

How to Place an Order



Press the Enter key on your keyboard to move to the next slide.

Placing an Order

Double check your cart to make sure you have everything.

If your organization has Line Level Custom Information Options they can be completed from the cart view by clicking on the link or wait until the Checkout process.

When you are done shopping, click Checkout to finish your order.

Shopping Cart Name:

[Continue Shopping](#) | [Delete Shopping Cart](#)

[Save as Template](#) | [Save as Quote](#) If you made any changes to this page: [UPDATE & SAVE](#) | [CHECKOUT](#)

ITEMS IN ORDER	QTY	PRICE (USD)	TOTAL (USD)	REMOVE	CUSTOM INFORMATION OPTIONS	What is This?
VLA OFFICE SHAREPOINT CLIENT USER LICENSE/SOFTWARE ASSURANCE MICROSOFT ASAP Item #: 1848871 Mfg. Item #: H05-00445 Availability: In Stock	<input type="text" value="1"/>	\$128.00	\$128.00	Remove from Cart	CIO Fields Complete Edit	
VLA OFFICE PRO PLUS LICENSE/SOFTWARE ASSURANCE MICROSOFT ASAP Item #: 1788125 Mfg. Item #: 269-05557 Availability: In Stock	<input type="text" value="1"/>	\$757.00	\$757.00	Remove from Cart	CIO Fields Complete Edit	

Subtotal (USD): **\$885.00**
[Tax and Shipping](#) will be added during Checkout.

Click Checkout to place your order.

If your organization has requested Item Level CIO fields, you can use this link to complete this information or wait until the Checkout process.



Order Level - Custom Information Options

If your organization has requested that we capture key information on every order, you'll be prompted to complete the information.

Custom Information Options or CIO fields are used when your organization requests that we capture certain pertinent information on every order. Some fields are mandatory, some are optional. Also they can be Order Level fields that apply to the whole order. Or, they can be Item Level fields that apply just to the individual Item level.

CIO fields will be used on invoices, packing slips and as part of your Dell | ASAP Software Online reports.

In this example, there are two mandatory fields to complete –Cost Center and Job Number.

CIO fields, format, and the number of fields will vary from organization to organization.

Please complete the Custom Information Options for your order.
This is information your company requests with each order

The screenshot shows a checkout form with the following fields and annotations:

- * COST CENTER: A text input field with a "(0-9)" label to its right. A red box labeled "Enter Cost Center" has an arrow pointing to this field.
- GENERAL LEDGER NUMBER: A text input field.
- * JOB NUMBER: A dropdown menu showing "2284". A red box labeled "Select Job Number" has an arrow pointing to this dropdown.
- CONTINUE CHECKOUT: A red button.

**THESE ARE ONLY
EXAMPLES OF
CIO FIELDS.**

Item Level – Custom Information Options

In this example, the customer wanted to capture Asset Tag for every line item.

If the information that is requested for the Item Level CIO field is the same for every item, you can populate the fields by selecting the “Duplicate” bar below the field.

Please complete the Custom Information Options for your order.

This is information your company requests with each order

Item 1 of 3

VLA MCAFEE TOTAL PROTECTION ENT W/
1YR MAINT
MCAFEE
ASAP Item #: 2303241
Mfg. Item #: TENCDE-AA-AA
Quantity: 2

ASSET TAG

Enter Asset Tag

DUPLICATE THESE VALUES FOR ALL ITEMS IN MY ORDER

[What is This?](#)

Click to duplicate Asset Tag

Item 2 of 3

VLA OFFICE SHAREPOINT CLIENT USER
LICENSE/SOFTWARE ASSURANCE
MICROSOFT
ASAP Item #: 1848871
Mfg. Item #: H05-00445
Quantity: 1

ASSET TAG

DUPLICATE THESE VALUES FOR ALL ITEMS IN MY ORDER

[What is This?](#)

Item 3 of 3

VLA OFFICE PRO PLUS LICENSE/SOFTWARE
ASSURANCE
MICROSOFT
ASAP Item #: 1788125
Mfg. Item #: 269-05557
Quantity: 1

ASSET TAG

DUPLICATE THESE VALUES FOR ALL ITEMS IN MY ORDER

[What is This?](#)

CONTINUE CHECKOUT

THESE ARE ONLY
EXAMPLES OF
CIO FIELDS.

Shipping Address

From this screen you are able to pick a shipping address. How your user profile access rights are set up by your Site Supervisor will dictate if you can create Personal shipping addresses or only use Enterprise addresses. If you have access to both Personal and Enterprise Shipping Addresses, you will see two tabs at the top. Toggle between the tabs to locate the address you need. Or create a new one.

To save time, you can designate a Shipping Address as a default so you don't have to search and select it for each order.

Another time saver is to create a default "Attention of" name. This will populate all your orders. At any time you can overwrite the default on a single order or change the default to something new.

The screenshot shows the 'Shipping Address' management page. At the top, there are navigation links for 'Checkout' and 'Shipping Address'. Below this, there are two main sections: 'Your Personal Addresses' and 'Enterprise Addresses'. A search bar is present with a 'SEARCH' button. To the right, there is a form to 'Add a Default "Attention of" Name' with a 'SAVE' button. A table of addresses is displayed with columns for selection, organization, address, city, state, zip, country, and date. Each row has a 'Set As Default' link. Callouts point to various elements: 'Search for an address.' points to the search bar; 'Enter a new address.' points to the 'Enter a New Shipping Address' link; 'Enter a default "Attention of" name' points to the 'Add a Default "Attention of" Name' form; 'Toggle between Personal and Enterprise (if given access)' points to the tabs; 'Choose an existing address.' points to a radio button in the table; 'Set address as default shipping address.' points to a 'Set As Default' link; and 'Click on column headers to sort.' points to the table headers.

Search for an address.

Enter a new address.

Enter a default "Attention of" name

Toggle between Personal and Enterprise (if given access)

Choose an existing address.

Set address as default shipping address.

Click on column headers to sort.

select	organization	address	city	state	zip	country	date	Default Shipping Address
<input checked="" type="radio"/>	ASAP SOFTWARE	1177 HIGH RIDGE RD	STAMFORD	CT	06905	US	01/08/2008	Set As Default
<input type="radio"/>	TEST	1679 PEBBLE BEACH	VERNON HILLS	IL	60061	US		Set As Default
<input type="radio"/>	ASAP SOFTWARE	123 MAIN STREET	LOS ANGELES	CA	90053	US		Set As Default
<input type="radio"/>	ASAP TEST ADDRESS	123 MAIN STREET	EVERETT	WA	98201-4046	US		Set As Default
<input type="radio"/>	ASAP SOFTWARE	5355 MIRA SORRENT PLACE SUITE 100	SAN DIEGO	CA	92121	US		Set As Default
<input type="radio"/>	ASAP SOFTWARE	4615 POST OAK ROAD SUITE 140	HOUSTON	TX	77027	US		Set As Default

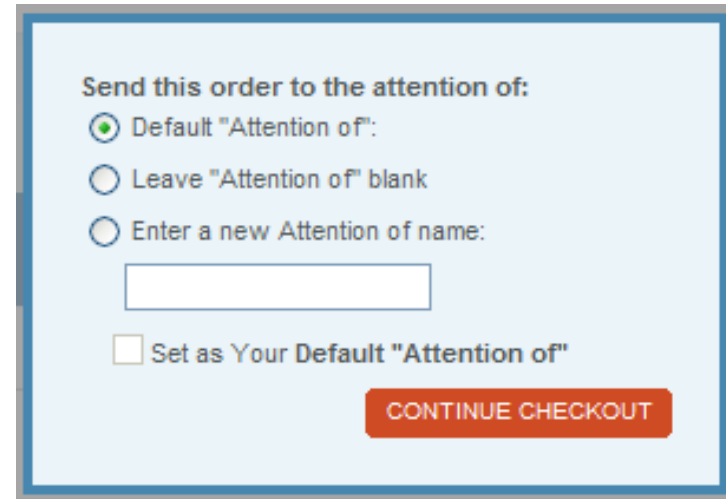


Shipping Address

If you didn't designate an "Attention of", a box will appear.

This box gives you three options:

1. Use the default name
2. Leave it blank
3. Enter a new name
 - a. You can save this name as the new default by checking the box at the bottom "Set as Your Default"



Send this order to the attention of:

Default "Attention of":

Leave "Attention of" blank

Enter a new Attention of name:

Set as Your Default "Attention of"

CONTINUE CHECKOUT

Shipping Method

Select the shipping method for your order. If your order includes a software volume license, you can choose to have that emailed as an attached PDF file. Should additional people receive a copy of the Electronic License Confirmation via email, then add those addresses in the field designated.

Shipping Method

Physical Products

- FEDEX GROUND
[Approximate days](#)
Cost: \$17.33
- SECOND DAY DELIVERY
[Approximate days](#)
Cost: \$33.54
- UPS RED
[Approximate days](#)
Cost: \$97.83

Choose a shipping method

License Products

This email option will send an Electronic License Confirmation (ELC) for the license product(s) on this order. The ELC will be sent as a PDF attachment.

Email

Account Holder

Other Email Address(es)

Enter up to 5 email addresses, separated by commas

CONTINUE CHECKOUT

Enter additional addresses to receive PDF. Separate addresses with a comma.

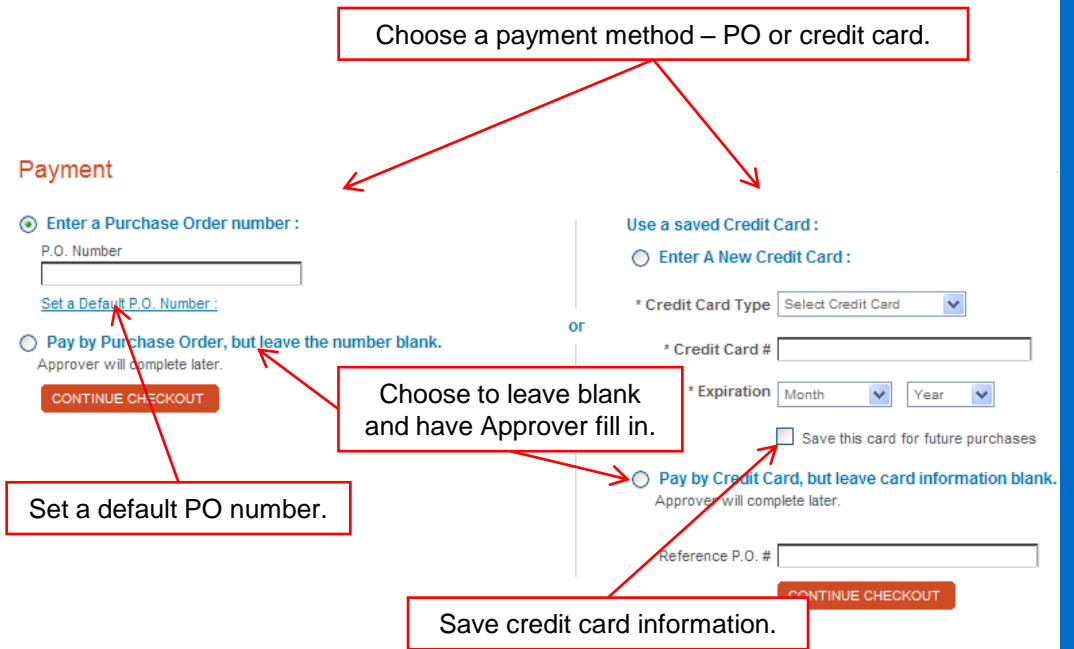
Payment Method

Depending on how your account is set up will determine what type of payment method is presented. Some accounts have credit cards only, some have purchase orders only and some have both.

If you are set up with an Approver, you will have the option to leave the payment method information blank. The order will be routed to your approver to complete this information.

If you use the same PO # number over and over, save time by utilizing the Default PO # function. You can always edit the number..

If you utilize a credit card, you can choose to save it for future purchases and avoid having to enter the information every time. You can save up to 5 credit cards.



Order Review

Before you submit your order, be sure to review it for accuracy. If there is something that needs to be changed, select the appropriate Edit link and make your changes.

If you need to adjust the quantities of a line item, there's an "Edit Items" button on the bottom left of the screen.

Order Review

Your order has not yet been submitted. Please review the information below for accuracy.

Order Information

Order Name:
Untitled Order
[Edit](#)

Billing Address

ABC CORPORATION
850 ASBURY DRIVE
BUFFALO GROVE, IL 60089
US

Customer Number:
9999999

Shipping Address

ABC CORPORATION
850 ASBURY DRIVE
BUFFALO GROVE, IL 60089
US

Attention of :

Payment

Purchase Order:
PO
[Edit](#)

Shipping Method

License Products:
Email (1 Email address)
[Edit](#)

Custom Information Options for this Order

COST CENTER : 9999
GENERAL LEDGER NUMBER :
JOB NUMBER : 2264
[Edit CIO Fields](#)

Use any of the "Edit" links to make changes to that section.

ITEMS IN ORDER	QTY	PRICE (USD)	TOTAL (USD)	CUSTOM INFORMATION OPTIONS	What is This?
VLA OFFICE SHAREPOINT CLIENT USER LICENSE/SOFTWARE ASSURANCE MICROSOFT ASAP Item #: 1848871 Mfg. Item #: H05-00445	1	\$128.00	\$128.00	ASSET TAG: 1234 Edit CIO Fields	
VLA OFFICE PRO PLUS LICENSE/SOFTWARE ASSURANCE MICROSOFT ASAP Item #: 1788125 Mfg. Item #: 269-05557	1	\$757.00	\$757.00	ASSET TAG: Edit CIO Fields	

EDIT ITEMS	Subtotal:	\$885.00
	Shipping:	\$5.00
	Tax:	\$66.75
	Total (USD)	\$956.75

Edit quantity of items.

Your spending limit is \$1,000.00 USD per order. This order will be sent to your approver, John Smith to review and/or provide payment information.

SUBMIT ORDER FOR APPROVAL



Confirmation

On the order confirmation screen you can print a copy of the order, email the order to others and add items to your Favorite List.

1. To print the page, use the link in the upper right corner.
2. To send an email of the order to others, use the field box at the top of the page. If sending to more than one person, use a comma between addresses.
3. To make purchasing quicker and easier in the future, you can add these items to your "Favorite List". Check the items you want to add and click on the red button at the bottom.

The screenshot shows the Dell order confirmation page. At the top right, there is a 'Printer Friendly Page' link. Below the navigation bar, the page title is 'Confirmation' and a message states 'Your order has been submitted for approval.' Below this is a text input field for 'Send additional email confirmations to:' with a 'SEND EMAILS' button. The 'Order Information' section includes details for Routing #, Date Ordered, Order Name, Billing Address, Shipping Address, Payment, and Shipping Method. The 'Approval' section shows the user 'Erica Behnke' and the approver 'John Smith'. The 'ITEMS IN ORDER' table lists two items with checkboxes for adding them to the favorite list. At the bottom, there is a summary of costs and a red button labeled 'ADD CHECKED ITEMS TO FAVORITES LIST'.

1. Print order confirmation.

2. Send email of confirmation to others.

3. Check items you want to add to your Favorite List.

Click the button to add the items to your Favorite List.



Order Completed



You have completed Placing an Order. Go back to the Help Section on Dell | ASAP Software Online to learn about other reports.