Dell-HiED Personal Computer (PC) Order Process
College Division Administrators (CDA) Meeting Presentation
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Background

- The University experienced order fulfillment issues from suppliers Dell and HiED.

- Created "smart select-quick ship" models.

  – Two desktop

    - OptiPlex 7000

    - OptiPlex 7000

  – One laptop

    - Dell Latitude 7430

- We are working with Hewlett Packard to plan and implement smart select-quick ship purchases.

Dell-HiED Order Process

• Log into the Dell Premier webpage https://www.dell.com/premier/us/en/rc1378895/#/home.

• If you do not have access, coordinate with your department administrator and/or someone in your department with Premier access.

• Alternatively, reach out to the Dell representative, Eunice.Quiroz@dell.com, to generate a quote.

Smart Select-Quick Ship: #B22MO2

- Laptop: Dell Latitude 7430
- Desktop
  - OptiPlex 7000 SFF (Medium)
  - OptiPlex 7000 SFF (High)
  - Monitors are not included in the kit and may be added to the order.
- These configurations are not mandatory: Ordering custom configurations is still an option.

Dell-HiED Order Process Overview

- Click, "Shop Your Standard Configuration."

- Select, "SmartSelect Standards."

- Create order.

- Save order as a quote and attach to requisition.
  - Ensure order, shipping, and billing information are accurate.
  - Dell will use this information when the quote converts into an order.

Dell Premier Splash Page

📑 Quotes   ⚙ Procurement Integrations   ⌄⌄ Order Status   ⭐ Recent Online Orders   ↰ Custom Links
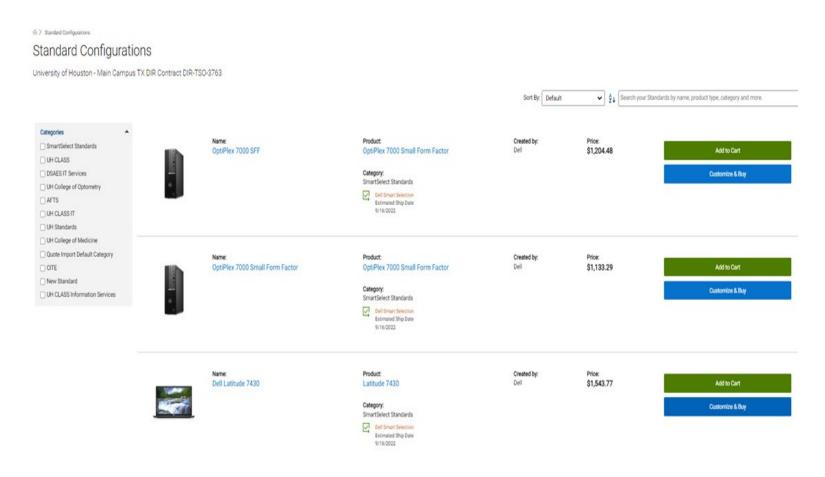
Important Information

To ensure all University of Houston discounts and asset tags are included in your order you must create quotes starting with the standard configurations listed below. Select category, select the device(s) you wish to order, customize as needed and save as an eQuote. If the models/ options you wish to order are not listed or you need any additional information on Dell products please contact Inside Account Manager, Zeke at ezekiel_adewusi@dell.com

WARNING:

PLEASE do not place any orders without the SI# [B22M02] on it. If you have generated a quote and can't put the SI# on it, please just email Zeke so he can apply it for you.

Shop Your Standard Configuration

Standard Configurations

Order Information

- Order Contact
  - Individual to receive automated order updates from Dell.
- Shipping
  - Delivery location and individual to contact for delivery issues.
- Billing
  - This will be HiED usually.

Dell-HiED Order Process

• Select an item, then add to quote or customize specifications.

• Click on Quick Specifications or verify on the quote specs that CFI/Asset Tag are itemized.

• If you do not see the tag information, contact the Dell Representative to generate or modify the quote.

Ensure Quote Includes Configuration ID/CFI Tags

Additional System Options

- CFI,Information,MIAS, Post Bur n,Factory Install
- CFI Titan Code for CFI FIDA or Bypass SI
- CFI,Information, Validation,Se lect Any Microsoft OS
- CFI Routing SKU
- Custom Asset Tag
- Custom Asset Report
- CFI,B22M,Information,Label, Medium,Factory Install
- CFI,Information,CSRouting,Elig ible,Factory Install

Billing Information and Process

• Order from Dell using HiED's customer number.

  – Dell bills HiED and HiED bills UH.

  – Customer Number: 530019039858

  – Billing Address:

    • HIED INC
    • 80 E. MCDERMOTT DR
    • ALLEN, TX 75002-2802 US
    • **Ph**: (800) 876-3507 Ext. 7213   **Email**: AP@HIED.COM

Contacts

- Dell Representative
  - Eunice Quiroz: Eunice_Quiroz@dell.com
- HiED President
  - Leslie Harris: leslie@hied.com
- UH Purchasing
  - Your Buyer
  - Rob Adkins: rsadkins@central.uh.edu