

Dell, CDW-G and myFIUmarket have teamed up to create a new process for placing Dell orders. Please follow the steps below to have your Dell equipment ordered through myFIUmarket. Note: this process is for non-Panther Tech Store orders.

1. Log into the FIU Dell Premier site at Premier.Dell.com

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Premier Sign In		
Email Address *	Learn more about Dell Premier	
Descured	Contact Premier Support	
Forgot Password?		
Retrieve Different Profile		

2. Shop for your product(s), add to your Shopping Cart, and click **Save as eQuote**.

Shop       Solutions & Services       Support       Account       Search       Search       Search         Melo       Quotes       Order Status       Share Your Ideas       Custom Links         Cert       Contract Contents (3 terms)       Vew Stills & Print         Swall aper 1       Hole all space       Vew Stills & Print         Vertication of the all space       Vew Stills & Print         Vertication of the all space       Vew Stills & Print         Vertication       OptiPlex 9020 Mini Tower - Great       Vew Stills & Print         Vertication       OptiPlex 9020 Mini Tower - Great       Vertications         Vertication       OptiPlex 9020 Mini Tower - Great       Vertications         Vertication       OptiPlex 9020 Mini Tower - Great       Vertications         Vertications       OptiPlex 9020 Mini Tower - Great       Vertications         Vertications       OptiPlex 9020 Mini Tower - Great       Vertications         Vertications       Image: Addeer - DisplayPort to Via       Vertication Addeer         Verticatione	Contact Us 1-800-38	8-8239 Florida Internationa	l University-Pro Ca	rd Purchases Lo	gout		
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3. From the **eQuote Details** page, you can select James Hillebrand as the Authorized Buyer from the drop-down page, or leave it blank and click the *Continue* button.

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4. Enter contact information and click the *Continue* button.

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### 5. Enter Shipping Information and click **Save eQuote**

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7. You will receive a system-generated e-mail. Review your quote, obtain any internal approvals, make changes if necessary, and forward the final version to James Hillebrand at jamehil@cdwg.com

From:	Dell (please do not re	ply) <automated_email@dell.com> on behalf of Dell Inc. <dell_automated_email@dell.com></dell_automated_email@dell.com></automated_email@dell.com>	
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Emai	led to: <u>cherrera@fi</u>	<u>i.edu</u>	
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Acco	unt Name	Florida International University-Pro Card	
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8. Within 24 Hours, James will replicate the quote and will e-mail it back to you with a CDW-G quote number.







#### 9. Log into PantherSoft Financials to access myFIUmarket.

Favorites	Main Menu > ePro	curement >	Requisition						
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### 10. Click on the CDW-G Punchout Catalog

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11. Use the **Find my Quote** function within the CDW-G landing page, and enter the quote number James provided you.

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	CDW-G is a Florida International University contracted vendor. L Click on the images below or use the search functionality at the top of the page to find the specific products or services you're looking for. When navigating clic on the CDW-G log to return back to the main page. Toplace an order via an account manager generated quotes. - Enter your quote number in the box below and click "Find" to retrieve your quote - Click the 'Add to Cart' button next to your quote - Continue shopping or Click on Transfer Cart to return to the e-procurement system	k
	Click HERE to view FIU's purchasing process. If you have any additional questions, please contact your dedicated Executive Account Manager James Hillebrand at Jamehil@cdwg.com and/or 866-223-074	8
Find my Order	Find It (ex:PO Number, Order Number)	
Find my Quote GTVH791	Find It (ex: Quote Number)	



14.



#### 12. Review the quote for accuracy and click Add to Cart.

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13. From the Shopping Cart page you can proceed to *Checkout*.

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15. The Shopping Cart is transferred to myFIUmarket. You can click *Proceed to Checkout*.



#### 16. Click the *Place Order* button.

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### 17. The items from your Shopping Cart get transferred to the eProcurement Requisition page.

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- 18. Upon requisition approval, the system will generate an approved Purchase Order, which will be sent to CDW-G electronically for processing.
- 19. You'll receive your Dell products with the same lead time as the previous method. All order status tracking and invoices will be available in myFIUmarket for quick and easy access.

Please note these orders will bypass the Purchasing Buyer. If there are any questions or concerns about the process, please contact James Hillebrand directly at the following information and he'll be happy to answer any questions.

James Hillebrand Executive Account Manager CDW-G Phone: 866-223-0748 Fax: 312-705-9435 Email: jamehil@cdwg.com

Training for myFIUmarket can be found at the following link: http://finance.fiu.edu/controller/TrainingRegistration.html