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.

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.
**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.

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.
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”
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.
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.

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

Edit quantity of items.
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.

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

1. Print order confirmation.
2. Send email of confirmation to others.
3. Check items you want to add 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.