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.

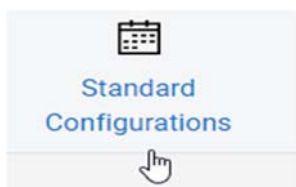**Step 1** – Chose the model which you wish to purchase and click on it

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**

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**

Step 5 - Click on Basket

Step 6 – Click on Create eQuote

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

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