

How to use the Dell Portal to purchase computer equipment in the University of Galway

Introduction

This document outlines how to purchase a Dell Computer/Monitor or Accessory using the Dell online portal to create an eQuote


Please go to the following link [here](#) to start the process.

Step 1 – Chose the model which you wish to purchase and click on it

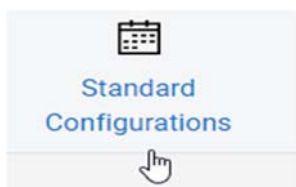
PCs and Laptops available under contract

NOTE: Due to the worldwide shortage of components, there are significant delays in fulfilling orders for PCs. If you are ordering, please allow for 2 months.

NOTE: Please ensure you click on 'Standard C Galway supported models

Type	Models Available
	Optiplex.Plus.7010...Standard Desktop.Model
	Optiplex.Plus.7010...Small Form.Factor
	Optiplex.Plus.7010...Micro Form.Factor
	Latitude 5440 - Standard Laptop
	Latitude 5540 - Full Feature Laptop
	Latitude 5340 - Ultra Portable Laptop

Step 2 – Click on 'Standard Configurations



Step 3 - Click on the accessory you wish to purchase from the list. If it is a monitor or an accessory, you can **Add to Basket**



Name: [Dell Dock WD19S, 130W](#)
Ships 28/09/2023
[View Delivery Dates](#)

Product: [Dell Dock - WD19S](#)
Category: [Accessories](#)

Price: **€100.00**

[Add to Basket](#)

[Customize & Buy](#)

Step 4 - Click on the laptop/PC you wish to purchase. Again, you can add the model as is by clicking on **Add to Basket** or to see upgrade options on the base model, click on **Customize and Buy**

When you have made your changes, click on **Add to Basket**

OptiPlex Small Form Factor (Plus 7010)

Components

[Expand All](#) | [Collapse All](#)

OptiPlex Small Form Factor (Plus 7010)

OptiPlex Small Form Factor (Plus 7010)

Processor [Help Me Choose](#)

[Collapse](#)

Compete Bid Use:13th Gen i7-13700 (8+8 Cores/30MB/24T/2.1GHz to 5.1GHz/65W) + €121.00

Compete Bid Use:13th Gen i5-13500 (6+8 Cores/24MB/20T/2.5GHz to 4.8GHz/65W) **Selected**

Operating System [More Info](#)

Windows 11 Home, English, Dutch, French, German, Italian

Windows AutoPilot [More Info](#)

No AutoPilot

Memory [Help Me Choose](#)

[Collapse](#)

32 GB: 2 x 16 GB, DDR5 + €85.00

16 GB: 2 x 8 GB, DDR5 **Selected**

Hard Drive

[Collapse](#)

1 TB, M.2 2230, PCIe NVMe, SSD, Class 35 + €58.00

2 TB, M.2 2280, PCIe NVMe, SSD, Class 40 + €176.00

512 GB, M.2 2230, PCIe NVMe, SSD, Class 35 **Selected**

Dell Price **€550.00**

CFI Project Number: G0FL2C

Selections may result in additional updates to the overall configuration, which may impact the price for Support and Services and the total overall price and savings for this product.

Ships between 03/10/2023 and 05/10/2023

[View Delivery Dates](#)

[Add to Basket](#)

[Review](#)

Order Code rrcr1073882-6558112

Step 5 - Click on Basket



Step 6 – Click on Create eQuote

The screenshot shows a shopping basket with one item: OptiPlex Small Form Factor (Plus 7010). The basket includes a quantity selector (1) and a price column. Below the item is a delivery window: 'Arrives October 03 - October 09'. A confirmation prompt asks 'Are you able to find the information you need?' with 'Yes' and 'No' buttons. To the right is a checkout sidebar with a 'View all eQuotes' link, a coupon field, a summary table, and a 'Create eQuote' button highlighted with a red box. The summary table shows: Items (1) €1,969.51, Premier Discount -€1,334.51, Delivery €0.00, VAT €146.05, Total €781.05. Below the table is a 'Continue Shopping' dropdown and a 'Flexible Payment Solutions' section with a 'Print' button.

Items	Quantity	Price
OptiPlex Small Form Factor (Plus 7010)	1	€1,969.51

Arrives October 03 - October 09

Are you able to find the information you need?

View all eQuotes

Coupon: Enter code

Items (1)	€1,969.51
Premier Discount	-€1,334.51
Delivery	€0.00
VAT	€146.05
Total	€781.05

Get it by Monday, October 09

Flexible Payment Solutions

Choose how you want to purchase your technology with flexible payment solutions that fit your business needs.

[Explore Payment Solutions](#)

VISA ID Check

Step 7 – Fill in details as appropriate.

- **Order Details** – Give the quote a name and fill in Saved By ID
- **Order Contact** - Fill in all pertinent details around address/delivery address

Please ensure your email address is correct as otherwise you will not receive your eQuote

Save eQuote when ready

Quote details

Quote Name *

Saved By (email ID) *

Order Contact

First Name * Surname *

Company Name (optional)

Phone Number * Email *

Email (multiple recipients can be added) (optional)

Please note: Email recipients will receive an order acknowledgement, order confirmation and shipping notification which includes detailed pricing information.


Update my current user profile with order contact information entered above

Coupon: Enter coupon code

Summary

OptiPlex Small Form Factor (Plus 7010)	€1,969.51
Quantity: 1	€1,969.51
Savings	-€1,334.51
VAT-Applicable Items	€635.00
Delivery	€0.00
VAT (23%)	€146.05
Total (Including VAT and Delivery)	€781.05

Step 8 - You will receive the eQuote from Dell via email and is valid for 30 days

 DellServicesnoreply@Dell.com Your Dell Quote Has Been Created | Quote: 3...
You don't often get email from dellservicesnoreply@dell.com. Learn why this is important
EXTERNAL EMAIL: This email originated outside the University of Galway. Do not open attachments
