell.com](mailto:Global_B2B_Support@dell.com).

To begin shopping from your customized catalog, Punchout from your procurement system directly to Dell's Premier Page by selecting the appropriate Punchout link from your ERP / eProcurement system.

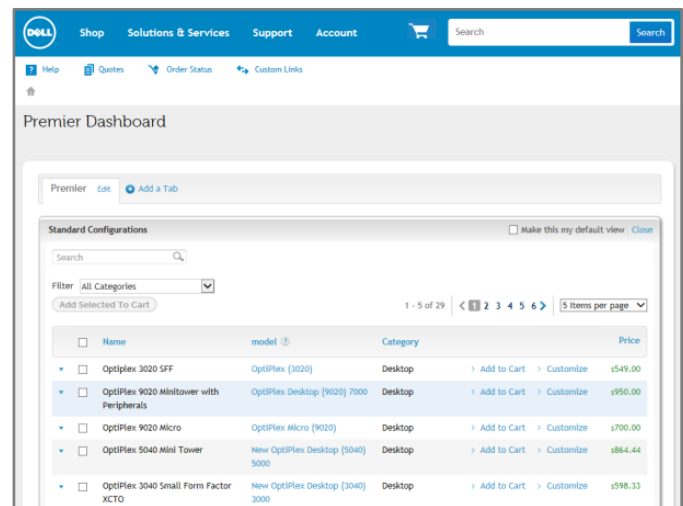
### Three ways to shop

Shopping options are tailored to your procurement department policy and requirements.

#### 1. Standard Configurations

PremierConnect allows your organization to define standard system configurations and user-selectable configuration options such as upgrades and downgrades for each system. These configurations may be grouped according to category labels you specify with your Dell Account Team to guide users to the systems designed for their job function.

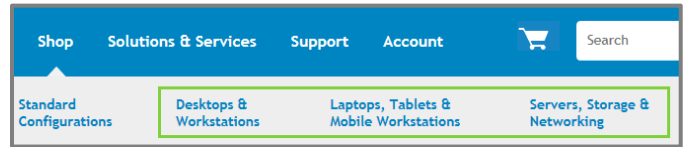
To access your Standard Configurations, click on the category named "Shop" and click on the "Standard Configurations" link within the secondary navigation below (unless you are landing on this page by default).



## 2. Systems Catalog

Your Systems Catalog gives you access to the complete line of Dell branded products. Your Systems Catalog can also be customized to display only the products relevant to your organization. You may configure the available options for any product according to your needs.

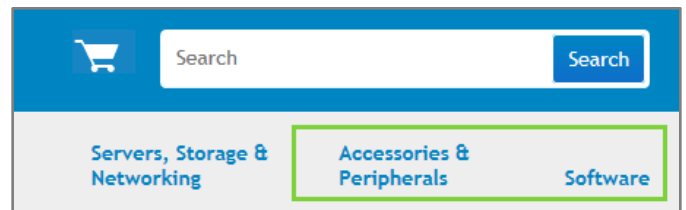
To access your Systems Catalog, click on the category named "Shop" and click on the "**Desktops & Workstations**", "**Laptops, Tablets & Mobile workstations**" or "**Servers, Storage & Networking**" links within the secondary navigation below. For faster selection, choose a category from the Systems module on your dashboard (if not applicable, contact your Sales Rep for further information).



## 3. Software & Peripherals\*

Over 85,000 software and peripheral products from a variety of manufacturers are available within your Premier page. Enter your item within the search box to narrow your selection or click on the category picture to view a wide range of similar products within that particular category.

To access your Software & Peripherals catalog, click on the category named "Shop" in the Masthead and click on the "**Accessories & Peripherals**" or "**Software**" link within the secondary navigation. For faster selection, choose a category from the Software & Peripherals module on your dashboard (dashboard (if not applicable, contact your Sales Rep for further information).

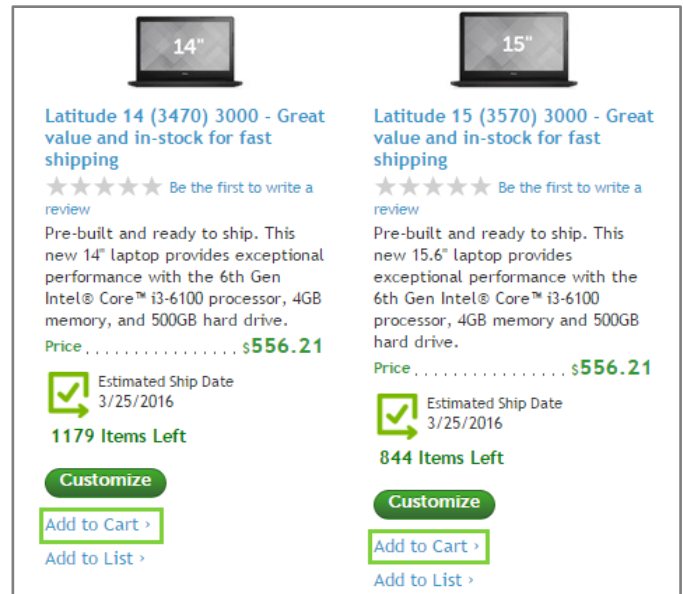


\* Not available in all regions.



#### 4. Add to cart

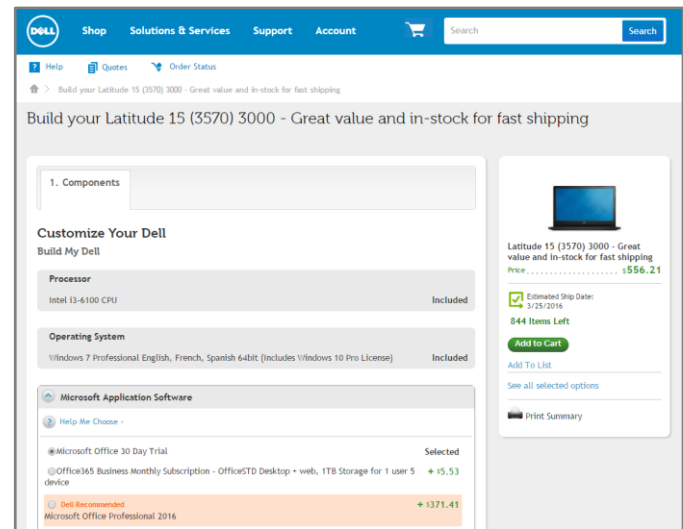
As you shop for Standard Configurations, Systems, or Software & Peripheral items, simply click on “**Add to Cart**” for each item you would like to purchase or save as an eQuote.



### Configuring a System

#### Configuration page options

1. When configuring a product, the configuration page displays a system with any user-selectable options that are available for your organization. To expand or collapse the view of the upgrades or downgrades, click on the arrow located top left of each configuration options box.
2. The price for a configuration will automatically update each time you change an option, so the total system price displayed always includes your current selections.
3. You can view the **Estimated Ship Date** it takes to process your order based on the components selected.
4. Click the “**Print Summary**” link to quickly review the configuration options currently selected, or to format the information for printing. This displays a summary of the specified configuration with associated SKUs, descriptions, and updated price.



#### Saving your configuration

5. When you are finished configuring a system, you can select “See all selected options” or “Add to Cart.”
6. Selecting “**See all selected options**” allows you to view the configuration options currently selected. You will have the ability to “edit” each option or add to cart.
7. Selecting “**Add to Cart**” allows you to continue shopping, save the configuration as an eQuote, or update the quantity as needed and proceed to Order Requisition.

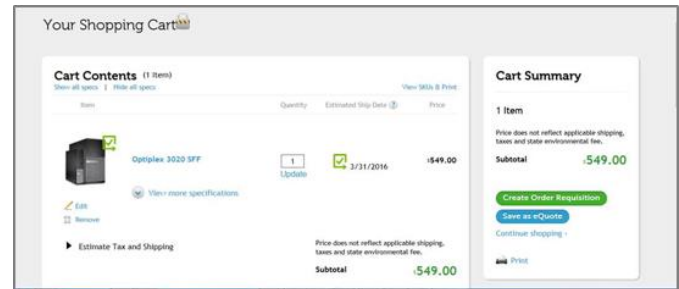


## Working with eQuotes

### Saving an eQuote

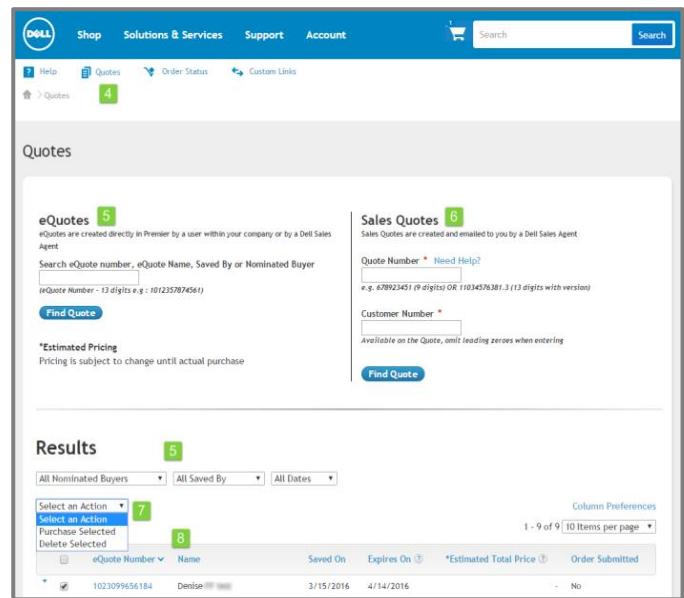
eQuotes allow users to prepare an order and save it for later purchase, or for review by an authorized Buyer.

1. Once you have added all desired products to your cart, view the cart and click on **"Save as eQuote"**.
2. Finalize the eQuote by completing all required fields (marked with an \*asterisk).
3. To send the eQuote to your purchasing agent and/or any other recipients via e-mail, complete the appropriate fields.



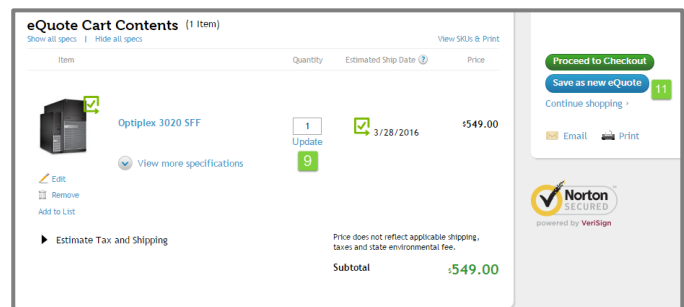
### Retrieving an eQuote or Sales generated Quote

4. Both eQuotes and Sales generated quotes can be retrieved by selecting the **Quotes** link located just below the top navigation.
5. **eQuotes** can be searched by eQuote number and/or sorted by multiple fields (eQuote #, Name, Saved On, Expired On, Buyer, Saved By, and Price).
6. **Sales Quotes** can easily be retrieved by indicating your Sales Quote number (9 digits in length) and your customer number.
7. To delete an eQuote, locate and click on the eQuote number desired and select "Delete" option from within the drop-down menu.



### Editing an eQuote

8. From within the eQuote list, click on the eQuote number.
9. To make changes to the quantity, enter the new quantity number and click "Update".
10. To make changes to the product, click on the product name to open the configuration page, select your new options, and click "Return to eQuotes".
11. Click **"Save as new eQuote"** to save your changes. The updated configuration will be saved as a new eQuote referencing a new eQuote number. The original eQuote will not be changed and will remain in your eQuote list until it expires or you choose to delete it.



## Placing an Order Requisition

Once you have added all products to your cart, or retrieved an eQuote, click on "Create Order Requisition" and complete the three-step Order Requisition process:

### 1. Shipping

Select Shipping & Handling Method\*, Tax Exempt Status, and Trade Compliance.

### 2. Payment

Enter your Purchase Order, Card Information, or Lease Information if required.

### 3. Verify & Submit Order Requisition

Review your Order Requisition details and edit if necessary.

- Click "Submit Order Requisition" to complete the Order Requisition process.
- An Order Request will be sent back to your ERP / Procurement system for approval.
- Prior to placing your Order Requisition, from within the "View/Print Cart" feature, you can print a copy of the Order Summary or Order Details.

## Placing an Order

To take full advantage of efficiencies of PremierConnect, your organization will want to submit purchase orders to Dell electronically from within your ERP / procurement system.

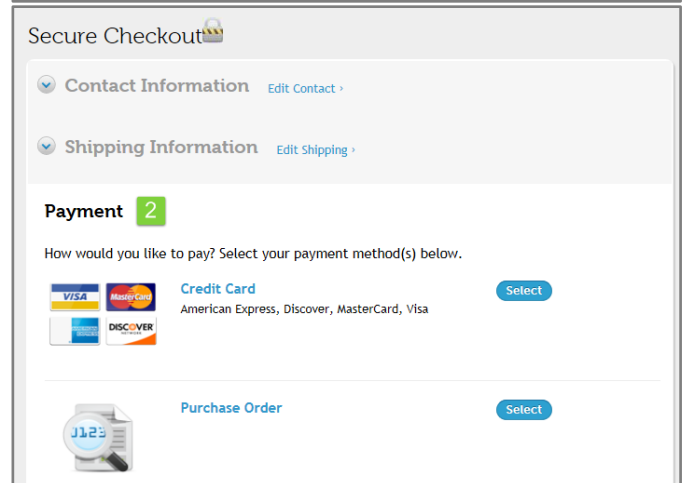
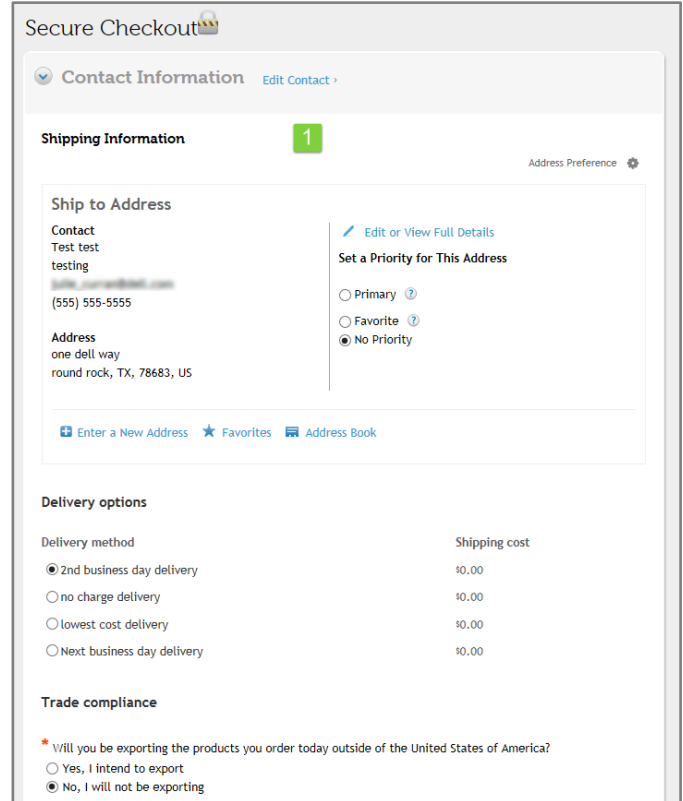
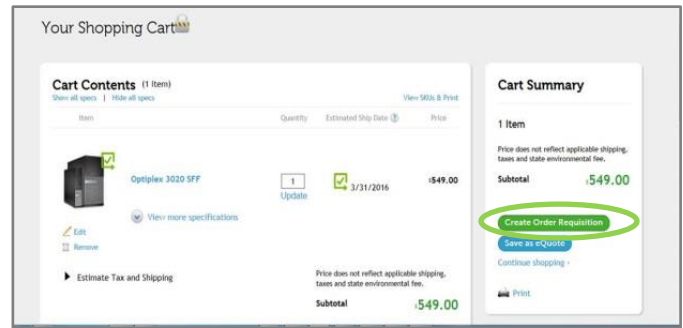
## Confirmation e-mails

After you submit your electronic purchase order, you will receive three separate e-mails from Dell per PremierConnect order (based on your PremierConnect integration set-up):

- An order acknowledgement e-mail notifying you that your order has been received by Dell.
- A subsequent order confirmation e-mail that includes Dell order number and projected ship date.
- A ship notification e-mail\*\* with detailed shipping information that lets you know when your order has shipped.

\* Shipping capabilities may vary per region.

\*\* Not available in all regions



Assistance is only a click away - Email the B2B Support Team @ [Global\\_B2B\\_Support@dell.com](mailto:Global_B2B_Support@dell.com)

