Dell Premier
Premier Invoicing Report

Dell Premier is your own, secure, personalized purchasing and support website enabling an easy, efficient and economical buying process. Review this guide to see how you can benefit from the new Premier Invoicing report, an exclusive service for our Premier customers. Users with reporting access can easily view and print invoices online.

The Premier Invoicing report has been enhanced to provide you with an improved customer experience. Enjoy the simplified and faster navigation and learn below how to get the most out of the new report.

**Logging into your Premier Page**

**First time Portal Users**

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

To access your Premier website go to http://premier.dell.com and click on **Sign in Now** (Premier Login).

Enter your profile email address and password in the boxes provided and click **Sign In**.

**Returning customers...**

Go to http://premier.dell.com, click on **Sign in Now**
Enter your profile password in the box provided and click **Access Premier**.

*If your password is not accepted or you have forgotten it, click on the “Forgot password” link and enter your profile email address. Your new password will be emailed to you within a couple of minutes.*
Accessing your Premier Invoicing report

From within your Premier Page, you can access the Premier Invoicing report:

1. Through “Account”
   To access the list of available reports, click on “Account” located on the top-right and click on “Reports” to expand. A list of available reports will appear (this will be setup by your Dell Account Team). Select the Premier Invoicing report.

2. Through the Premier Dashboard (Module View)
   You can also access the Premier Invoicing report via the “Reports” module on the Premier Dashboard. A list of available reports appears (this will be setup by your Dell Account Team). Select the Premier Invoicing report.

Note:
- If the Reports module is not available, click "Add Module" in the upper right-hand corner of your workspace to view a list of available modules. In the subsequent window that appears, put a tick next to Reports. Click the blue “Add Selected” button at the bottom of the page to add the Reports module to your workspace.
- If you are unable to find the Premier Invoicing report on your Premier Webpage please contact your Dell Sales Account Team to have this enabled for you. Follow this link to learn how to find your Dell Sales Account Team.

About the Premier Invoicing report

The Premier Invoicing report has been developed as an exclusive service for our Premier customers. Whether you place your order online or via your Dell Account team, the Premier Invoicing report returns invoices for any customer number enabled for reporting.

Retrieving your invoices in one click

The new Premier invoicing report allows you to find invoices easier than before - The simplified and faster navigation provides you with a much more robust experience.

Filtering options now enable you to find invoices by Customer number, Search By, Status of the invoice, Date range (from/to).
1- **Customer Number** displays the customer number(s) associated to your Company’s Premier Webpage. If you are missing a Customer Number from this list, please contact your Dell Sales Account Team to have it enabled for you.

2- **Search by** allows you to retrieve your invoice(s) by Invoice number, Dell order Number or PO number.

3- **Status** gives you the ability to filter by invoice status (paid vs unpaid).

4- You may refine your search by selecting a date range.

When you are ready, just click **Apply** to view the list of available invoices.

### Available information

You should have access to all of your invoices linked to a customer number. Order invoices will be available once your order has been shipped and the Order Status shows "Shipped" or "Delivered."

The default columns for Premier invoicing report are:

1- **Invoice Number** provides you with a clickable invoice number link, which returns the electronic certified copy of the invoice.

2- **Invoice Date** is the date when the order was invoiced.

3- **Order Number**: click on any order number to view order details.

4- **PO number** is the purchasing order reference (PO) you provided when ordering.

### Retrieving a certified copy of the invoice

The clickable invoice number link (1) allows you to access the electronic certified copy of the invoice in a PDF format and download it easily (8). If tracking information is available the "Waybill Number" link (9) allows you to expand order details.
Exporting the report

You can easily download your invoice report in a CSV format by clicking the Export all button.

Customizing items per page

Want to view more invoices per page? It’s easy. Just use the dropdown menu to adjust the items per page (10-15-25-75 items).

Frequently Asked Questions

What can I do if I am unable to find an invoice for my Dell Order on my Premier Website?

Order invoices will be available once your order has been shipped and the Order Status shows “Shipped” or “Delivered.” Below are the three most common methods outside of the Premier Webpage to find or request an invoice for your Order:

- Request a copy of your invoice via the Dell Support Website. Click Here
- Contact Dell Customer Care. Click Here
- Contact your Dell Sales Representative. Click Here

What can I do if my customer number is missing from the list?

If you are missing a Customer Number from this list, or if you are unable to find your Order / Invoice on your Premier Webpage please contact your Dell Sales Account Team to have this enabled for you. How do I find out who my Premier Sales Representative is? Click Here

View all Premier Invoicing Frequently Asked Questions. Click Here

Premier Helpdesk Information

Call or e-mail the Online Business Support Team. Premier experts are available to assist for any technical inquiry related to Premier and existing B2B integration. We provide telephone, chat & email support (Mon–Fri, 7:30am - 5:30pm US CST).