

HOW TO

Request Dell Computers & Related Items

This job aid will go through the steps on how to request a Dell computer and/or related items using UITS eQuotes through the GeorgiaFIRST Marketplace.

Obtaining an eQuote from UITS

- Visit the Technology Purchases website at <u>http://www.kennesaw.edu/techpurchases/</u>; or, from the KSU Intranet, select University Information Technology Services > Request Forms > Technology Purchases > Computers, Server & Peripheral Purchases.
- 2. Click on the link that best describes your proposed technology purchase and complete the request form.
- 3. Click Submit once you have reviewed the information entered on the form.
- 4. Once reviewed and approved, UITS will email a <u>Dell</u>eQuote number, which is linked with the requested equipment; this eQuote number will be used to build the order for the requested item(s).

Ordering via the GeorgiaFIRST Marketplace

- 1. Log in to **PeopleSoft** via <u>https://www.usg.edu/gafirst-fin/</u> by clicking **GeorgiaFIRST Financials** under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
- 2. Click the compass icon at the top right of the page. This opens the NavBar menu.
 - a. NOTE: Do not click the *GFM Shopper Access* tile to get to the marketplace. It routes you through "Window Shopper" mode, through which you will not be able to complete your order.

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- 3. On the NavBar menu, click **Navigator** > eProcurement > Requisition.
- 4. On this new page, under Web, select the GeorgiaFIRST Marketplace link.





5. Select the **Dell** punch-out.



6. Click the **Quotes** link.

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Quotes	ועץ פיי סיי	der Status	Share Your Ideas	😋 Custom Links
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7. Enter the eQuote number you were provided by UITS, then click Find Quote.

Quotes
eQuotes eQuotes are created directly in Premier by a user within your company or by a Dell Sales Agent Search eQuote number, eQuoteriane. Saved By or Nominated Buyer
(eQuote Number - 13 digits e.g : 10123700 1561)
*Estimated Pricing Pricing is subject to change until actual purchase

- 8. When your eQuote is retrieved, review the information and then click **Create Order Requisition** on the right side of the screen.
- On the next screen, select the Delivery Option of "No Charge Delivery \$0.00" <u>and</u> select the Trade Compliance of "No, I will not be exporting".
- 10. Click Continue.
- 11. Verify/review your order and click Submit Order Requisition, then Proceed to Checkout.
- 12. Click **"Issue Requisition"** in the upper right of your screen to pull your order out of the Marketplace and into an ePro requisition. You will be re-directed back into ePro to make any edits *(if necessary)*, to add supporting documentation, and to submit your Requisition into the approval process.
- 13. Enter a name for your requisition in the **Requisition Name** field, in the upper right (see UITS email for preferences).



- 14. You can update the distribution/accounting information, using <u>one</u> of two methods below *(Individual Lines or Mutiple Lines)*:
 - a. NOTE: When using <u>either</u> option for accounting allocation changes:
 - i. If you use the <u>SpeedChart</u> function, you must also populate the **BudRef** field on the **Chartfields 2** tab.
 - ii. If you <u>manually enter</u> the allocation, you must first populate the **GL Unit** field on the **Chartfields 1** tab in addition to populating the BudRef on the Chartfields 2 tab.

To Update Accounting Allocation on Individual lines:

Click the **Expand** buttons (triangles) and make necessary updates for each line.

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Select the line checkboxes of the lines you need to update, then select the Mass Change link.

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-Update the accounting allocation by manually populating the information on the **Chartfields 1 – 3** tabs, or by using the **SpeedChart** field.

-Update the Ship To Location if necessary.

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lote: The information below intered on this page will repla	does not reflect the dat ace the data in the corre	a in the selected requisition esponding fields on the selec	lines. When the 'OK' button cted lines that are available	is clicked, the data for sourcing.
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- Click OK, and then click OK for All Distribution Lines to apply changes to all the selected lines.



Special Notes From & For UITS

- 1. For all computer/technology/audio-visual purchases, the **Ship To** code <u>must be KCP109</u> (unless stated otherwise in the email quote from UITS).
- 2. Populate the correct account number for your request; the specific account codes to use for your purchase will probably be one of the following unless an Asset:
 - a. 714114 main equipment
 - b. 714100 accessories
 - c. **715100** maintenance
- 3. In order to process your request in a timely manner, the following information <u>is required</u> and used by UITS for any computer related purchases. This information aids in checking accuracy and expediting delivery. This should be added in the **Approval Justification** field:
 - a. Entire & complete **quote/proposal number**
 - b. Recipient's name, location/room number, and extension.
 - c. Any **other notes** as needed or requested by UITS, a Business Manager, or Department head.
- 4. To add supporting documentation, click on the Comments bubble <u>or</u> the Add link at the end of the first line of your requisition; **DO NOT** use the *"Add More Comments and Attachments"* link at the bottom of the screen.



- 5. Click Add Attachments and then Browse for the saved scanned documents on your computer.
- 6. Once located click on the file, click **Open**, then click **Upload** and **OK**.
- 7. To verify you have attached your document(s), you will be able to see a **View** button; and when you return to the **review and submit** screen, you will see a paperclip attached to the comments bubble on the line you added it to.



(Supporting documentation should include any approval emails, specifications and a copy of the quote/proposal obtained from UITS.)

- To insert any additional approvers *(if requested or required),* click Save for Later then the Preview Approvals link.
 - a. Click on a green plus sign to search for the User ID of the Approver you would like to insert, click Insert.
 - b. Click Apply Approval Changes button
- 9. Click Save & Submit to submit the requisition lines into the approval workflow.

**Note: The items will be shipped to <u>and</u> received in the KSU Distribution Center. Once received, the item(s) will be tagged in UITS. You will then be contacted by UITS to schedule an appointment for delivery & installation.

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