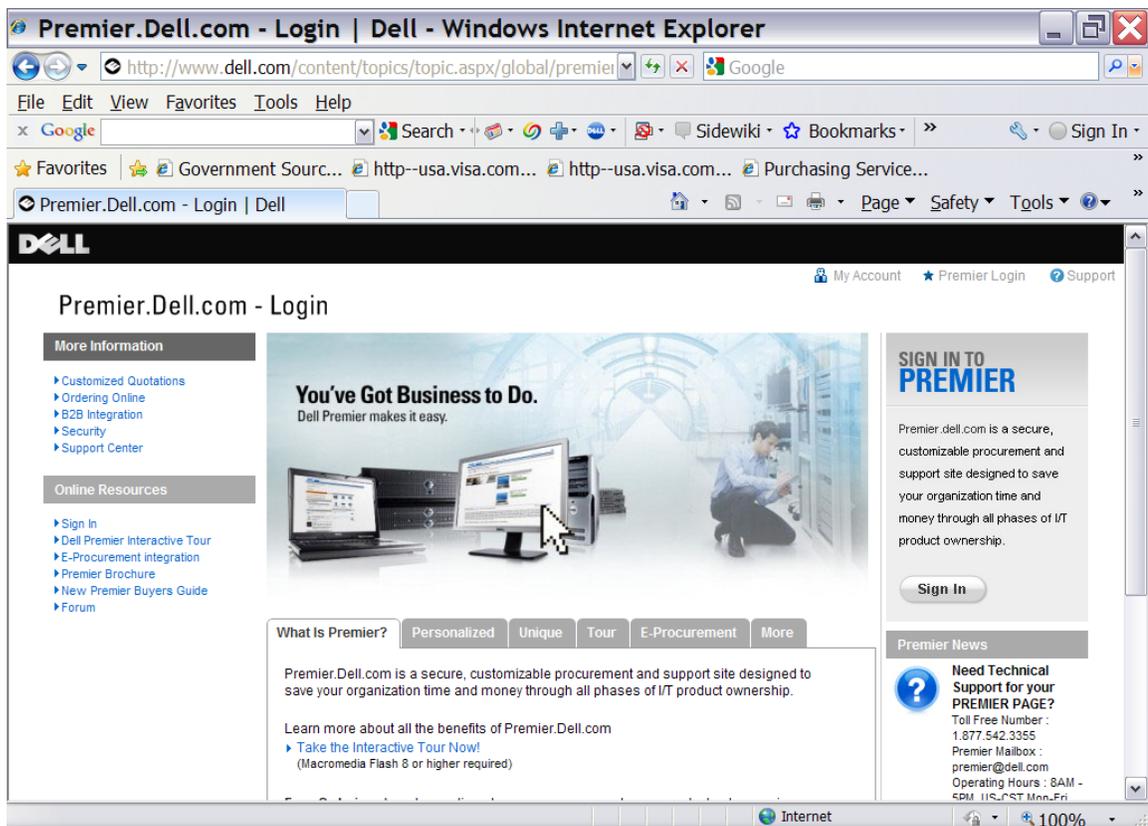
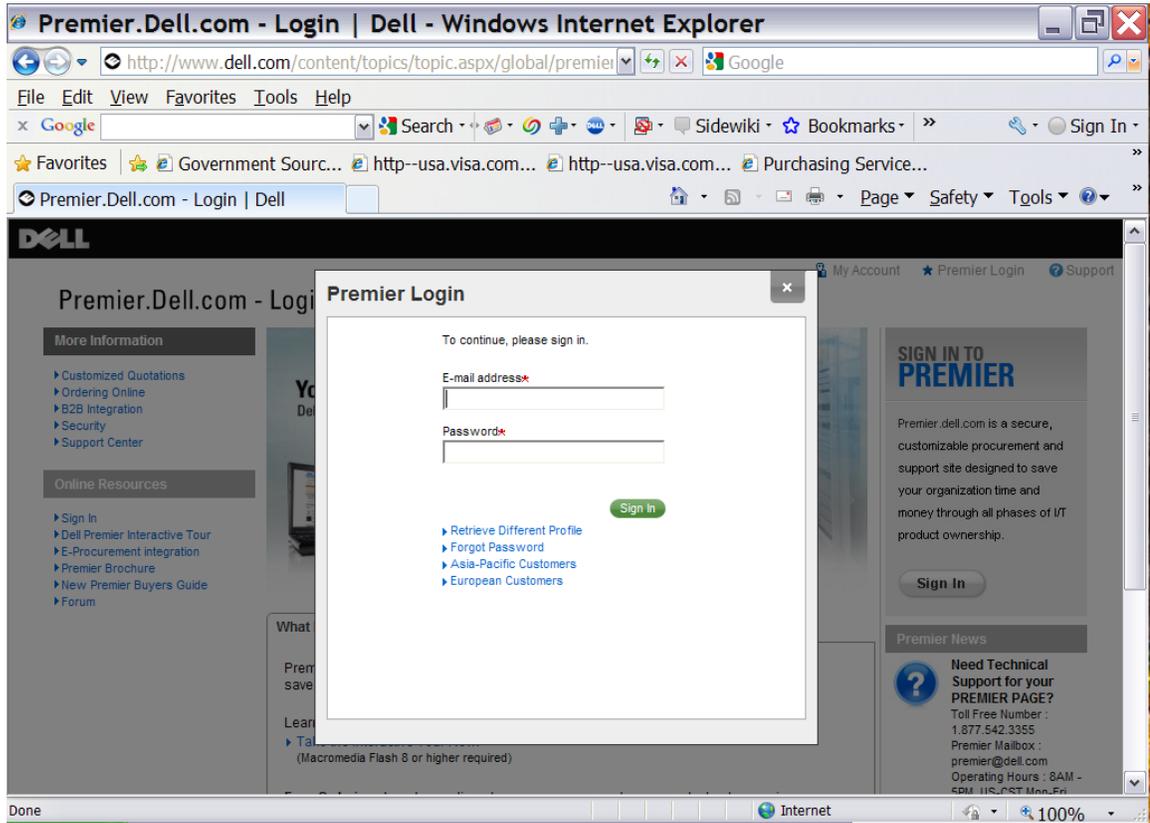


Premier Dell Online Configuration/Ordering Instructions

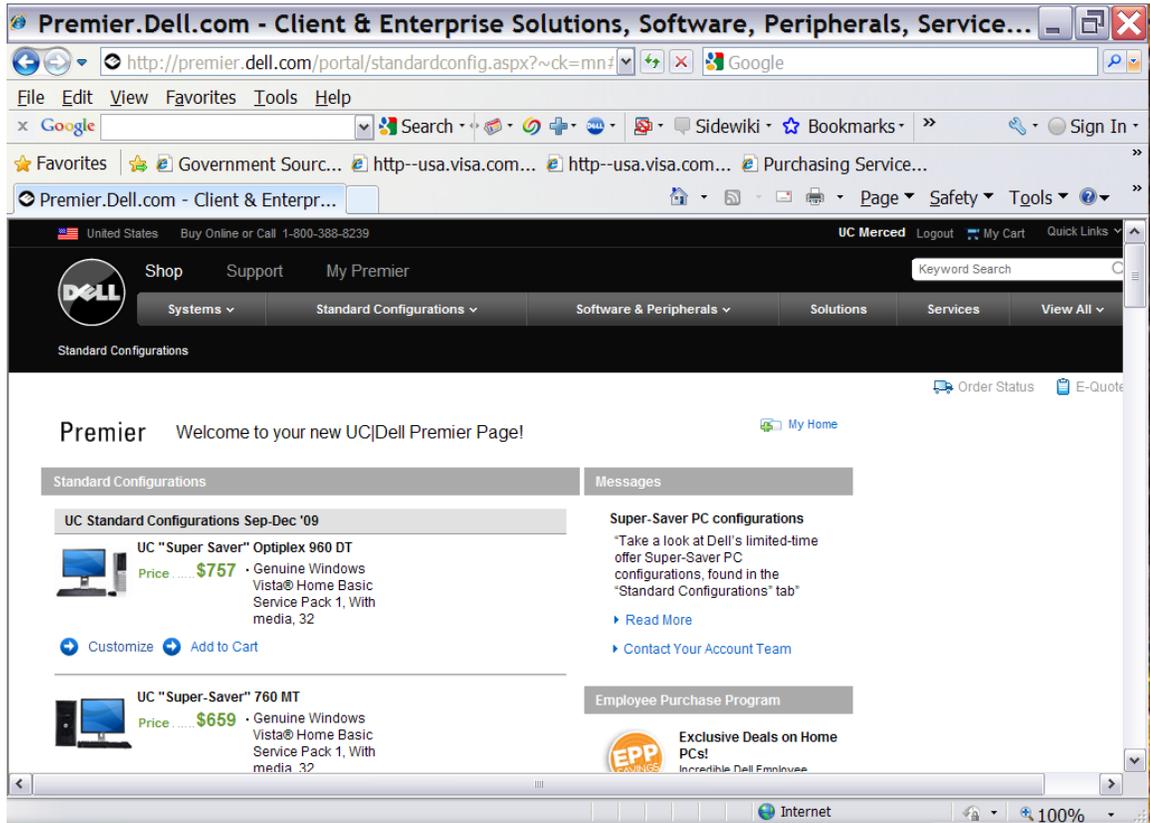
1. Go to www.dellpremier.com
2. Click on "Sign In".



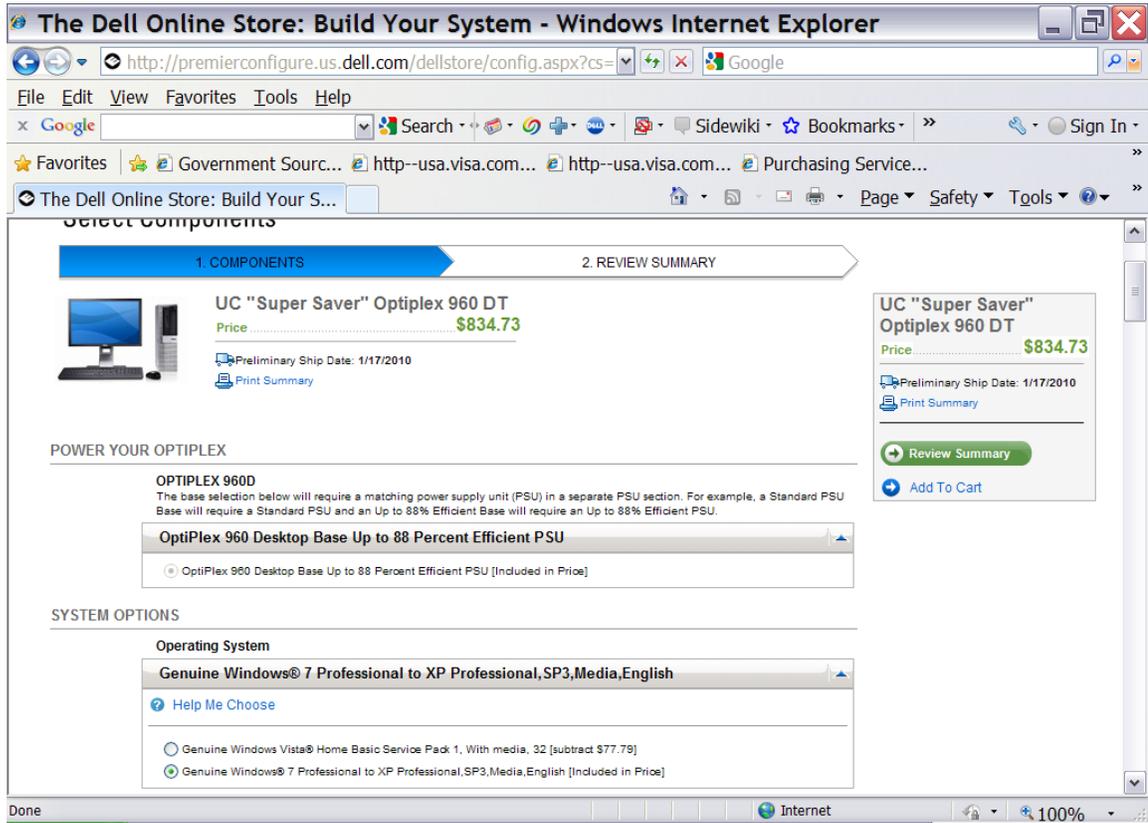
3. Enter your email address and password as prompted, and then click on "Sign In".



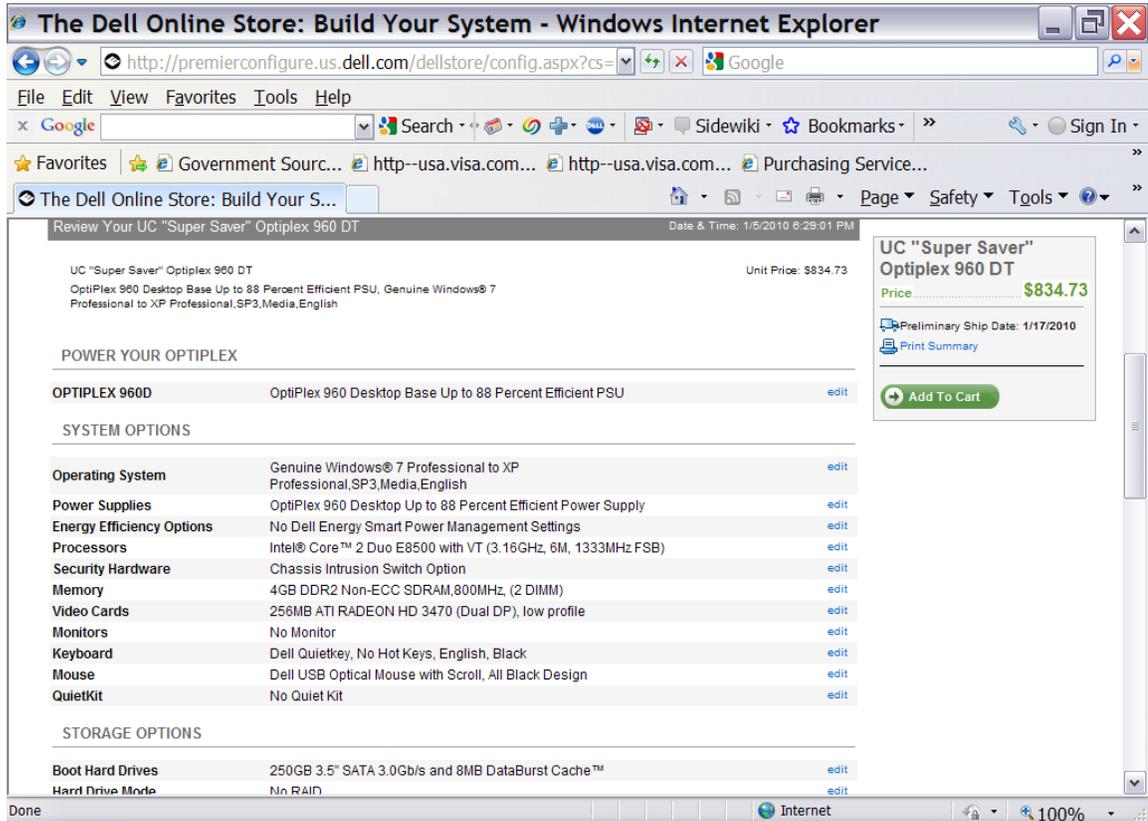
4. Choose one of the UC Standard Configurations by clicking on "Add to Cart", modify a UC Standard Configuration by clicking on "Customize", or configure your own system by choosing a desktop, notebook, workstation, etc. within the "Systems" tab. You can also order software and peripherals using the "Software & Peripherals" tab.



5. If you choose to "Customize" the system, click on the appropriate radio buttons for your order for each option offered.



6. Click on "Review Summary" to review a list of your final system configurations before placing your order.



7. Click on "Edit" for any specific item(s) if you wish to change it (them), otherwise, click on "Add to Cart".

8. Once you've added the system to your Cart, click on "Shipping & Handling" to enter your shipping information, click on "I DO NOT have tax exempt status. Treat order as taxable." and choose the appropriate delivery option(s). NOTE: for UC Merced orders, the shipping address should generally be:

UC MERCED
FACILITIES SERVICES BUILDING A
5200 NORTH LAKE ROAD
MERCED, CA 95343

The screenshot shows a web browser window with the title "Find a Laptop, Notebook, Desktop, Server...". The address bar displays "https://premierecomm.dell.com/dellstore/PopUps/popup_estimateshipping.a". The page content includes a form for shipping information with the following fields and options:

- Address:** Two text input fields containing "FACILITIES SERVICES BUILDING A" and "5200 NORTH LAKE RD". A red asterisk indicates this is a required field. A message below reads: "Dell cannot ship to a P.O. Box. Please see address guidelines. Learn More".
- City:** Text input field containing "MERCED".
- State:** Dropdown menu showing "California".
- Zip Code:** Text input field containing "95343".
- 4-digit Ext.:** Empty text input field.
- Tax Exempt Status:** A section with two radio button options:
 - I DO NOT have tax exempt status. Treat order as taxable.
 - I DO have tax exempt status. DO NOT check this box unless you have a compliant tax certificate on file with Dell. If you do not have one on file, your order will be delayed and the final price will include the applicable taxes. To place a certificate on file [click here](#). Please note that the tax amount displayed will not reflect the tax exemption certificate until the final step of checkout.A note below states: "Tax-exempt status requires a tax certificate to be on file with Dell; if not on file, the order will be treated as taxable."
- Shipping & Handling Method:** A section header for the next part of the form.
- Delivery Option:** A section with two radio button options:
 - 3-5 Day Delivery - Standard Delivery. Your order will be delivered up to 3-5 business days after it ships. \$0.00
 - 2nd Business Day Delivery - Fast Delivery. Your order will be delivered up to 2 business days after it ships. \$0.00

9. Click on "Estimate Tax and Shipping & Handling".

The screenshot shows a web browser window with the title "Find a Laptop, Notebook, Desktop, Server...". The address bar displays the URL: https://premierecomm.dell.com/dellstore/PopUps/popup_estimateshipping.a. The page content includes a "Zip Code" field with "95343" entered and a "4-digit Ext." field. Below this is a "Tax Exempt Status" section with two radio button options: "I DO NOT have tax exempt status. Treat order as taxable." (selected) and "I DO have tax exempt status. DO NOT check this box unless you have a compliant tax certificate on file with Dell. If you do not have one on file, your order will be delayed and the final price will include the applicable taxes. To place a certificate on file [click here](#). Please note that the tax amount displayed will not reflect the tax exemption certificate until the final step of checkout." Below the radio buttons is a note: "Tax-exempt status requires a tax certificate to be on file with Dell; if not on file, the order will be treated as taxable." The "Shipping & Handling Method" section is partially visible. The "Delivery Option" section has three radio button options: "3-5 Day Delivery - Standard Delivery. Your order will be delivered up to 3-5 business days after it ships. \$0.00", "2nd Business Day Delivery - Fast Delivery. Your order will be delivered up to 2 business days after it ships. \$0.00", and "Next Business Day Delivery - Fastest Delivery. Your order will be delivered on the next business day after it ships. \$0.00" (selected). A green button labeled "Estimate Tax And Shipping & Handling" is located below the delivery options. The footer contains the Dell logo, copyright information "© 2009 Dell For customers of the 50 United States and the District of Columbia only.", and links for "Site Terms", "Terms of Sale", "Privacy", and "Feedback". The browser's taskbar shows "Internet" and a zoom level of "100%".

10. If you receive the following error notice, choose "MERCED (outside city limits)" from the drop-down box and click again on "Estimate Tax and Shipping & Handling". This will take you to the Checkout page.

Find a Laptop, Notebook, Desktop, Server...

https://premierecomm.dell.com/dellstore/PopUps/popup_estimateshipping.a

DELL Windows® . Life without Walls™ . Dell

Estimate Shipping & Handling and Tax

* Indicates Required Fields

! There are problems with the information you provided. Please fix the 1 errors highlighted below.

* Address Dell cannot ship to a P.O. Box
Please see address guidelines [Learn More](#)

FACILITIES SERVICES BUILDING A

5200 NORTH LAKE RD

* City * State

MERCED California

* Zip Code 4-digit Ext.

95343 -

! Your Zip Code spans multiple counties. Please select your county.

MERCED(outside city limits)

MERCED(inside city limits)

MERCED(inside city limits)

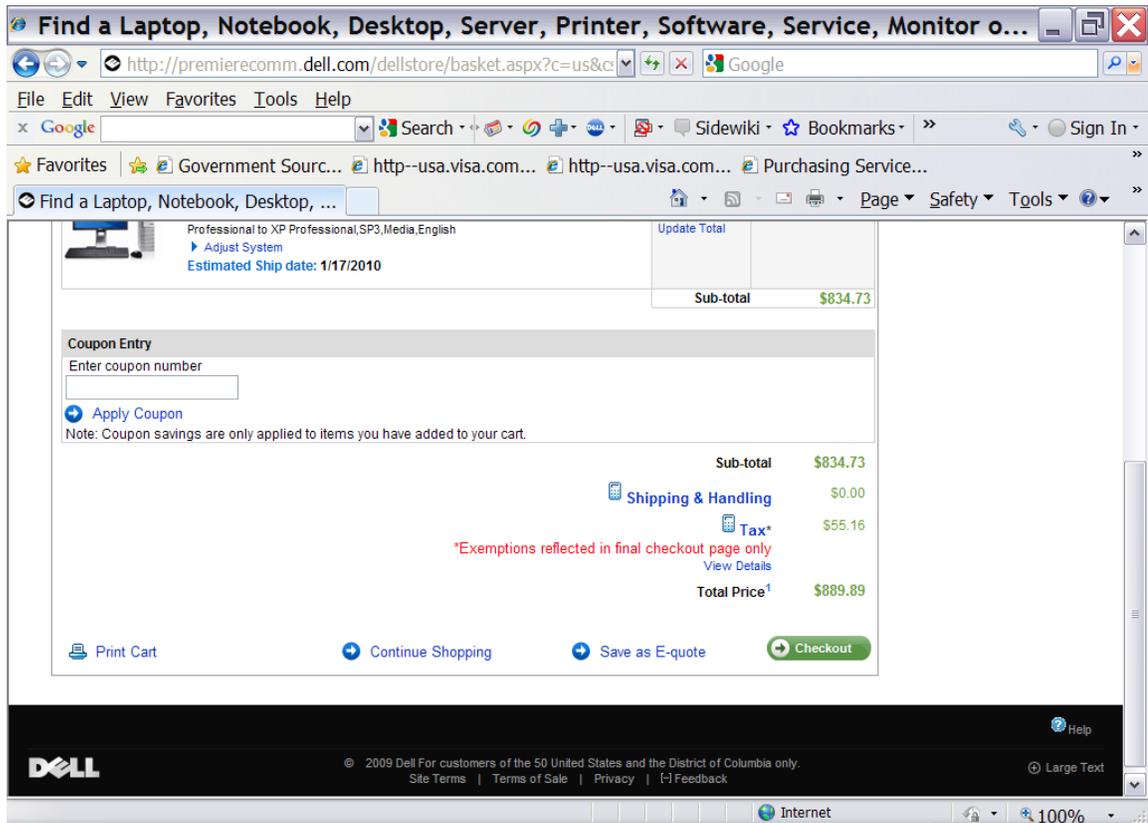
I DO NOT have tax exempt status. Treat order as taxable.

I DO have tax exempt status. DO NOT check this box unless you have a compliant tax certificate on file with Dell. If you do not have one on file, your order will be delayed and the final price will include the applicable taxes. To place a certificate on file [click here](#). Please note that the tax amount displayed will not reflect the tax exemption certificate until the final step of checkout.

Tax-exempt status requires a tax certificate to be on file with Dell; if not on file, the order will be treated as taxable.

Done Internet 100%

11. Make sure to enter the Coupon Number in the appropriate field and click on "Apply Coupon", *if any*, before clicking on "Checkout".



12. Enter all Contact Information in the appropriate fields.

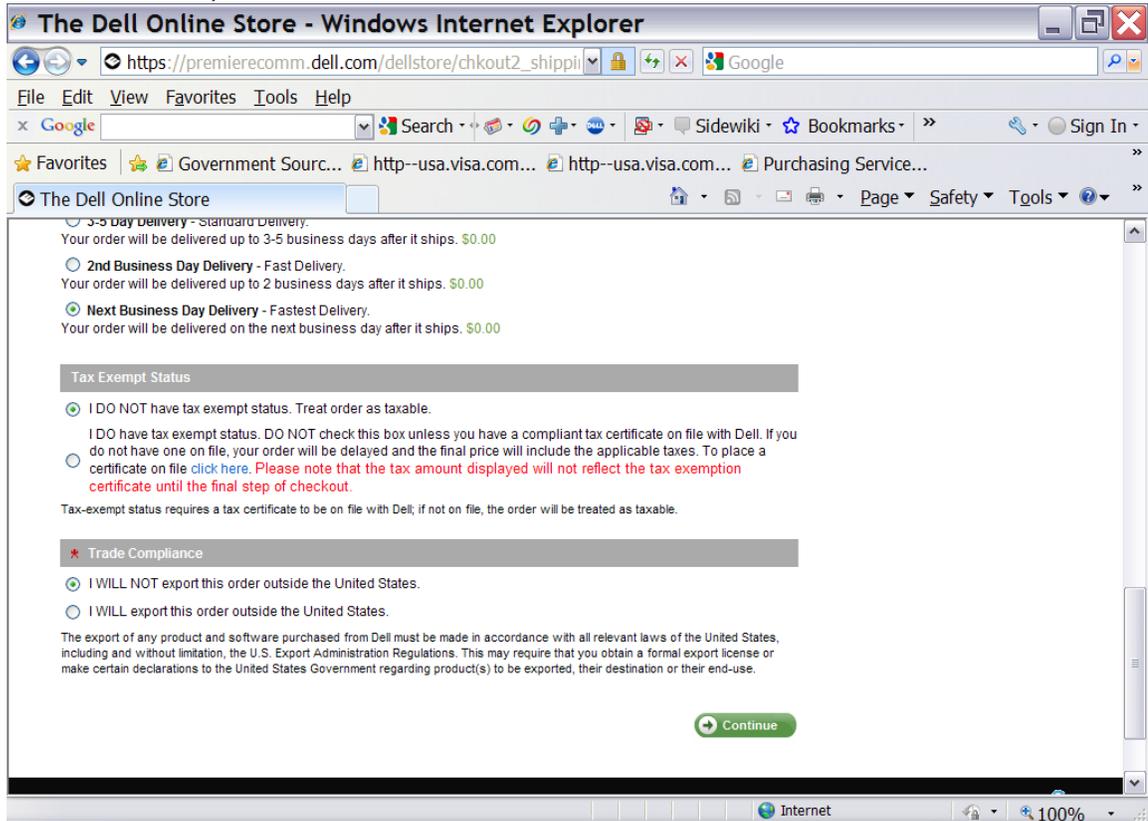
The screenshot shows a web browser window titled "The Dell Online Store - Windows Internet Explorer". The address bar displays "https://premiercomm.dell.com/dellstore/checkout2_shipping". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains various icons for search, navigation, and printing. The browser's address bar shows several open tabs, including "The Dell Online Store".

The main content area displays a "Contact Information" form. At the top right of the form is a green "Continue" button. The form includes the following fields and options:

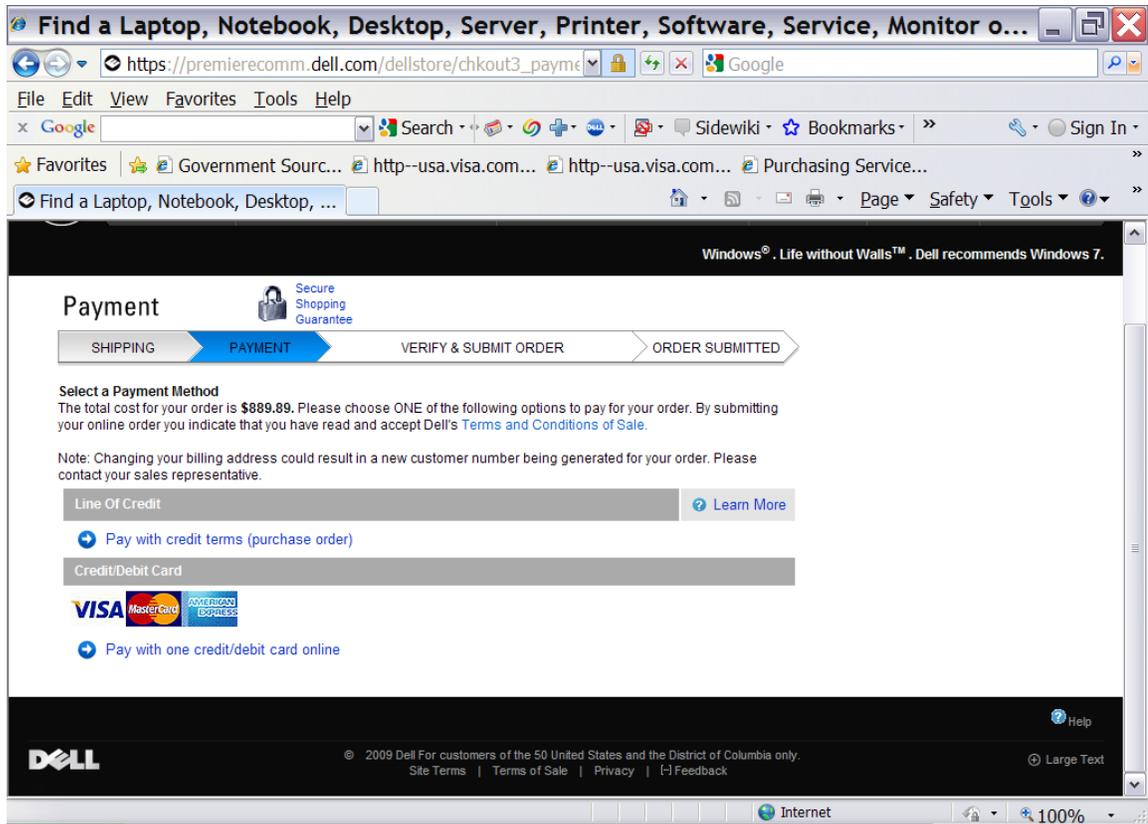
- Contact Information** (Section Header)
- * First Name**: Karen
- MI**: [Empty]
- * Last Name**: Meade
- Position/Title**: Principal Buyer
- * E-mail address**: kmeade2@ucmerced.edu
- Check to receive a confirmation email
- Additional e-mail recipients**: cdeegan@ucmerced.edu
- (Email addresses must be separated by semicolons)
- * Daytime Phone Number**: (209) 228 - 4611
- Ext.**: [Empty]
- Daytime Fax Number**: (209) 228 - 2925
- Ext.**: [Empty]

The browser's status bar at the bottom shows "Internet" and "100%".

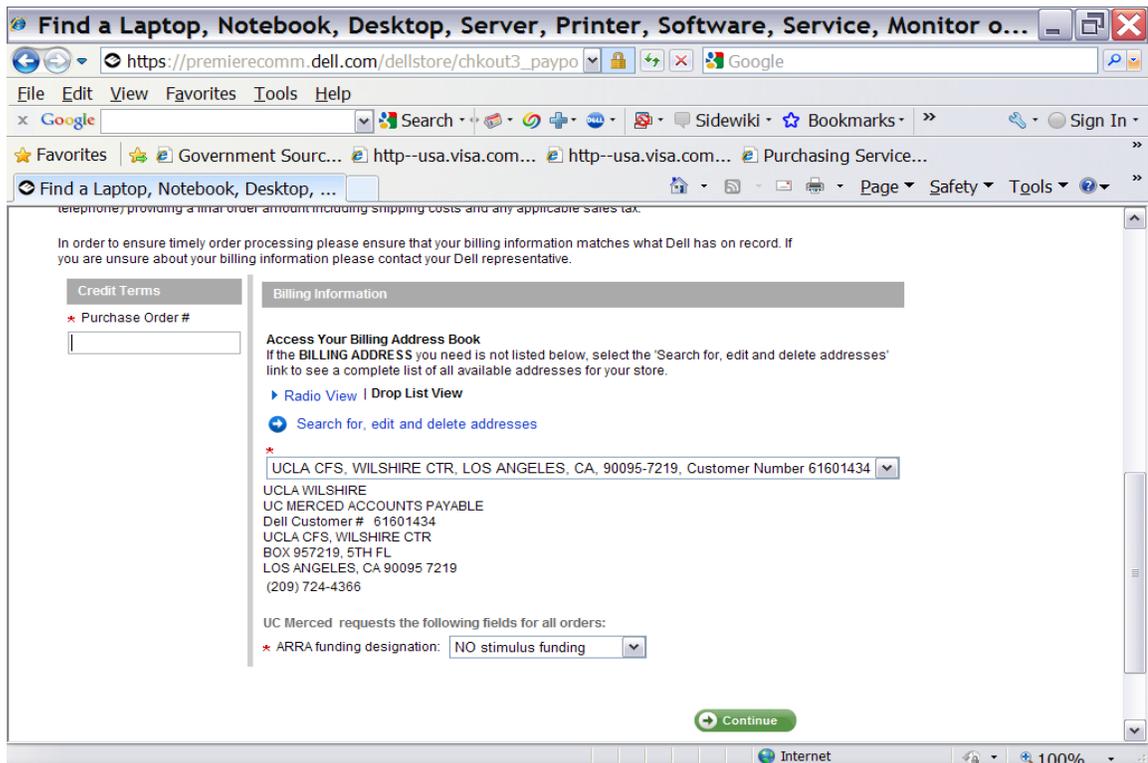
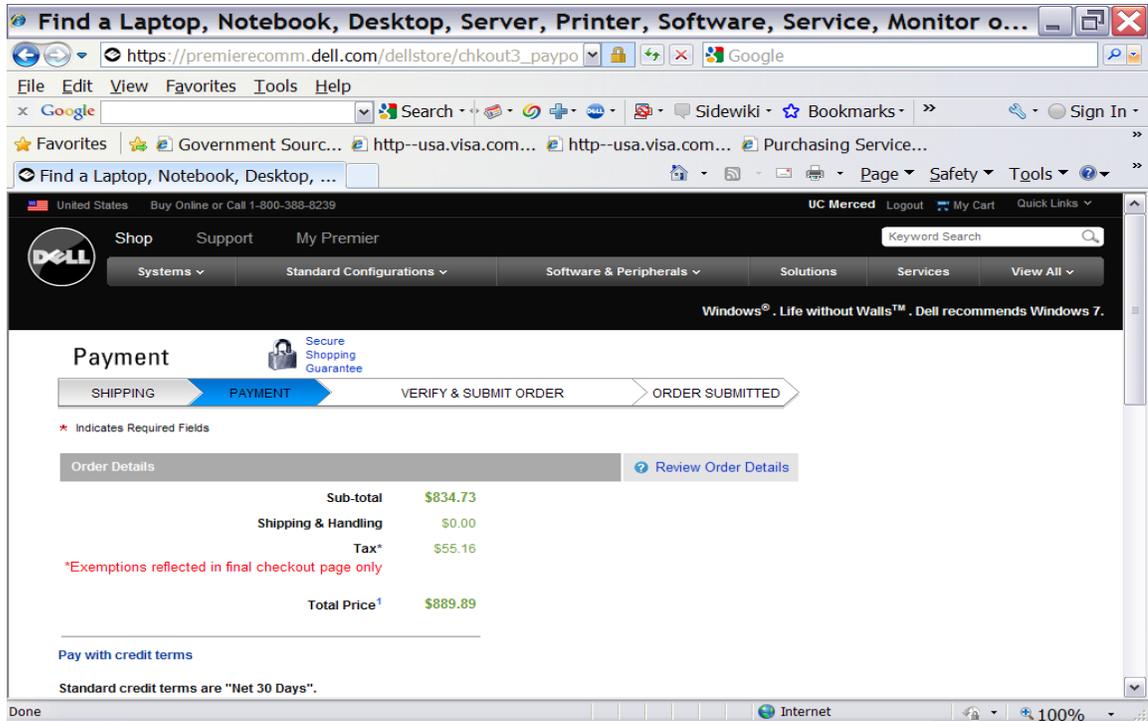
13. Click on "I WILL NOT export this order outside the United States." (NOTE: Contact Procurement Services if any questions on this.)



14. Click on "Pay with credit terms (purchase order)" to select payment method. NOTE: Although listed as an option, credit cards should not be used to purchase computer systems for UC Merced.



- Enter your release order # ("A" class order) in the Purchase Order # field followed by the campus-wide BPO# 0000KKB008 on the Payment page in the following format: M565AMA000/0000KKB008. (See second screen print.)



16. Click "Continue" to Verify & Submit your final order.
17. Follow additional website instructions if you wish to review your submitted order.

Important Reminders!

- DO NOT fax, email, or mail your "A" class release order to Dell!!! Order placement must be made online through the Premier Dell website. (NOTE: Configure a system first, save it to your cart, create/post your "A" class release order, and then submit your online order.)
- There are a variety of systemwide strategic sourcing agreements in place for UC campuses to use and support (e.g., Dell, HP, Apple, Gateway, etc.). Dell is only one of the computer companies UC Merced does business with. Procurement Services does not endorse or recommend one brand over the other; we are merely notifying you of the availability of the existing agreements (and corresponding "tools") that you can take advantage of.
- Our campus I.T. prefers and supports HP systems. Departments can order Dell products but technical support for these systems must be provided by Dell, not UC Merced I.T. staff.
- Departmental buyers are highly encouraged to obtain comparative quotes for their LVOs (using same specs, warranty terms, etc.!).

NOTE: This can include comparing HP vs. Dell, comparing an HP system between 2 or more vendors, comparing a Dell system between 2 or more vendors - or even comparing the specials on Dell's regular website against Dell Premier.) This can save the UC hundreds of dollars on even an individual purchase. This is always important but especially during these difficult economic times!!