

## ***Dell Online Hardware Quote Availability for Library Cooperatives***

The Dell Online Premier page is available for all library cooperative members to use for ordering Dell hardware or for budgetary purposes.

The web site link is [premier.dell.com](http://premier.dell.com). The first time you use the site, please select the profile. On the right side of the web page, click on the Sign In button. You will then be prompted to enter an email address and password. For the email address enter: [dellonline@tln.lib.mi.us](mailto:dellonline@tln.lib.mi.us). For the password, please contact Angie Michelini at [amichelini@tln.lib.mi.us](mailto:amichelini@tln.lib.mi.us) or 734.759.0255.

When you return to the site in the future, the profile will automatically show 'The Library Network (general access group)'. Enter the password, click submit and you'll be in the Dell premier site.

When you successfully login to the site, the page will default to the standard configurations tab. Basic configurations are provided; however, you're given the flexibility to make changes to customize that standard configuration. For example, if you would like 4gb of memory rather than 2gb of memory, you have that option. To customize a configuration, click on the 'Customize' link below the equipment. It will then bring up a selection screen. Scroll down and click on the items you wish to customize.

If you prefer to order an item that is not a standard configuration, please click on the Systems tab or Software and Peripherals tab and select the items you would like to order.

### **To Save as an E-Quote**

When finished, click on '**Add to Cart**' on the right side of the screen. Don't worry, you won't be ordering the equipment. Then **click on 'Save as E-Quote' located in the upper right corner of the summary view.**

The next screen will prompt you for your information.

1. Enter your first name and last name.
2. If the quote is for **budgetary purposes, enter your email address.**
3. If the **quote is ready to be processed by TLN, enter: [dellonline@tln.lib.mi.us](mailto:dellonline@tln.lib.mi.us)** for the email address. (This is because Angie will need to receive the e-quote for processing.)
4. Enter your work phone number.
5. For **e-quote name** – enter your library name and a short description of the quote.
6. Enter a description in the description field.
7. Scroll down and click **Continue.**
8. You will receive a confirmation on the screen that the e-quote was saved and it will include an e-quote number.

### **Email TLN**

After completing the E-Quote, please email Angie Michelini at [amichelini@tln.lib.mi.us](mailto:amichelini@tln.lib.mi.us). For the subject line, please include the e-quote#. Please be sure to include your contact information in your email and where equipment would be shipped. All items ordered by libraries outside of the TLN Library Cooperative will have the equipment billed direct to their library cooperative. The library cooperative would then be responsible for billing the library.

Please remember, when you order this equipment, it does not include software such as Microsoft Office, DeepFreeze or any other software. We are able to get lower prices on software from other vendors such as REMC, Faronics, and CDWG due to volume discounts that are already in place. If you would like software estimates, please notify me of that request.

Angie Michelini, Network Services Manager  
The Library Network, February 10, 2010  
[amichelini@tln.lib.mi.us](mailto:amichelini@tln.lib.mi.us)  
734.759.0255