

# RFP & Proposal Express | Accessing & Getting Started

*Self-Service Resources to Position and Sell the Portfolio*

## ***Returning Employee and Partner Users***

**Employees – Click the Employee Link:**

[RFP & Proposal Express Portal - Employee Link](#)

**Partners – Click the Partner Link:**

[RFP & Proposal Express Portal - Partner Link](#)

## ***New Users***

**Employees:**

**Employees accessing the RFP & Proposal Express Portal INSIDE the Company Network:**

1. Turn OFF Pop-Up Blockers.
2. Click this link [RFP & Proposal Express Portal - Employee Link](#)

**Employees accessing the RFP & Proposal Express Portal OUTSIDE the Company Network:**

1. Turn OFF Pop-Up Blockers.
2. Click this link [RFP & Proposal Express Portal - Employee Link](#)
3. If using Internet Explorer – When prompted for a Login:

Enter your **Domain\NT Username** and **NT Password**, i.e.

- americas\NT Username and NT Password
- europe\NT Username and NT Password
- asia-pacific\NT Username and NT Password

If using Any Other Browser – When prompted for a Login:

- Enter your **NT Username** and **NT Password**



## Partners:

### Partners who HAVE ACCESS to the [Dell Partner Portal](#):

1. Click on the User Icon



2. Click on Partner Account Settings in the Drop-Down-List

Partner Account Settings >

Change My Password >

View my Partner Account admin >

Log Out

3. Click on Edit my profile

Edit Personal Profile

You can edit sections of your personal profile to best reflect your own, personal details.

Edit my profile

4. Click on Edit Button

Edit

5. Check the RFP & Proposal Express Tool Check Box

Access to Sales Tools

Deal Registration ⓘ

Enable Premier Store Access

RFP & Proposal Express Tool

6. Click Save

Save

7. Within **24-48 hours**, you will receive an email from **No\_Reply@RPE.dell.com** containing your RFP & Proposal Express Username and a link to set your RFP & Proposal Express Password.
8. Once you have your RFP & Proposal Express Username and Password, Turn OFF Pop-Up Blockers in your Browser.
9. Click this link [RFP & Proposal Express Portal - Partner Link](#)
10. When prompted for a Login:  
Enter your RFP & Proposal Express **Username and Password**

A screenshot of the login page for the RFP & Proposal Express portal. The page has a blue header with the text "RFP & Proposal Express | Login" and "Navigation • Logout". Below the header is a blue bar with the text "Global Content Tool for RFP Responses, Custom Proposals and Ready to Download Deliverables". The main content area is white and contains a login form with two input fields: "Username" and "Password". Below the "Password" field is a "Log In" button.

**Partners who DO NOT HAVE ACCESS to the [Dell Partner Portal](#):**

1. Complete the [RFP & Proposal Express Registration Request Form](#) and click Submit.
2. Within **24-48 hours**, you will receive an email from **No\_Reply@RPE.dell.com** containing your RFP & Proposal Express Username and a link to set your RFP & Proposal Express Password.
3. Once you have your RFP & Proposal Express Username and Password, Turn OFF Pop-Up Blockers in your Browser.
4. Click this link [RFP & Proposal Express Portal - Partner Link](#)
5. **When prompted for a Login:**  
Enter your RFP & Proposal Express **Username** *and* **Password**

RFP & Proposal Express | Login Navigation - Logout

Global Content Tool for RFP Responses, Custom Proposals and Ready to Download Deliverables

Username

Password