

Dell Premier

Reporting Guide

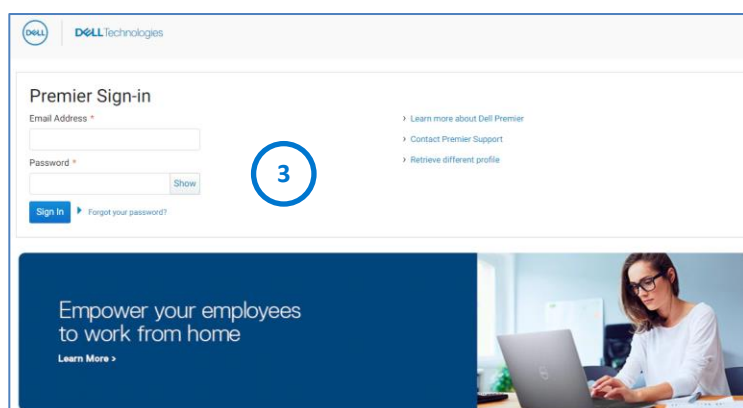


Dell Premier is your own, secure, personalised purchasing and support website enabling an easy, efficient and economical buying process. Review this guide to see how you can benefit from the Premier reporting capabilities, as an exclusive service for our Premier customers. Users with reporting access can view a variety of options relating to current and past Dell purchases (placed online and/or via your Dell Account team).

Logging into your Premier Page

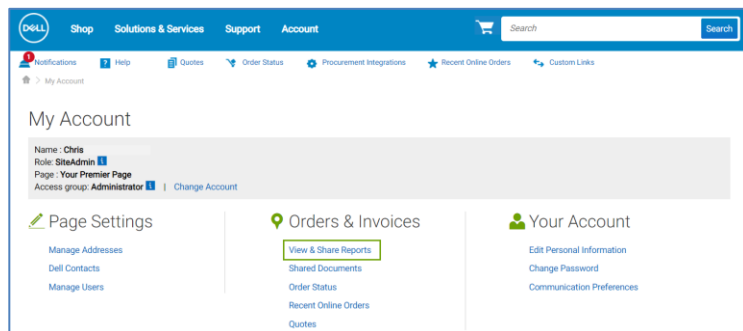
When you were initially invited to access Premier, you were provided with a temporary personal password. This password gives you access to your customised Premier store.

1. Go to <http://www.dell.com/premier>
2. Click on “**Premier Login**”.
3. Enter your e-mail address and your personal password.
4. If you do not remember your personal password, click on the “Forgot Password” link, enter your e-mail address, and click “Continue.” We will e-mail you a link to a page where you can easily create a new password.



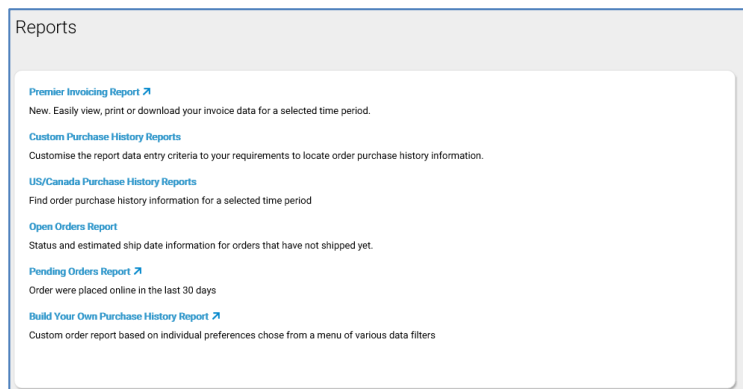
Accessing your Premier Reports

To access the list of available reports, click on “**Account**” located on the top-left and click on “**View and share reports**”. A list of available reports will appear (this will be setup by your Dell Account Team). Click on the report option you are interested in viewing.



Report Offerings

The Premier Page Customer Reporting tool has been developed as an exclusive service for our Premier customers. Whether you place your order online or via your Dell Account team, a list of different reports are available on Premier and Users with reporting access can view a variety of options relating to current and past Dell purchases. Please contact your Dell Account Team to discuss which offering is best for your organisation.



1. Premier Invoicing Report

With this report you can easily search and view invoices online. This report returns invoices for any customer number enabled for reporting as far back as account history exists. Results can be searched, filtered or sorted by attributes or downloaded. Individual invoices can be retrieved by clicking on an invoice number which returns the **electronic certified copy of the invoice**. If tracking information is available the **“Waybill Number”** link allows you to expand order details.

Invoice Number	Invoice Date	Order Number	PO Number	Invoice Due	Status	Invoice Total
XX1X252	10/12/2016	1348572	2017022	\$3,530.99	Unpaid	\$3,530.99
XX1T7M6	10/6/2016	1331595	2017022	\$145.00	Unpaid	\$145.00
XX1TNRK	10/5/2016	1331595	2017022	\$1,935.00	Unpaid	\$1,935.00

2. Purchase History Reports

This report allows you to view reporting data based on invoice status (invoiced vs. non-invoiced). You can search for individual reports using reporting criteria or select a standard report type, invoice status, and order date range. When you have selected your criteria, just click **“Submit”** to view your detailed report. Results can be sorted by columns or filtered by attributes.

US/Canada Purchase History Reports

Last Activity Date: Thursday, January 08, 2015

Search on All Data

By Criteria: Purchase Order Number

Run a Standard or Customized Report

Select Report: Product Summary

Select Order Invoiced Status: Non-Invoiced Orders

Select Order Date Range: Last 90 Days

From: 10/10/2014 To: 01/08/2015

Submit

Your Results: 2

Printable Summary | Download Excel Version

Purchase History List

Thursday, January 08, 2015 (Items 1 - 2 of 2)

Sort By	Sort By	Sort By	Sort By
Product Family	Quantity	Average Price	Total Price
Non_Tied Peripherals	4	\$46.00	\$187.00
EUC SnP	2	\$692.00	\$1,385.00
Total	6	\$262.00	\$1,572.00

3. Open Order Report

With this report you can get the status of orders currently in production (placed within the past 48 hours). Results can be sorted by columns or filtered by attributes. Selecting multiple orders and clicking **“Retrieve order details”** or clicking an individual order number will return the order detail summary which links to system details or expanded order details.

Open Orders Report

Your Results: 2

Printable Summary | Download Excel Version

Open Orders List

Thursday, January 08, 2015 (Items 1 - 2 of 2)

Sort By	Sort By	Sort By	Sort By	Sort By	Sort By
Order Number	P.O. Number	Est Shp By Date	Order Status	Ship-To Address	Amount
<input type="checkbox"/> 1348572	2017022	01/09/2015	In Production		\$1,385.12
<input type="checkbox"/> 1331595	2017022	01/20/2015	In Production		\$

Retrieve Order Details

4. Build Your Own Purchase History Report

Build your favorite report from all available “order”, “customer”, and “tracking and delivery” details.

Build Your Own Purchase History Report

You can use this tool to select specific data and download an all-in-one report. (Watch the Video)

Recent orders: Select

My Favorites (optional): Select -OR- Select all report data

Select your preferred report data & download report

Order details (3) | Customer details (0) | Tracking and Delivery details (0)

Save selection to my favorites

5. Order Status report

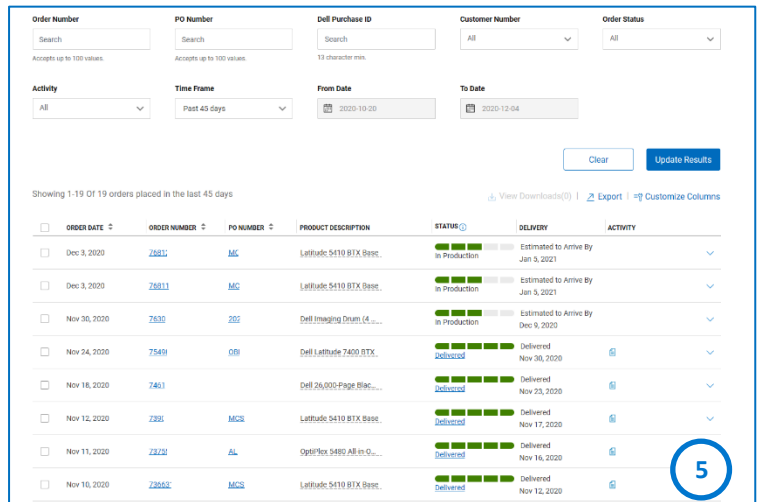
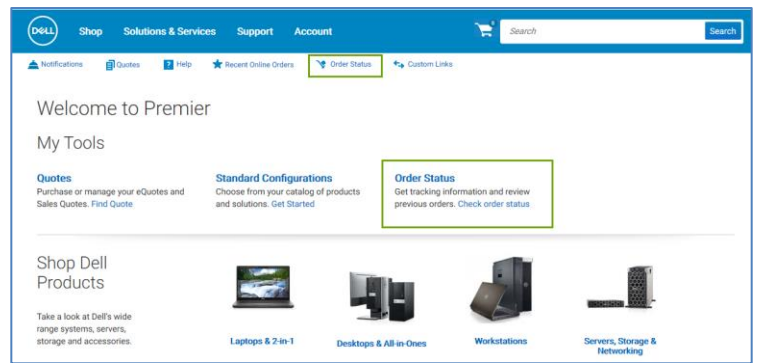
Use the “**Order Status**” report to quickly check the status of your orders.

Order Status information can be accessed from the navigation menu bar across the top of your page or from the “My Tools” section. You are able to access order status details within the past 2 years by customizing the filter drop down menu options.

You will be able to access useful links (request order cancellation, contact customer support, View packing slip, request an invoice....) at the order detail level – simply click on the order number.

Clicking on View Packing Slip provides you access to your Packing Slip for orders that are in a Shipped Status.

Other reports, like **Custom Purchase History**, **Prestige Purchase History** (showing 15 months of rolling purchases) or **ImageWatch** (related to product transitions) can be available on your Premier Pages. Please contact your Dell Account Team to discuss which offering is best for your organisation.

The image shows the Dell Premier Order Status report interface. It features a search and filter section at the top with fields for Order Number, PO Number, Dell Purchase ID, Customer Number, and Order Status. Below this is a table of orders with columns for Order Number, PO Number, Dell Purchase ID, Customer Number, Order Status, Activity, Time Frame, From Date, and To Date. A circled '5' is visible in the bottom right corner of the table area. The table shows several orders with their respective statuses and delivery dates.

ORDER DATE	ORDER NUMBER	PO NUMBER	PRODUCT DESCRIPTION	STATUS	DELIVERY	ACTIVITY
Dec 3, 2020	72611	MC	Latitude 5410 81X Base	In Production	Estimated to Arrive By Jan 3, 2021	
Dec 3, 2020	72611	MC	Latitude 5410 81X Base	In Production	Estimated to Arrive By Jan 3, 2021	
Nov 30, 2020	7630	202	Dell Imaging Drum (4...	In Production	Estimated to Arrive By Dec 9, 2020	
Nov 24, 2020	7549	091	Dell Latitude 7400 RTX	Delivered	Delivered Nov 30, 2020	
Nov 18, 2020	7461		Dell 26,000-Page Elec...	Delivered	Delivered Nov 23, 2020	
Nov 12, 2020	7391	MGR	Latitude 5410 81X Base	Delivered	Delivered Nov 17, 2020	
Nov 11, 2020	7219	AL	OptiFlex 5480 All-in-O...	Delivered	Delivered Nov 16, 2020	
Nov 10, 2020	72652	MCS	Latitude 5410 81X Base	Delivered	Delivered Nov 12, 2020	

Premier Website Support Teams

The two main teams available to assist with the majority of requests that may arise about Premier Pages are the Premier Helpdesk and the Premier Account Managers.

Premier Helpdesk

The Premier Helpdesk provides assistance with issues surrounding site performance, stability, issues with logging in to the site, as well as working with the appropriate business partners to resolve Premier Page related technical issues.

Premier Account Managers

The Premier Account Managers (PAM's) provide administrative and maintenance support for ALL Premier Pages. PAM's work closely with sales to ensure a Premier Page is optimized and meets customers' purchasing needs.

Engage the Premier Website Support Teams

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