

Dell External Catalogue User Guide

NSW DEC Online Catalogue

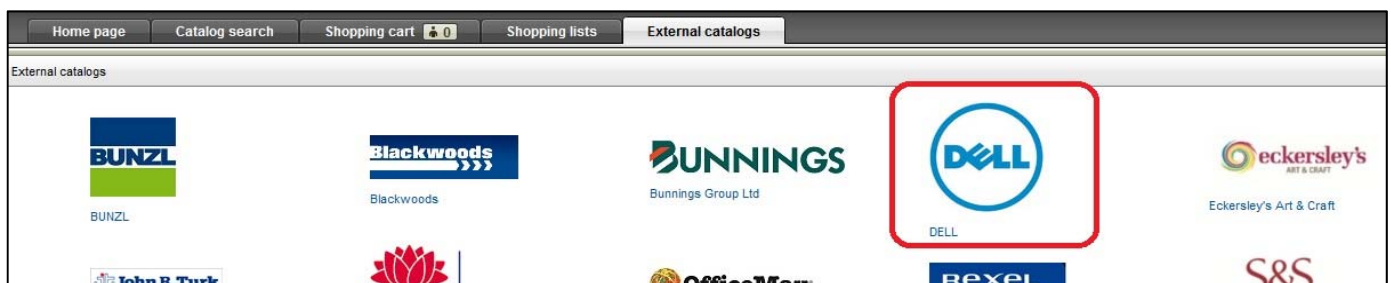
The Dell External Catalogue is available through the DEC Online Catalogue via the Departments' Intranet, and purchasable through SECO and LMBR SAP for schools, TAFE Institutes and corporate offices.

Ordering Process

1. Go to the DEC Online Catalogue, Search & Browse through the Departments Intranet or purchasable through SECO or SAP.

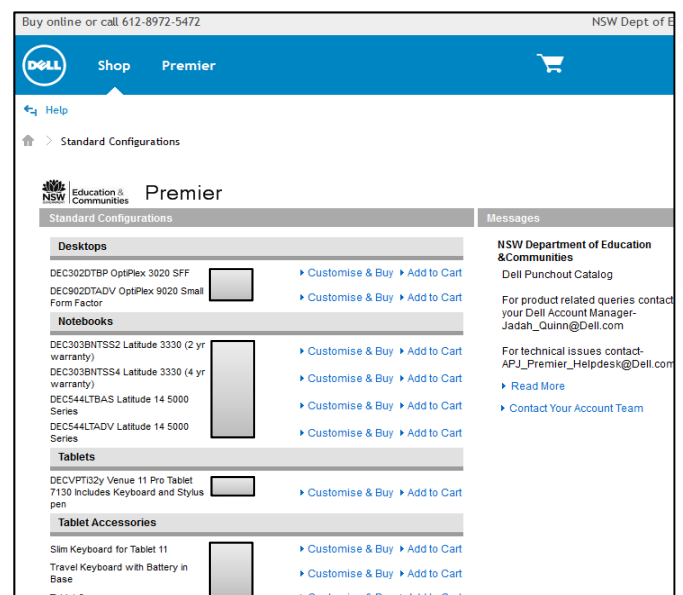


2. Navigate to the 'External Catalogs' tab and select the Dell Logo (Highlighted in Red)



3. You will be automatically directed to the Dell catalogue where you will be able to view the DEC approved list of items available for purchase.

4. Select items that are required and place them in the shopping basket by clicking on the "Customise & Buy" button to modify an item, or simply "Add to Cart"



5. Once items are selected they will show in "My Cart" as highlighted below.

5A. Update the unit quantity if required (then click on 'Update Total'), then select "Create Order Requisition"

6. Select "Submit Order Requisition" if the details of your order are correct. Once the order is confirmed, the details of the order will appear for confirmation.

Please ensure the correct item and quantity are displayed before proceeding

7. The product and cart information will be pulled back into the DEC Online Catalogue and will appear as below. Follow your current ordering process to complete the order.

Home page	Catalog search	Shopping cart (1)	Shopping lists	External catalogs
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Item no.	Short description	Supplier / Service provider	Lead time	Price ex GST	Quantity	Amount
10163820089151	DEC302DBP OptiPlex 3020 SFF: Base;Opti	DELL	1 day	/ EA	1	
Total for all AUD items:						

Need Help?
Contact Dell

B2B Helpdesk	B2B Specific Issue	NA	Global_B2B_Support@Dell.com
Premier Helpdesk	Premier Page Issues	1800 457 489	APJ_Premier_Helpdesk@dell.com
DETBUY	DEC Customer Support	1300 338 289	detbuy@det.nsw.edu.au