



Designed for business. Customized for you.

Premier provides you with a customized, secure online toolset for purchasing, reporting, researching product and support. This guide shows you how to make the most of this customized procurement tool.

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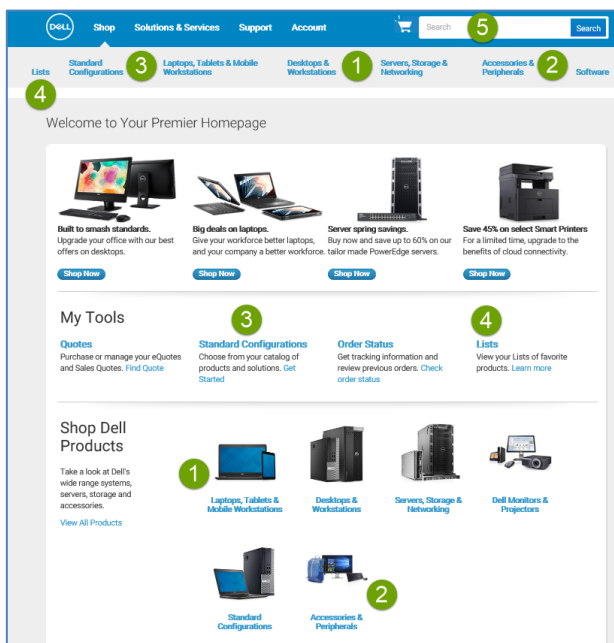
? For assistance while using your Premier Page, click on the "Help" link located at the top or bottom of your page.

Shopping and searching products

1. Systems Catalog

Your Systems Catalog provides access to the complete line of Dell branded products. This catalog can 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, go to the "Shop Dell Products" section available on your Premier Homepage. Alternatively, click on "Shop" in the masthead and then select your line of business (Laptops, Desktops, Workstations, Servers...) in the secondary navigation. A third-level navigation bar will appear enabling you to select a system category.



2. Software & Peripherals Catalog

An extensive selection of software and peripheral products from both Dell and other manufacturers are available on your Premier Page.

For quick access to your Software & Peripherals Catalog, go to the "Shop Dell Products" section available on your Premier Homepage. Alternatively, click on "Shop" in the masthead and then select "Software" or "Accessories & Peripherals" in the secondary navigation. A third-level navigation bar allows you to narrow your "Accessories & Peripherals" selection.

3. Standard Configurations

For volume purchasing, should your organization require a selection of systems with limited configuration choices (memory, hard drive, graphics, etc.), contact your Dell sales representative. Once your representative has established your specific configurations on your Premier page, access them via the "My Tools" section available on your Premier Homepage and open the Standard Configurations page. Alternatively, select "Shop" in the masthead and then click "Standard Configurations" in the secondary navigation.

4. Lists

Organize and access your frequently purchased products and organizational standards by using the Lists functionality. Collaborate with users in your organization by creating Public or Shared lists.

5. Search by keyword or part

To locate products from any of the three catalogs, you can also use the Search box located in the upper right hand corner.

Add to Cart, Add to List or Configure

6. Add to Cart

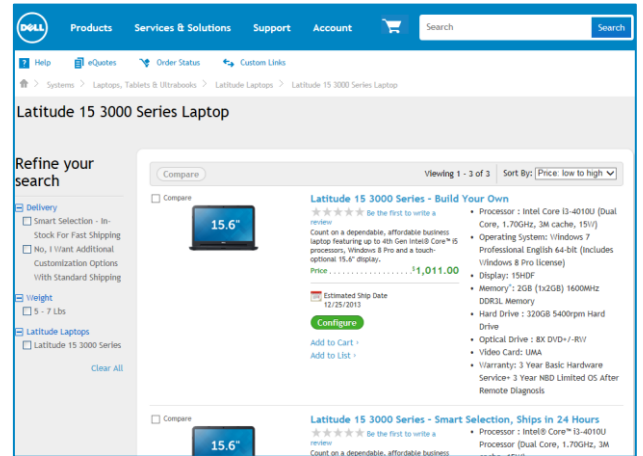
As you shop for Standard Configurations, Systems, or Software & Peripheral items, simply click on **“Add to Cart”** for each item you would like to purchase or save as an eQuote.

7. Add to List

Add the product to a list for future use to purchase or add to an eQuote. ([See section on Lists](#))

8. Configure

If an item is configurable, click on **“Configure”** to start customizing.

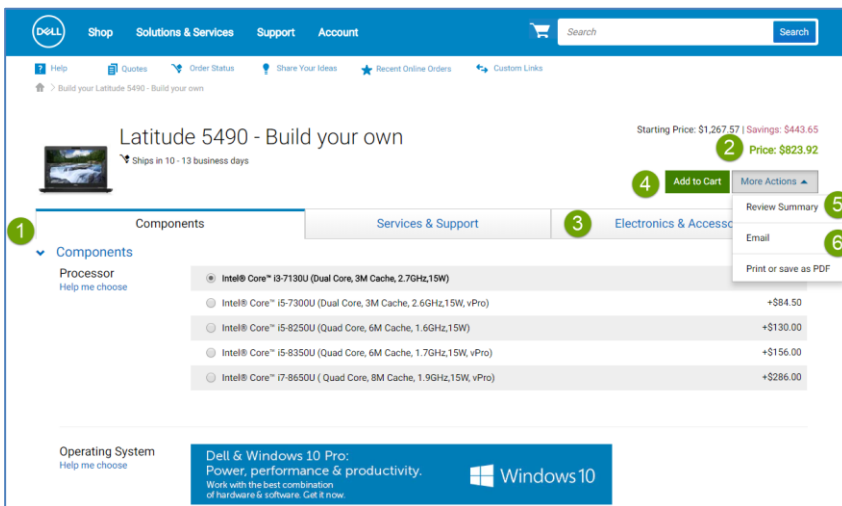


Configuring a System

Configuration page options

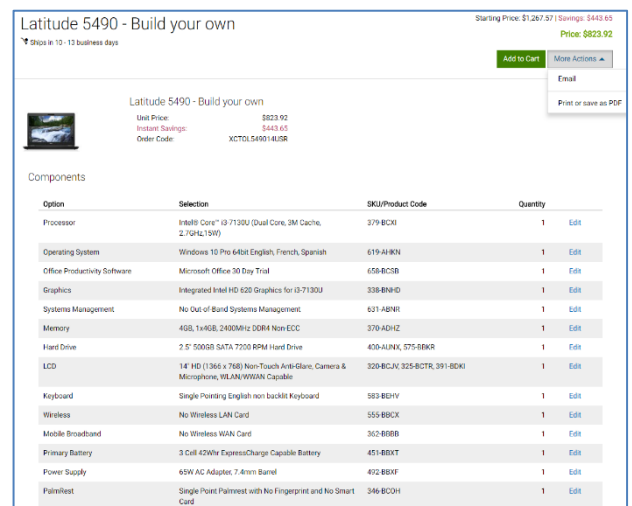
1. When configuring a product, the configuration page displays a system with any user-selectable options that are available to your organization. To expand or collapse the view of the upgrades or downgrades, click on the arrow located top left of each configuration options box.
2. The price for a configuration will automatically update each time you change an option, so the total system price displayed always includes your current selections.
3. Tabs along the top let you quickly add accessories or support to your system.
4. When you are finished configuring a system select **“Review Summary”** or **“Add to Cart”**.

i Single page navigation with a clean and simple layout..



Saving your configuration

5. Click the **“Review Summary”** link to 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.
6. Selecting **“Share Configuration”** provides you with a shareable link. You also have the ability to **send your configuration by email** to one or multiple recipients. With **“Print or save as PDF”** you will see a printable layout of the information.
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 checkout.



Working with Lists

Lists let you organize and access your frequently purchased products or bundles. Then save time when creating eQuotes and carts. (View [Lists User's Guide](#)).

Adding product to a List

From browsing for product to viewing the cart page, there are many opportunities to add an item to a list by selecting the **"Add to List"** link. There's no limit to the number of lists created or number of products per list.

1. Once you select **"Add to List"** give it a name.
2. Add a list description if desired.
3. Select a priority for the list. Only one list can be designated as Primary.
4. If multiple lists have been created you can select to add the product to an existing list or create a new one.
5. Provide a product description if there's a unique name.
6. Click **"Add Product to List"**

Add Product to List

* New List Title [Use Existing List](#)

List Description (optional)

List Priority Primary Favorite No Priority

Product Description (optional)

Using a list

To view and manage your saved lists, go to the **"My Tools"** section available on your Premier Homepage and open the Lists page. Alternatively, visit the Lists page by clicking **"Lists"** under the **"Shop"** category in the top navigation.

7. Choose one or multiple products from the list to perform one of the following actions:
 - a. Customize (if product is customizable)
 - b. Add item to Cart
 - c. Add to Another List
 - d. Remove Item

Welcome to Your Premier Homepage

Master your workspace. Shop our best desktop deals. [Shop Now](#)

Mobility is full of promise. Stay active with our best selling laptops. [Shop Now](#)

Best server deals. Enjoy up to 60% off custom built PowerEdge servers. [Shop Now](#)

Save 45% on select Smart Printers. For a limited time, upgrade to the benefits of cloud connectivity. [Shop Now](#)

My Tools

- Quotes: Purchase or manage your eQuotes and Sales Quotes. [Find Quote](#)
- Standard Configurations: Choose from your catalog of products and solutions. [Get Started](#)
- Order Status: Get tracking information and review previous orders. [Check order status](#)
- Lists**: View your Lists of favorite products. [Learn more](#)

Retrieving recent online orders and Buy again

You can access your latest online purchases directly from the Premier homepage as well as throughout your Premier experience. The **"Recent Online Orders"** link leads you directly to your orders placed online within the last 30 days, so you can add to cart with a single click.

The Premier recent online order page allows you to view your recent online orders by Date, Dell purchase ID, total amount of order, payment method, purchased items and name of purchaser. The Search box helps you quickly find your order by entering the information for one of these fields.

Recent Online Orders

The orders below were placed online in the last 30 days. For current order status, or to view other orders, visit your [Status](#) page. To resolve an issue, visit the [Dell Order Support](#) page. For all other inquiries you may contact your [Dell Sales Rep](#).

Search by purchase ID, purchaser, date and more

Date	Dell Purchase ID	Total	Payment	Purchased Items	Purchased by
July 13, 2017	2008843118600	\$5,027.40	Purchase Order PO: test123	LastDude 5480 - Build your own	alison. @ .com

[Add to Cart](#)

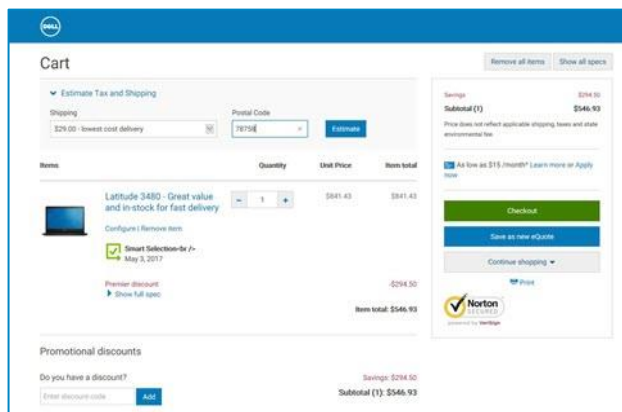
i Access your recent online orders and add them to your Cart again with a single click.

Working with eQuotes

Saving an eQuote

eQuotes let users prepare an order and save it for purchase later, or send it to be reviewed by an authorized buyer.

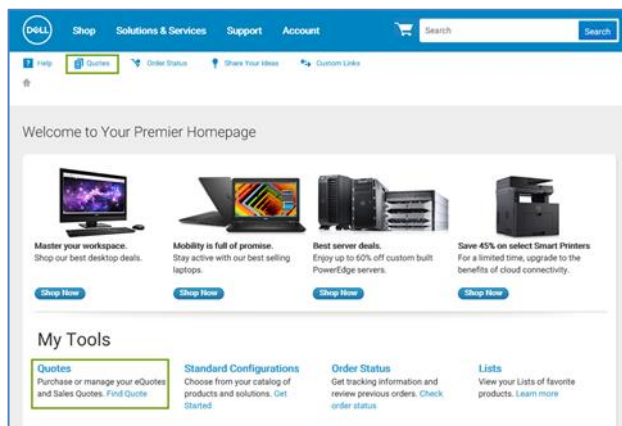
- Once all desired products are added to your cart, view the cart and click on **"Save as eQuote."**
- Finalize the eQuote by completing all the required fields. If you need to send this eQuote to your purchasing agent and/or any other recipient via email, select an **Authorized Buyer** from the list. The selected Authorized Buyer has the ability to approve/purchase eQuotes off the Premier Page.
- Then click **"Save eQuote"**. You will receive an e-mail confirmation with your saved eQuote information for future reference.



Retrieving an eQuote or Sales Quote

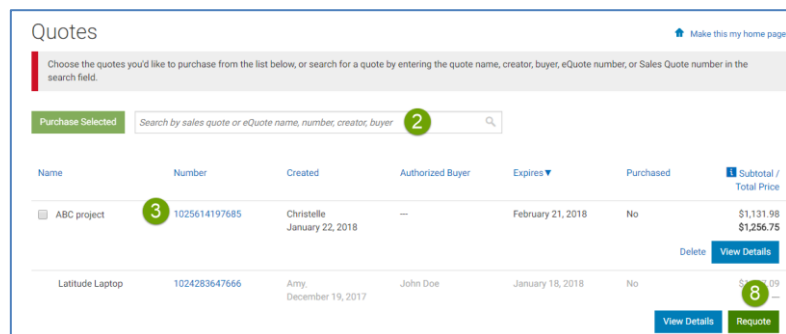
i You may have access to both eQuotes and Sales Quotes via your Premier Page. eQuotes can be modified online prior to purchase. Sales Quotes are generated by a Dell Sales Representative and can be retrieved and purchased through Premier. However, any modifications require Dell Sales Support.

- There are two ways to retrieve an eQuote or a Sales quote. You can click on the **"Quotes"** link located just below the top navigation, category, or you can view and retrieve them from the **"My Tools"** section available on your Premier Homepage.
- Quote lists can be sorted and displayed by multiple fields. The fastest way to find your quotes is to use the dynamic filtering search box.
- To purchase a quote, click on the quote number and proceed to checkout. If you need to purchase multiple quotes, you can easily select them and click "Purchase Selected".



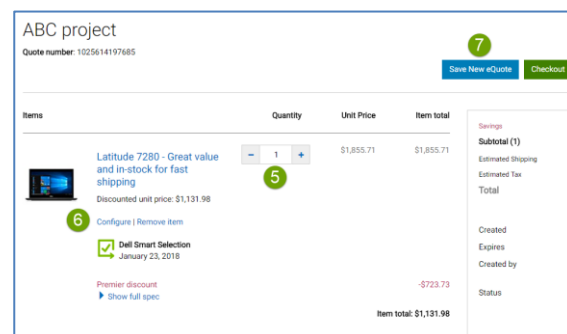
Editing an eQuote

- From within the eQuote list, click on the eQuote number.
- Verify the quantity of each item selected. Use the stepper (+/-) buttons or type in the desired number to change quantity. The price will be adjusted automatically.
- To make changes to the product, click on **"Configure"** to open the configuration page, select your new options, and click **"Return to eQuotes"**.
- 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 remains in your list until it expires or deleted.



Requoting an expired eQuote

- At the bottom of your Quote page, you can view and access eQuotes which have expired within the last 30 days. Clicking **"Requote"** moves the eQuote to cart immediately and generates a new eQuote number. The new eQuote may reflect changes based on item availability and current pricing.



Placing an order

Add one or multiple items to your cart, verify the quantity and adjust if necessary, easily calculate the estimated tax and shipping, view a complete description of your products by clicking **“Show full spec”** or print an easy to read hard copy using the **“Print”** functionality. Once done, click on **“Checkout”** and complete the steps.

A single page checkout experience allows you to complete your order quickly.

1. Within the **“Order Contact”** section, input the required information.
2. Complete the required **Billing and Shipping information**. Select an already pre-populated billing address or add a new address. The **Search** field allows for easy and intuitive address search.

(Please note: Channel partners with end users or Value Added Resellers may be asked to make an additional selection)

3. Select your delivery method.
4. Select your **payment method** using the drop down menu. Fill out the necessary information.
5. Select **Continue Securely**.
6. Within the **Review** screen, check the order information and make any necessary changes by clicking on the **Change** link.
7. Click the green **“Order and Confirm Payment”** button to send the order to Dell.

An Order Confirmation screen will appear and reference your Dell Purchase ID Number (DPID) for tracking purposes.

Intuitive and streamlined purchasing experience:

- ✓ Single page checkout experience
- ✓ Intuitive Address search
- ✓ Validation ensuring accurate information

Order status

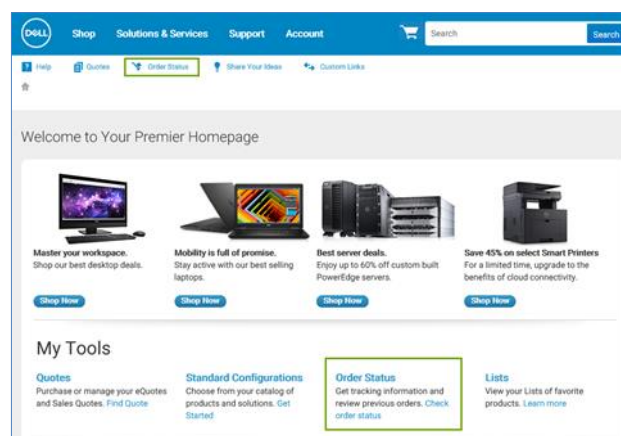
Confirmation emails

For every order placed online, you will receive three separate emails from Dell.

- **Order Acknowledgement** email notifying you the order has been received by Dell.
- **Order Confirmation** email which includes Dell order number, DPID number, and projected ship date.
- **Ship Notification** email contains detailed shipping information and confirms order has shipped.

Checking the status of an order

1. The **"Order Status"** link located just below the top navigation lets you quickly check the status of one or more open orders.
2. Alternatively, go to the **"My Tools"** section available on your Premier Homepage and open the Order Status link.



Personalizing your Premier Homepage

If your Dell Premier landing page has been set up for user personalization, you have the ability to customize your page by setting eQuotes or Standard Configurations as your landing page. If you would like to select one of the other landing page views, open the desired category page ("Quotes" or "Standard Configurations") and select the "Make this my Homepage" link, which is located at the top right hand corner of your page. If you want to revert back to the default Homepage view, simply click the "X" in the top right corner.

User Access Management

You can allocate Access Groups and Roles within Premier. This enables you to manage what a user can see and do within the site, depending on job roles and responsibilities. Access Groups and Roles can be created by your Dell Account Manager.

Capabilities	Individual Level			Access Group		Premier Site Level		
	Shopper No Price	Shopper	Buyer	eQuote Buyer	User Administrator	Site eQuote Shopper	Site eQuote Buyer	Site Administrator
View own eQuotes	✓	✓	✓	✓	✓	✓	✓	✓
View all eQuotes for Access Group				✓	✓	✓	✓	✓
View all eQuotes for Premier Page						✓	✓	✓
Purchase from Premier Page			✓	✓	✓		✓	✓
Add/Edit/Remove Users in Access Group					✓			✓
Add/Edit/Remove Users for Premier Page								✓
Create and Manage Access Groups								✓

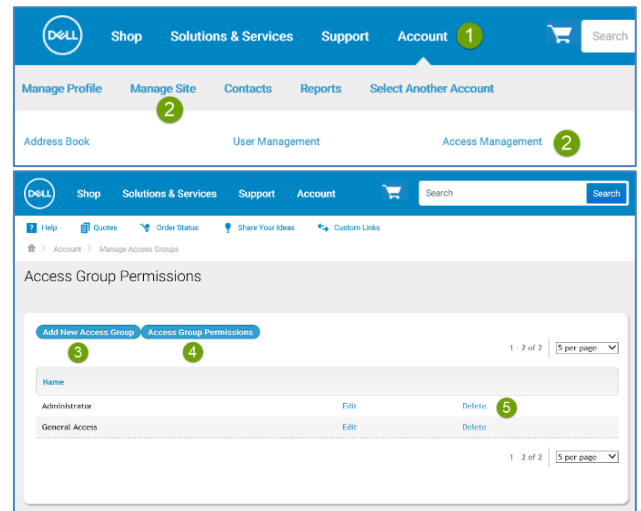
Access Group Management

If you have a Site Administrator user role, you will be able to manage the Access Groups of a Premier Page.

1. Select “**Account**” from the navigation menu on top of your Premier Page.
2. Select “**Manage Site**” from the second-level menu and then “**Access Management**”.

From this screen you have the ability to:

3. **Add New Access Group.** You can create the Access Group, assign a specific name and give users permission to an Access Group.
4. Manage **Access Group Permissions** whereby you can adapt the settings that apply to a specific Access Group.
5. Edit and delete existing Access Groups.



Dell Premier Video Library

Watch step by step demonstration videos that cover: Getting started with Premier, Quote creation & editing, Premier reports & Premier Access. Visit our [Dell Premier Video Library](#).

Premier Helpdesk Information

Call or e-mail the Premier Business Support Team. Premier experts are available to assist for any technical inquiry related to Premier and existing B2B integration. We provide telephone, chat & email support (Mon-Fri, 7:30am - 5:30pm US CST):

Premier help.

Get support from Premier page experts.

[Start Now >](#)

Toll Free Number: 1-877-542-3355

Email: US & Canada: Premier@dell.com

PremierConnect B2B: Global_B2B_Support@dell.com

Live Online Chat: [US & Canada Chat](#)