

# SEVEN GREAT REASONS

... to buy your computer equipment from DELL using RCAB's New Portal!

Purchase  
Hardware



## 1 Partnership: RCAB has entered into a preferred partnership agreement with DELL Inc.

This partnership provides all RCAB Offices, Collaboratives, Schools, Parishes and affiliated organizations with enterprise level computer equipment with the same discount that the RCAB IT Department receives.

## 2 Exclusive Pricing

- Take advantage of pre-negotiated pricing on many models of laptops and desktops.
- Utilize the most popular specifications and requirements for your business computer needs:
  - Latest Operating System—Windows 10 Pro
  - Fast and Reliable Solid State Drives
  - Additional RAM
  - Fast CPU's

## 3 Access to the latest Products

- Dell and RCAB have pre-configured the latest Dell Windows 10 laptop and desktop models:
  - Latitude Laptops
  - Optiplex Desktop Workstations
  - Peripherals can also be ordered including, printers, monitors, projectors and speak-

## 4 Access to the best Warranty

- Dell has included a 3 year warranty on all machines.
- Dell will troubleshoot and/or send replacement parts as needed.

## 5 Personalized Service

Dell is providing a dedicated account representative.

This representative will be with you all the way through the ordering process as much or as little as you wish.

The Dell representative is available to:

- Provide Customer Service
- Answer any questions regarding your purchase
- Help with placing orders
- Explain Warranty details
- Review purchase quotes

## 6 Unified Vendor

With a unified brand of computers across the Archdiocese, repairs, exchanges and upgrades will be easier and quicker.

## 7 Convenience

- <https://www.Dell.com/RCAB> (click on link)
- Easy to use web Portal
- Your next computer order is just a few clicks away



DELL EMC

DELL Contact:

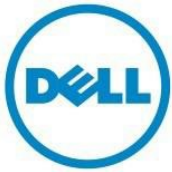
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# New Premier Quick Reference Guide

## Logging into the RCAB of Boston Premier Page

The link that you were provided by the RCAB contact person should direct you directly into the RCAB web portal, no password is needed, and it gives you access to the Premier store.

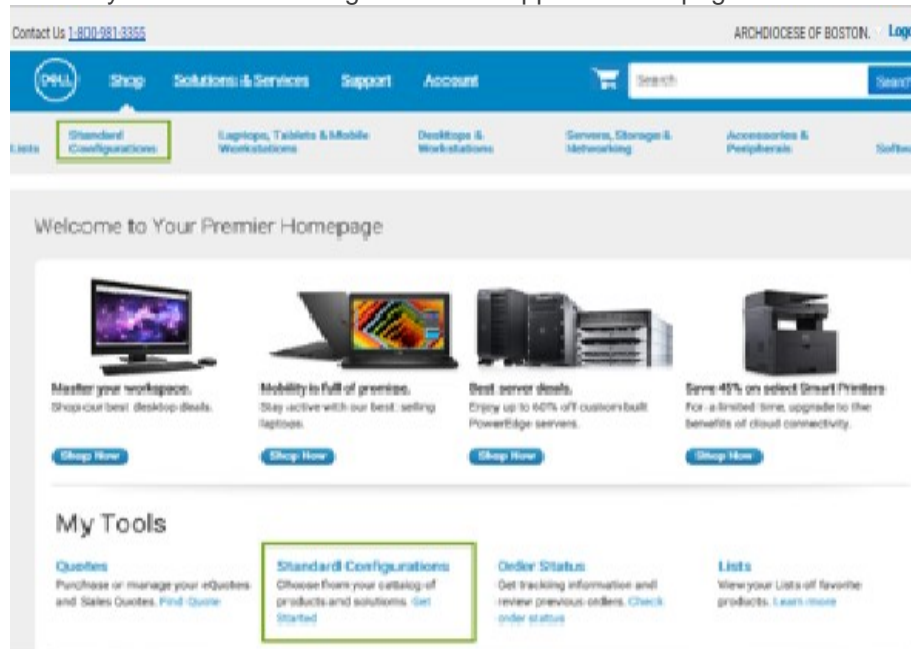
## Dell Portal Link

## Three easy ways to shop

### Standard Configurations

Premier allows your parish to select standard system configurations selected by RCAB.

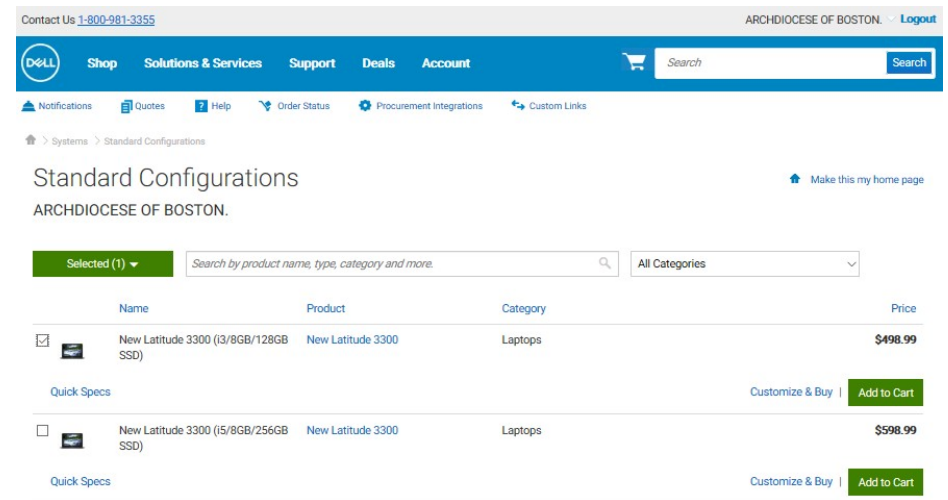
- 1 Click on the “Shop” tab located top left of your Premier page this will show Standard Configurations, you can also click Under My Tools→ Standard Configurations or under Shop Dell Products→ Standard Configurations
- 2 A list of your Standard Configurations will appear on the page.



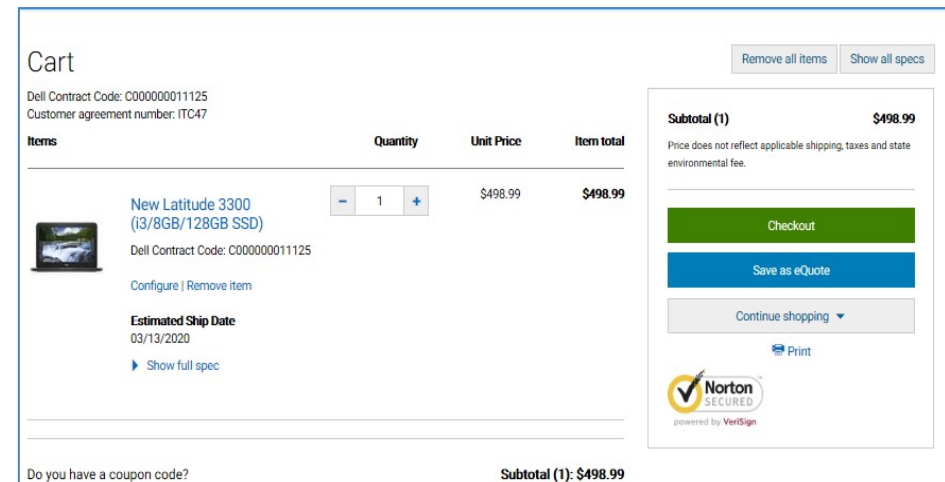
- 3 A list of your Standard Configurations will appear on the page.

## Adding to your cart

1. As you shop for Standard Configurations, simply check the checkbox next to the item and click on “Add to Cart” for each item you would like to purchase or save as an eQuote.



2. Go to Cart



3. You can checkout, Save as eQuote, or continue Shopping.

## Adding to your Lists

As you shop for product, simply click on "Add to Cart" for any item you wish to save to your list.

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## Placing an order

Once you have added all products to your cart, click "**Proceed to Checkout**".

- 1 Contact and Shipping:** Enter primary contact information (required fields marked with an \*asterisk) and shipping information. Additional email names may be added for receiving order confirmations.
- 2 Payment:**
  - Select your payment method.
  - Enter your Purchase Order, Credit Card Information, or Lease information.
- 3 Verify & submit order:**
  - Review your order details and edit if necessary.
  - Click "**Submit Your Order**" to complete the online order process

## Working with eQuotes

### Saving an eQuote

eQuotes allow users to prepare an order and save it, for later purchase or review by an authorized buyer.

- 1** Once you have added all desired products to your cart, view the cart and click on "**Save As eQuote**".
- 2** On the eQuote Details page that appears, name your eQuote (marked with an asterisk) and click "**Continue**".
- 3** You can send an eQuote to your purchasing agent or other recipients by adding optional phone numbers or additional email addresses. Fill in the contact information (marked with an asterisk) and click on "**Continue**".

**Note:** The new Progress Bar will ask you to add shipping during the Save eQuote process, click "**Continue**" => Review eQuote page => then, the "**Save eQuote**" button to finalize the process.

### Retrieving an eQuote

An eQuote can be retrieved by the individual user who saved it or by an authorized eQuote shopper or buyer.

- 1** There are three ways to retrieve an eQuote. You can click on the "**Quotes**" link located just below the top navigation, from within the "**Products**" category, or using the dashboard eQuotes module.
- 2** Some user roles provide the ability to access another user's eQuote information using the same "**Quotes**" link.

- 3** eQuote lists can be sorted and displayed by multiple fields.
- 4** To view details or delete an eQuote, locate and click on the eQuote number desired and select the "**View Details**" or "**Delete**" option from within the dropdown menu.

### Editing an eQuote

- 1** From within the eQuote list, click on the eQuote number and select "**View Details**."
- 2** To make changes to the quantity, enter the new quantity number and click "**Update Total**."
- 3** To make changes to the product, click on "Adjust System" to open the configuration page, select your new options, and click "**Return to eQuotes**."
- 4** Click "**Save as new eQuote**" to save your changes. The updated configuration will be saved as a new eQuote referencing a new eQuote number. The original eQuote will not be changed and remains in your list until it expires or deleted.

**Note:** You may have access to both eQuotes and Sales Quotes via your Premier Page. eQuotes are generated and saved via Premier by users of the store. They can be modified online prior to purchase. Sales Quotes are generated by a Dell Sales Rep. They can be retrieved and purchased through Premier but the quotes are locked. Any modifications require Dell Sales Support.

To differentiate between the two types of quotes, the numbering systems are different. eQuotes generally start with a "1" and are 13 characters long. Sales Quotes start with "6" and are 9 characters in length.

## Confirmation emails

For every order placed online, you will receive two separate emails from Dell. The 1<sup>st</sup> email is the **Order Acknowledgement** email notifying you the order has been received by Dell. The 2<sup>nd</sup> email is the **Order Confirmation** email confirmation with the tracking information.

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If you need additional help, you can contact RCAB dedicated Dell representative.

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