

HOW TO CREATE A NYU/DELL E-QUOTE

NYU has arranged with Dell Computers a customized website called the NYU/Dell Premier Page. The Premier Page offers current NYU pricing, order status, product configurators, quick and easy links to service and support and NYU's Dell account team, including inside sales representative and account executive.

In order to access this special pricing, and reduce the processing time (by 3-5 days), please take the following steps to generate and save a NYU/Dell E-Quote.

Log on to <http://premier.dell.com>

Click on "Retrieve your Personal Profile". You will then be prompted for your Email Address and Personal Password. For new Premier users, please email Derek_Moorhead@dell.com to obtain your personal login information. □□

On the New York University Premier Dell.com site, left side navigation bar, select menu item "**Purchasing Tools**" then select "**Your Dell Store**".

You may select one of the NYU Standard Configurations or view the Full Catalog by clicking on the top or side menu bars.

Select the system you wish to configure from either the Standard Configurations or the Full Catalog and make changes by clicking on the drop down menus... i.e. Processor, Memory, Monitor, Hard Drive.

Once you are satisfied with the system you've configured, scroll down to the bottom of the page and click on "**Update Price**". This updates the configuration and will bring the cursor back to the top of the page.

Scroll down again and click on "**Add to Order Form**". A new page will open, then click on "**Save E-Quote**". Enter the information required (Name, E-mail Address, Description) and click on "**Continue**". Confirm your information. (At this point, you have the option of forwarding a copy of this E-Quote to your Budget/Fiscal Office, Department Chair) Click on "**Save E-Quote**" once again.

"**Your E-Quote Has Been Saved**" Print out this page.

Click on "**Retrieve E-Quote**". Scroll down until you find your E-Quote number. Select your E-Quote and click on "**Retrieve E-Quote**".

Click on the "**Detail View**" radial button within the black highlighted area. This will give you a full description of the E-Quote, including the E-Quote number, the system configured and the date of expiration. Print out this page. Attach the E-Quote to your Purchase Requisition and submit to Purchasing Services.

Reminder: You must SAVE the E-Quote for it to be VALID.

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3 Steps to save a NYU/Dell eQuote



Update Price



Add to Orderform



Save E-quote

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