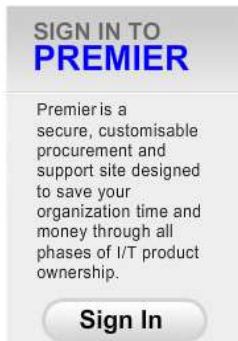


## How to Purchase a Dell Computer

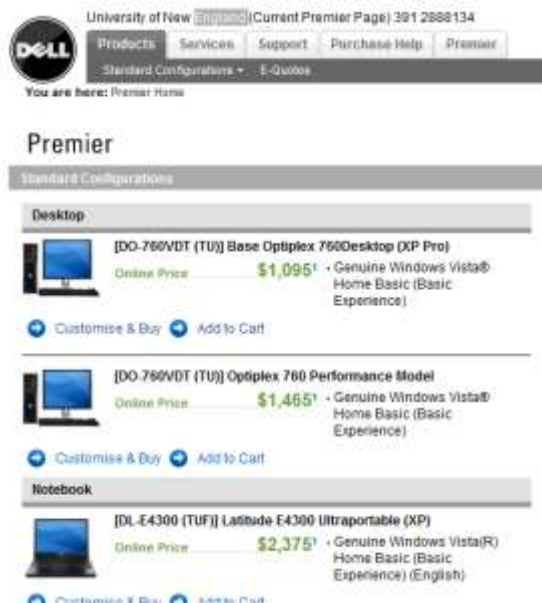
Go to the Dell Premier Page at <http://apac.premier.dell.com>.

Click on “Sign In” and enter your Dell Premier Page account details



Note: If you have never used the Premier Page before, please contact the IT Service Desk ([servicedesk@une.edu.au](mailto: servicedesk@une.edu.au), x5000) to have an account set up for you.

Once logged in, scroll down to the model you would like to purchase / quote and select “Customise & Buy”:



Make any changes to the options available (if necessary)

Click on “Review Summary” to check your selection and then “Add to Cart”.

Continue shopping and – when completed – click on “Save as E-quote” to create a quote.

[DL-E4300 (TUF)] Latitude E4306 Ultraportable (XP)	Remove Item	Qty	Unit Price Incl. GST
 <p><b>Latitude E4300</b> Brushed Metal black with Intel(R) Core(TM)2 Duo Processor SP9400, Genuine Windows Vista(R) Home Basic (Basic Experience) (English) ▶ Adjust System</p>		1	\$2,612.50
		Update Total	
		<b>Sub-total Incl. GST</b>	<b>\$2,612.50</b>
		Sub-total	\$4,750.00
		GST: Australia (10%)	\$475.00
		<b>Total Price</b>	<b>\$5,225.00</b>

Print Cart   Continue Shopping   Save as E-quote   Checkout

You will see the following screen:

**Contact Information**

\* Attention To: First Name  Last Name

\* Daytime/Work Phone: Area Code  \* Number

Fax: Area Code  Number  (Complete this field to receive a faxed copy of your order confirmation)

\* Email Address:   
(Email addresses must be separated by semicolons)

\* E-quote Name:

\* Description:

Notes/Comments:

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**Authorized Buyer**

Fill out the below fields with your Authorized Buyer's information, and when your E-quote is saved they will be sent the E-quote as a purchase request. If you do not wish to send this E-quote as a request, simply leave the fields blank.

Authorized Buyer: Bruce Reeves

Attention To: First Name  Last Name

E-mail address:

Additional e-mail recipients:

Notes/Comments:

Enter the required information.

Make sure you select "Bruce Reeves" from the list of authorized buyers. Please do not change the shipping address (but instead add any additional information in the box provided).

Click "**Continue**".

A quote will be generated and a quote number will be displayed on-screen

Print that page and attach it to an Outside Purchase Requisition. Follow normal approval processes within your department and then forward the requisition to Purchasing in the Financial Services Directorate.

NB: Please include delivery details on your requisition e.g.

Joe Bloggs,  
Level 3, Room 2  
Information Technology Directorate.