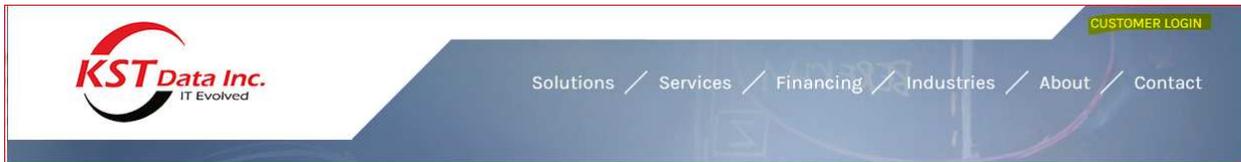


KST/Dell Premier Page for UCLA

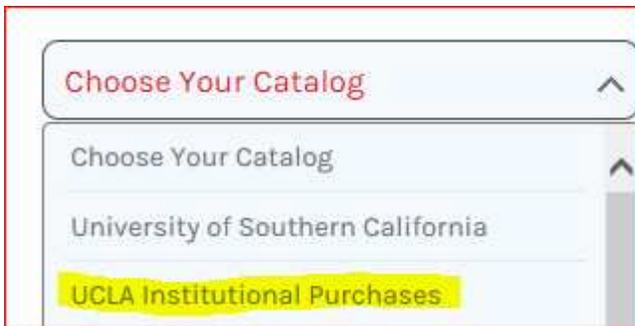
INSTRUCTIONS TO KST/DELL PREMIER WEBSITE FOR UCLA

Please follow the steps below to access the KST Data/DELL Premier Page.

Access the KST/Dell Premier page from KST Data’s web site, www.kstdata.com. On KST Data’s home page click on “Customer Login”.



On the Customer Login page select “UCLA Institutional Purchases” from the “Choose Your Catalog” dropdown menu.



Click on the “KST/Dell Premier Web Site” link to start a Dell Premier session.

Click the below links for additional contract information:

- [Manufacturer Web Sites and Contact Information](#)
[KST/Dell Premier Web Site](#)

UCLA/KST Data – DELL Premier Website

Note that the Special Offers from DELL are shown on this welcome page.

You can customize these configurations, select DELL system of your choice to configure, or select specific product(s) from the pull down menus and create your E-Quote.

Note the pull down labels under the DELL logo/header for different product categories.

Once you have completed the system(s) configuration, or completed product selection for your cart, make sure you save it as an E-quote and record the E-Quote number. You will need to reference this E-Quote # when you create a PAC order. E-quotes are valid and will remain on the website for 60 days.

You can retrieve your E-Quote by selecting the **E-Quotes** link on the second line under the DELL logo/header. This will list all the E-Quotes you created. If you have made changes to an existing e-quote, make sure you save the new E-Quote after you have completed any changes.

Placing an Order with KST Data

Please provide the following information on your PAC order/purchase order:

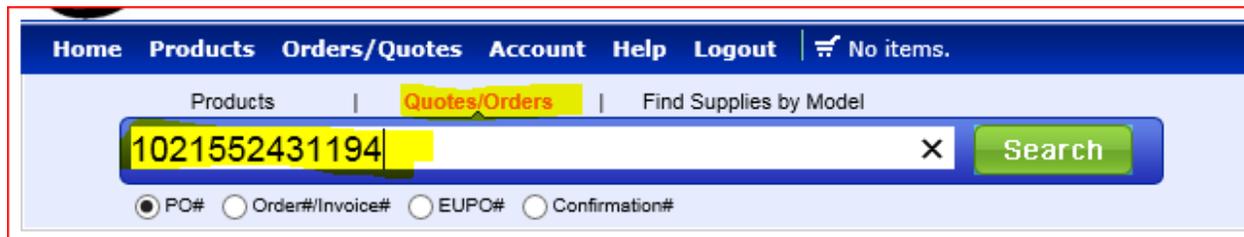
- The E-Quote Number
- A brief description of the item(s) you are purchasing
- A complete 'ship to' address - department name, street address, building name and suite number
- Add appropriate sales tax to the price on your E-Quote

Fax your PAC order directly from the PAC system to our Order Processing dept. at 213-382-8493.

Retrieving the E-Quote on the storefront

Send the E-Quote number via email to uclasales@kstdata.com requesting the E-Quote be orderable from the storefront. The E-Quote will be available to order on the storefront the following day.

After punching-out to the KST storefront from Bruinbuy, search for an E-Quote by clicking on "Orders/Quotes" above the Search box, enter the E-Quote in the Search box, and click Search.



Search results will display the shopping cart created for a specific E-Quote. A unique storefront shopping cart will be assigned to each E-Quote. In the below example E-Quote 1021552431194 is associated to shopping cart 55961329.

Click on the quotation number/CFM# to retrieve the E-Quote into a KST Storefront shopping cart.

Recent Orders/Quotes

Search
Criteria

PO# 1021552431194

By Orders

Order Detail

By Parts

search result 1, First Prev Next Last

Download

PO#	CFM#	Order Date	PO Status
↑ ↓			
	55961329	3/12/15	Quotation

Click on “Check out” and “OK” to return the KST Storefront shopping cart to a Bruinbuy shopping cart.

Qty	Part#	Mfr. Mfr. P/N	Description	Avail.	EU Price	Ext.
<input type="text" value="1"/> Delete	8962	Dell 3965190	Win8.1 Pro64,i7-4790 3.60Ghz,8GB (2x4GB),Radeon R5 240 1GB,500GB SSD	0	\$958.72	\$9
<input type="text" value="1"/> Delete	8983	Dell 318-2885	Dell USB SoundBar - AC511	0	\$27.99	\$
<input type="text" value="1"/> Delete	8984	Dell 983-2847	Dell Professional P2414H 24-inch Widescr	0	\$194.99	\$1

Total 3 item(s).

Sub-total:

Enter Postal/Zip Code: *

Estimated Shipping:

Section 2 - PO Detail/Summary

 Cart/Items Transfer Successful. Confirmation#54715226

The E-Quote is now ready for processing in Bruinbuy.