

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



**Premier**

**Premier Sign In**

Email Address \*

Password \*

[Forgot Password?](#)


[Retrieve Different Profile](#)

[Sign In](#)

[Learn more about Dell Premier](#)  
[Contact Premier Support](#)

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


Contact Us 1-800-388-8239   Florida International University-Pro Card Purchases   [Logout](#)


[Shop](#)   [Solutions & Services](#)   [Support](#)   [Account](#)

[Search](#)



[Help](#)   [Quotes](#)   [Order Status](#)   [Share Your Ideas](#)   [Custom Links](#)

[Cart](#)

 **Your Shopping Cart**

**Cart Contents** (3 Items) [View SKUs & Print](#)

Show all specs | Hide all specs

Item	Quantity	Estimated Ship Date	Price
 <p><b>OptiPlex 9020 Mini Tower - Great value and in-stock for fast shipping</b></p> <p style="font-size: x-small;">View more specifications</p> <p><b>Grouped with your OptiPlex 9020 Mini Tower - Great value and in-stock for fast shipping</b></p> <p style="font-size: x-small;">Dell Adapter - DisplayPort to VGA</p> <p style="font-size: x-small;">Dell Adapter - DisplayPort to VGA</p> <p style="font-size: x-small;">Dell Adapter - DisplayPort to DVI Single Link</p> <p style="font-size: x-small;">Dell Adapter - DisplayPort to DVI Single Link</p>	<input type="text" value="1"/> <a href="#">Update</a>	 2/5/2016	\$946.83 \$22.49 \$17.24
Price does not reflect applicable shipping, taxes and state environmental fee.			<b>Subtotal</b> \$986.56

**Cart Summary**

Contract Code    53AFD

3 Items

Price does not reflect applicable shipping, taxes and state environmental fee.


**Subtotal**    \$986.56

[Proceed to Checkout](#)

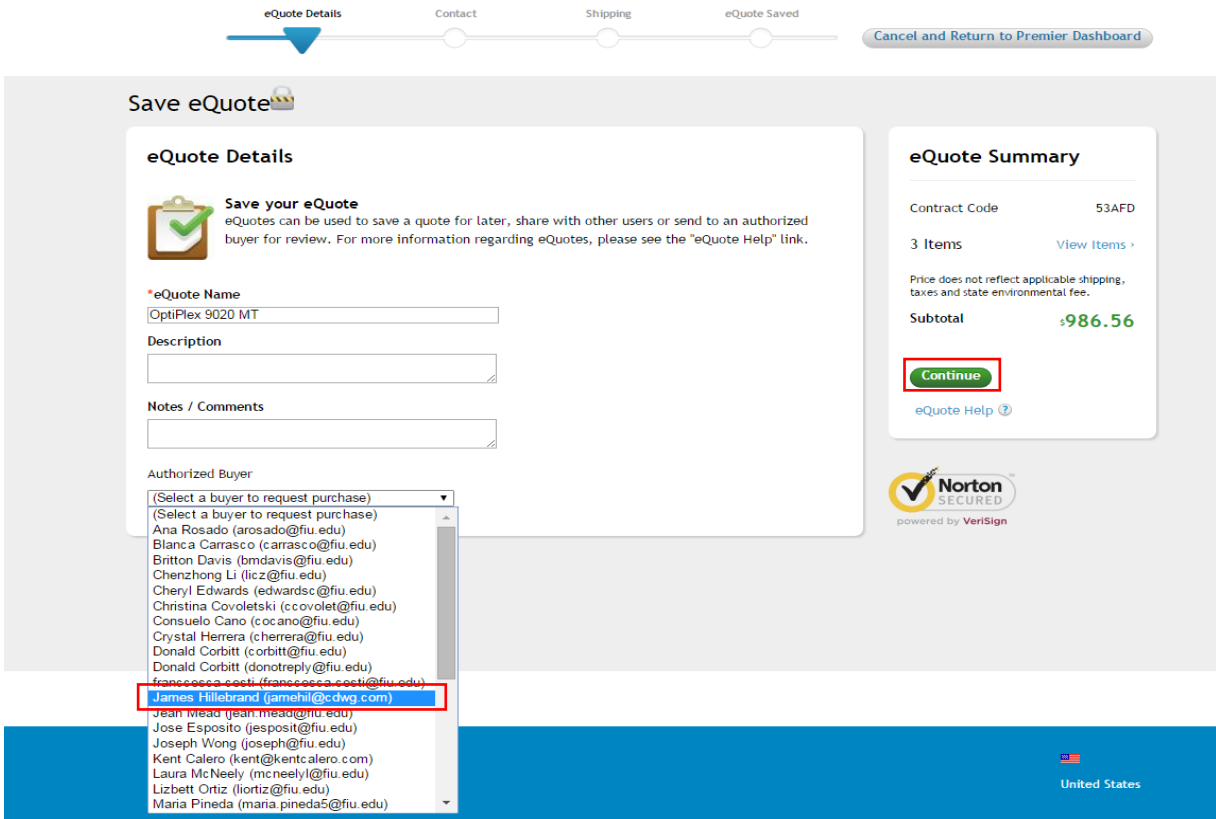
[Save as eQuote](#)

[Continue shopping >](#)

[Print](#)

  
powered by VeriSign

- 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.




eQuote Details    Contact    Shipping    eQuote Saved

[Cancel and Return to Premier Dashboard](#)

### Save eQuote

#### eQuote Details

 **Save your eQuote**  
eQuotes can be used to save a quote for later, share with other users or send to an authorized buyer for review. For more information regarding eQuotes, please see the "eQuote Help" link.

\*eQuote Name

Description

Notes / Comments

Authorized Buyer  
  
 (Select a buyer to request purchase)  
 Ana Rosado (arosado@fiu.edu)  
 Blanca Carrasco (carrasco@fiu.edu)  
 Britton Davis (bmdavis@fiu.edu)  
 Chenzhong Li (licz@fiu.edu)  
 Cheryl Edwards (edwardsc@fiu.edu)  
 Christina Covoletski (ccovolet@fiu.edu)  
 Consuelo Cano (cocano@fiu.edu)  
 Crystal Herrera (cherrera@fiu.edu)  
 Donald Corbitt (corbitt@fiu.edu)  
 Donald Corbitt (donotreply@fiu.edu)  
**James Hillebrand (jamehl@cdwg.com)**  
 Jean Mead (jean.mead@fiu.edu)  
 Jose Esposito (jesposit@fiu.edu)  
 Joseph Wong (joseph@fiu.edu)  
 Kent Calero (kent@kentcalero.com)  
 Laura McNeely (mcneely@fiu.edu)  
 Lizbett Ortiz (liortiz@fiu.edu)  
 Maria Pineda (maria.pineda5@fiu.edu)

#### eQuote Summary

Contract Code                    53AFD


3 Items                            [View Items](#)


Price does not reflect applicable shipping, taxes and state environmental fee.

**Subtotal                            :986.56**

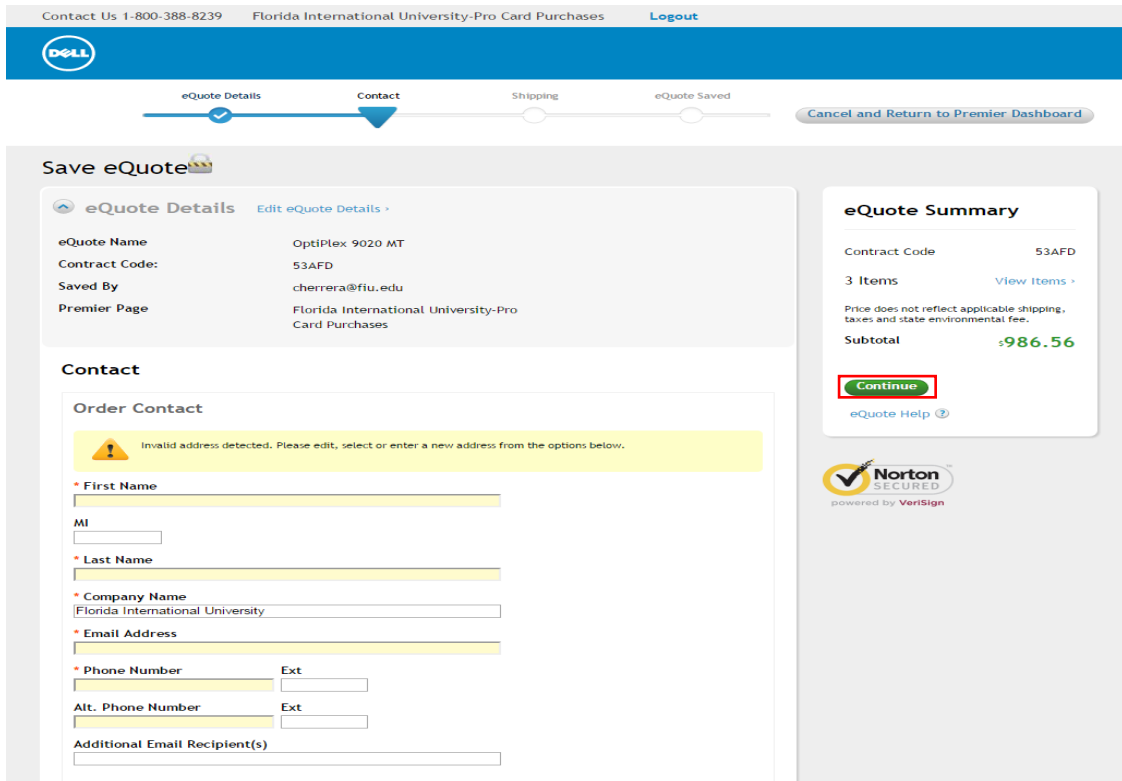
[Continue](#)

[eQuote Help](#)

  
powered by VeriSign

 United States

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



eQuote Details    Contact    Shipping    eQuote Saved

[Cancel and Return to Premier Dashboard](#)

### Save eQuote


#### eQuote Details

[Edit eQuote Details](#)

eQuote Name                    OptiPlex 9020 MT  
 Contract Code:                    53AFD  
 Saved By                            cherrera@fiu.edu  
 Premier Page                    Florida International University-Pro Card Purchases

#### Contact

**Order Contact**

 Invalid address detected. Please edit, select or enter a new address from the options below.

\* First Name

MI

\* Last Name

\* Company Name

\* Email Address

\* Phone Number                    Ext  
                   

Alt. Phone Number                    Ext  
                   

Additional Email Recipient(s)

#### eQuote Summary

Contract Code                    53AFD


3 Items                            [View Items](#)

Price does not reflect applicable shipping, taxes and state environmental fee.

**Subtotal                            :986.56**

[Continue](#)

[eQuote Help](#)

  
powered by VeriSign

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



### Save eQuote

**eQuote Details** [Edit eQuote Details >](#)

**Contact Information** [Edit Contact >](#)

Order Date	2/5/2016
eQuote Contact	Crystal Herrera Florida International University (305) 348-2164 cherrera@fiu.edu
Billing Contact	FLORIDAINTL UNIV FLORIDA INTL UNIV (305) 348-2131
Customer Number	134107362
Billing Address	11200 SW 8TH ST CSC 310 MIAMI, FL 33199-0001

**Shipping Information**

**eQuote Summary**

Contract Code: 53AFD


3 Items [View Items >](#)

Price does not reflect applicable shipping, taxes and state environmental fee.

**Subtotal: \$986.56**

**Save eQuote**


[eQuote Help ?](#)



6. Your eQuote has been saved and an eQuote number has been issued.



### Save eQuote




**Thank you. Your eQuote has been saved!**  
eQuote # 1011092682000. This eQuote expires on 4/5/2016

**eQuote Details**

eQuote Number	1011092682000
eQuote Name	OptiPlex 9020 MT
Customer Number	134107362
Contract Code:	53AFD
Saved On	2/5/2016
Expires On	4/5/2016
Saved By	cherrera@fiu.edu
Premier Page	Florida International University-Pro Card Purchases


**My eQuotes List**  
[Continue shopping >](#)

 [Print](#)

- 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](mailto:jamehil@cdwg.com)

From: Dell (please do not reply) <automated\_email@dell.com> on behalf of Dell Inc. <dell\_automated\_email@dell.com>  
 To: Crystal Herrera  
 Cc:  
 Subject: Dell Computer - Saved Quote Information - 1011092682000

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**You have saved an eQuote 1011092682000**

An eQuote is now saved in your Dell Online Store.  
 This will be held for 60 days and will expire on 04/05/2016

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Your eQuote has been sent to:  
 Emailed to: [cherrera@fiu.edu](mailto:cherrera@fiu.edu)  
[cherrera@fiu.edu](mailto:cherrera@fiu.edu)

To retrieve this eQuote  
 Login to [Premier](#)  
 Sign in to Florida International University-Pro Card Purchases  
 Click on "Quotes" in the top menu bar and search for eQuote number 1011092682000

eQuote Name	OptiPlex 9020 MT
Saved By	<a href="mailto:cherrera@fiu.edu">cherrera@fiu.edu</a>
eQuote Description	
Authorized Buyer	
Notes/Comments	
Account Name	Florida International University-Pro Card Purchases
Contract Code	53AFD
FIU Username	
User Office Number	
User Phone Number	

- Within 24 Hours, James will replicate the quote and will e-mail it back to you with a CDW-G quote number.

CDW.com | 800.594.4239 OE400SPS

**SALES QUOTATION**

QUOTE NO.	ACCOUNT NO.	DATE
GTVH791	158495	2/8/2016

<p><b>BILL TO:</b>                  FLORIDA INTERNATIONAL UNIVERSITY                  11200 SW 8TH ST                  CSC 310                  Accounts Payable                  MIAMI, FL 33199-2516                  Customer Phone #</p>	<p><b>SHIP TO:</b>                  FLORIDA INTERNATNL UNIVERSITY                  Attention To: XIANG LI                  10555 W FLAGLER ST                  EC3900                  MIAMI, FL 33174                  Contact: PURCHASE                  ORDER 305.348.3443                  Customer P.O. # GTVH791 QUOTE</p>
--	--

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
JAMES HILLEBRAND 866.223.0748	UPS Ground	NET 30 Days	858015139088C0


QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	3860109	DELL DISPT TO DVI SINGLE-LINK ADPT Mfg#: 452-4992 Contract: Florida International University C00001375	17.24	17.24
1	3882226	DELL DISPLAYPORT TO VGA ADAPTER Mfg#: 470-AANJ Contract: Florida International University C00001375	22.49	22.49
1	3993142	DELL CTO OPTI 9020 I74790 1TB 8GB Mfg#: 1024273549443 Contract: MARKET	946.83	946.83
SUBTOTAL				986.56
FREIGHT				0.00
TAX				0.00

US Currency

**TOTAL 986.56**

9. Log into PantherSoft Financials to access myFIUmarket.



Favorites | Main Menu > eProcurement > Requisition

Create Requisition 

Welcome Herrera, Crystal Orchid Home | My Preferences | Requisition Settings | 0 Lines | Checkout

Request Options   [Advanced Search](#)

Enter search criteria or select from the menu on the right to begin creating your requisition.

-  **Web**  
Browse Supplier Websites  
myFIUmarket
-  **Special Requests**  
Create a non-catalog request

10. Click on the CDW-G Punchout Catalog

myFIUmarket Crystal Herrera | Action Items | Notifications | 0.00 USD





Shop > Shopping > Shopping Home > Home/Shop

Shop


Go to: [advanced search](#) | [favorites](#) | [quick order](#) | Browse: [suppliers](#) | [categories](#) | [contracts](#) [\[Manage Showcases\]](#)


**Welcome to myFIUmarket!**  
Purchasing Services is pleased to introduce ePro and myFIUmarket, a user-friendly online marketplace designed to streamline the way your department purchases its goods and services. myFIUmarket catalog suppliers are pre-approved for FIU compliance, so POs are auto approved and suppliers

**Punchout Catalogs**

- 
- 
- 
- 


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

B2b's Account |  Cart (0)



HARDWARE SOFTWARE SOLUTIONS CLOUD BRANDS BLOG DEALS

CDW-G is a Florida International University contracted vendor.

 FLORIDA INTERNATIONAL UNIVERSITY 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 click on the CDW-G logo to return back to the main page.

**To place 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

Click [HERE](#) to view FIU's purchasing process.

If you have any additional questions, please contact your dedicated Executive Account Manager James Hillebrand at [jamehi@cdwg.com](mailto:jamehi@cdwg.com) and/or 866-223-0748

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Find my Order   (ex: PO Number, Order Number)

---

Find my Quote   (ex: Quote Number)

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

myFIUmarket PunchOut Your SciQuest Session will expire in: **13:43**  
[Reset Session](#) [Cancel PunchOut](#)

Overview Orders & Quotes Cloud Settings Tools & Services Account Team

Quote: GTVH791

### Quotes GTVH791

Find a quote#   E-Mail Quote Details:  
To An Associate | To Your Account Manager | To You (PDF Version)

Quote Information				
Quote #	Status	Quote Date	Contact	Description
GTVH791	Open	2/8/2016	PURCHASE ORDER	GTVH791 QUOTE

Billed From Address	Billing Address / Payment Methods	Shipping Address / Shipping Methods
CDW Government Inc. 230 N. Milwaukee Ave. Vernon Hills, IL 60061 P (800) 594-4279	FLORIDA INTERNATIONAL UNIVERSITY ATTN: CONTROLLERS OFFICE 11200 SW 8TH ST CSC 310 MIAMI, FL 33199-2516 P (305) 554-2161  Payment Method Net Terms	FLORIDA INTERNATHL UNIVERSITY XIANG LI 10555 W FLAGLER ST 6CJ900 MIAMI, FL 33174  Shipping Method UPS Ground

Product						
Product	Contract	CDW #	MFG #	Qty	Unit Price	Ext. Price
Dell DisplayPort-to-DVI Adapter - DVI adapter - 470-Florida International Univeral		3860109	462-4992	1	\$17.24	\$17.24
Dell video converter	Florida International Universt	3882226	470-AANU	1	\$22.49	\$22.49
DELL CTO OPTI 9020 I74790 1TB RGB	Market	3993142	1024273549443	1	\$946.83	\$946.83

\*Tax may change if this quote is amended by your account manager.

Subtotal: \$986.56  
Shipping: \$0.00  
**Grand Total: \$986.56**




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

myFIUmarket PunchOut Your SciQuest Session will expire in: **12:40**  
[Reset Session](#) [Cancel PunchOut](#)

### Shopping Cart

Add Item to Cart:

**GTVH791** - Any modifications made to your original quote will be subject to your CDW Account Manager's review before your order ships.


Item	Quantity	Availability	List Price	Item Total	
 <b>Dell DisplayPort-to-DVI Adapter - DVI adapter - 470-AANH</b> MFG Part#: 462-4992 CDW Part#: 3860109 UNSPSC: 2612904 Pricing Option Applied: Florida International University NO IMAGE AVAILABLE <input type="button" value="Call for availability"/>	1	Call	\$17.24	\$17.24	Remove
 <b>Dell video converter</b> MFG Part#: 470-AANU CDW Part#: 3882226 UNSPSC: 4321808 Pricing Option Applied: Florida International University Orders placed today will ship within 3 days <input type="button" value="Call for availability"/>	1	3-5 days	\$22.49	\$22.49	Remove
 <b>DELL CTO OPTI 9020 I74790 1TB RGB</b> MFG Part#: 1024273549443 CDW Part#: 3993142 UNSPSC: N/A Pricing Option Applied: MARKET NO IMAGE AVAILABLE <input type="button" value="Call for availability"/>	1	Call	\$946.83	\$946.83	Remove


Update All | Remove All

Subtotal: \$986.56  
[Lease Option \(\\$30.78 /month\)](#)

14. Click the **Transfer Shopping Cart** button.

myFIUmarket PunchOut Your SciQuest Session will expire in: **14:38**  
[Reset Session](#) [Cancel PunchOut](#)

 **CDW** The Right Technology. Right Away.™

 **Transfer Shopping Cart**  
 Thank You for shopping at CDW!  
 Please click the "Transfer Shopping Cart" button to transfer your CDW shopping cart.  
  
 Please do not click on the back button on your browser at this time. Doing so will erase your shopping cart.

Final invoice might include an environmental recycling fee for certain products shipped to certain states.

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

myFIUmarket

Crystal Herrera | Action Items | Notifications | 986.56 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 1307971 - Draft Cart

Shopping Cart Shopper Crystal Herrera

Name this cart: 2016-02-08 1261693 01

3 Item(s) for a total of 986.56 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update

CDWG more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
Need to make changes? MODIFY ITEMS | VIEW ITEMS Item(s) was retrieved on: 2/8/2016 2:10:09 PM  
Line(s): 1, 2, 3

Product Description	Unit Price	Quantity	Total
Item added on Feb 8, 2016 <b>Dell DisplayPort to DVI Adapter DVI adapter 470 AANH</b> Part Number 3860109 Manufacturer Info 462-4992 - (Dell Client Video Accessory) Contract CDW-G001 more info... Florida State Contract change... NIGP Code 28030	17.24 USD EA	1	17.24 USD
Item added on Feb 8, 2016 <b>Dell video converter</b> Part Number 3882226 Manufacturer Info 470-AANJ - (Dell Client Video Accessory) Contract CDW-G001 more info... Florida State Contract change... NIGP Code 20737	22.49 USD EA	1	22.49 USD
Item added on Feb 8, 2016 <b>DELL CTO OPTI 9020 I74790 1TB 8GB</b> Part Number 3993142 Manufacturer Info 1024273549443 - (Dell Client Systems Custom) Contract CDW-G001 more info... Florida State Contract change...	946.83 USD EA	1	946.83 USD

16. Click the *Place Order* button.

myFIUmarket

Crystal Herrera | Action Items | Notifications | 986.56 USD

Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - 1307971 - Draft Cart

Place Order or Assign Cart

All done! The required information has been completed and this request is ready to be submitted.  
Once you have reviewed the details, you may continue by clicking the button at the top of the page.

Go to Express Checkout | Return to shopping cart | Continue Shopping

Cart PO Preview Comments Attachments History

Summary Supplier Info

General

Cart Name 2016-02-08 1261693 01

Description no value

Requested Delivery Date no value

Prepared by Crystal Herrera

Prepared for Crystal Herrera

Supplier / Line Item Details

For selected line items Add to Favorites

CDWG more info... Contract CDW-G001 more info...  
PO Number To Be Assigned View/edit by line item...

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
Need to make changes? MODIFY ITEMS | VIEW ITEMS Item(s) was retrieved on: 2/8/2016 2:10:09 PM  
Line(s): 1, 2, 3

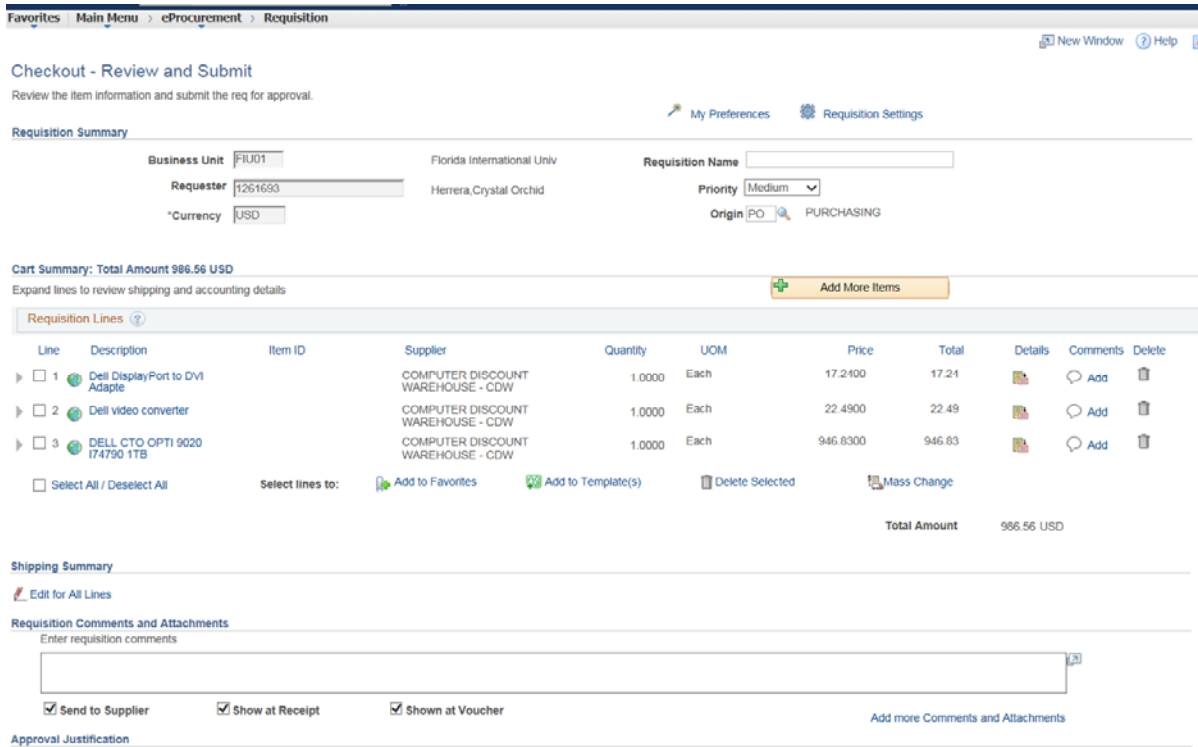
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 <b>Dell DisplayPort to DVI Adapter DVI adapter 470 AANH</b> Manufacturer Name Dell Client Video Accessory Manufacturer Part Number 462-4992 NIGP Code 28030	3860109	EA Internal Note	17.24	1 EA	17.24 USD
2 <b>Dell video converter</b> Manufacturer Name Dell Client Video Accessory Manufacturer Part Number 470-AANJ Supplier Part Auxiliary ID 27882-GTVH791	3882226	EA Internal Note	22.49	1 EA	22.49 USD
3 <b>DELL CTO OPTI 9020 I74790 1TB 8GB</b> Manufacturer Name Dell Client Systems Custom Manufacturer Part Number 1024273549443 Supplier Part Auxiliary ID 1503-GTVH791	3993142	EA Internal Note	946.83	1 EA	946.83 USD

Supplier subtotal 986.56USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	986.56
<b>Total</b>	<b>986.56 USD</b>

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



**Checkout - Review and Submit**  
Review the item information and submit the req for approval.

My Preferences Requisition Settings

**Requisition Summary**

Business Unit: FIU01 Florida International Univ  
 Requisition Name:   
 Requester: 1261693 Herrera, Crystal Orchid  
 Priority: Medium  
 \*Currency: USD  
 Origin: PO PURCHASING

**Cart Summary: Total Amount 986.56 USD**  
Expand lines to review shipping and accounting details Add More Items

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
<input type="checkbox"/> 1	Dell DisplayPort to DVI Adapter		COMPUTER DISCOUNT WAREHOUSE - CDW	1.0000	Each	17.2400	17.24		Add	
<input type="checkbox"/> 2	Dell video converter		COMPUTER DISCOUNT WAREHOUSE - CDW	1.0000	Each	22.4900	22.49		Add	
<input type="checkbox"/> 3	DELL CTO OPTI 9020 I74790 1TB		COMPUTER DISCOUNT WAREHOUSE - CDW	1.0000	Each	946.8300	946.83		Add	

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

**Total Amount 986.56 USD**

**Shipping Summary**  
[Edit for All Lines](#)

**Requisition Comments and Attachments**  
Enter requisition comments

Send to Supplier  Show at Receipt  Shown at Voucher Add more Comments and Attachments

**Approval Justification**

- Upon requisition approval, the system will generate an approved Purchase Order, which will be sent to CDW-G electronically for processing.
- 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](mailto:jamehil@cdwg.com)

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