

HOW TO

Request Dell Computers & Related Items

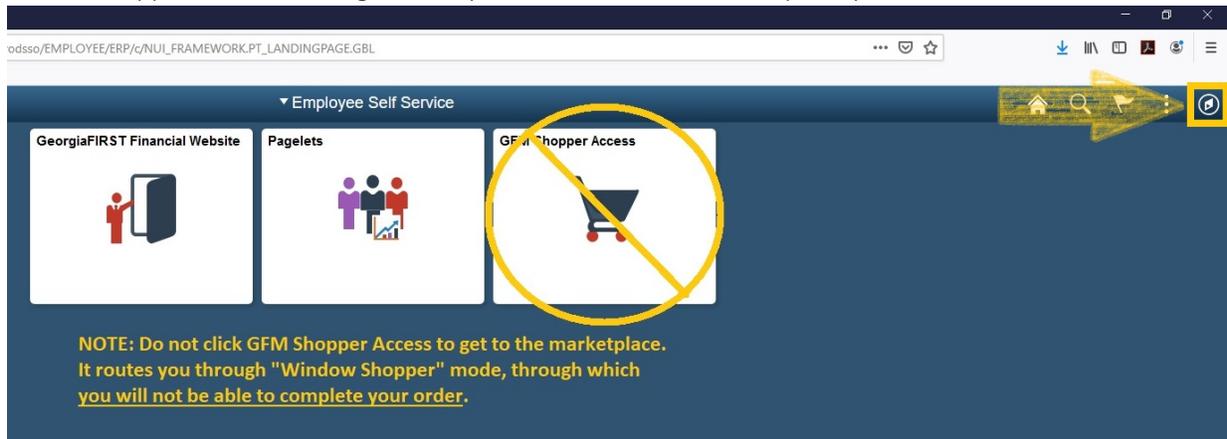
This job aid will go through the steps on how to request a Dell computer and/or related items using UITS eQuotes through the GeorgiaFIRST Marketplace.

Obtaining an eQuote from UITS

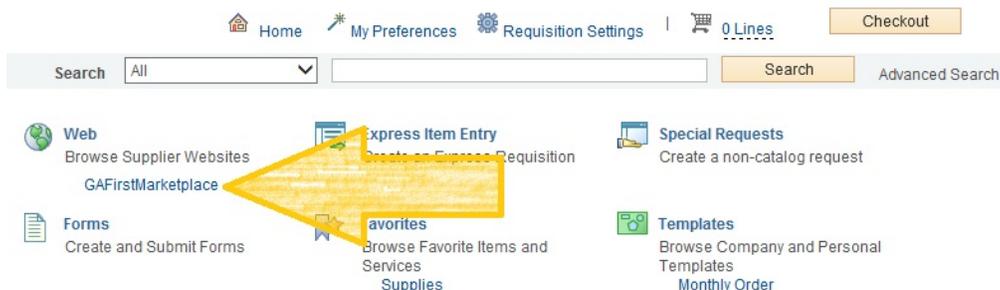
1. Visit the Technology Purchases website at <http://www.kennesaw.edu/techpurchases/>; or, from the KSU Intranet, select **University Information Technology Services > Request Forms > Technology Purchases > Computers, Server & Peripheral Purchases**.
2. Click on the link that best describes your proposed 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 **Dell 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

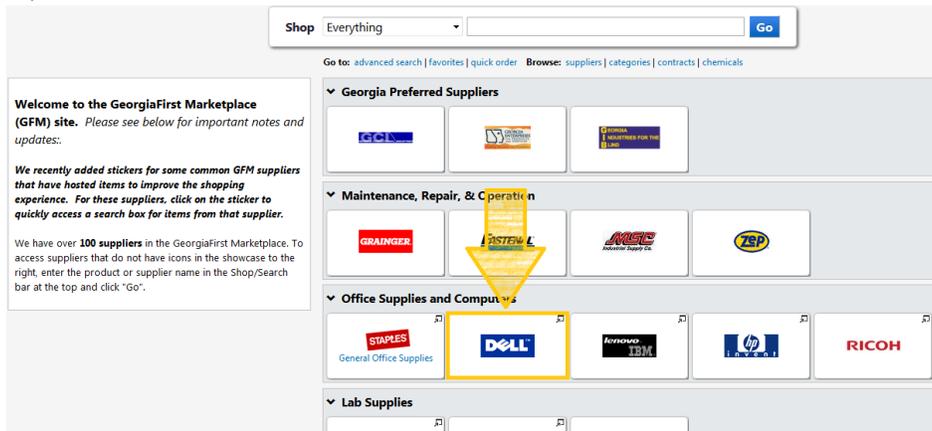
1. Log in to **PeopleSoft** via <https://www.usg.edu/gafirst-fin/> by clicking **GeorgiaFIRST Financials** under **Core Users** on the right of the page. You will be prompted to log in using **Duo**.
2. Click the compass icon at the top right of the page. This opens the NavBar menu.
 - a. NOTE: Do not 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.



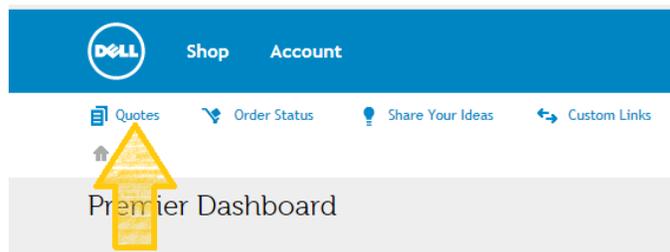
3. On the NavBar menu, click **Navigator > eProcurement > Requisition**.
4. On this new page, under **Web**, select the **GeorgiaFIRST Marketplace** link.



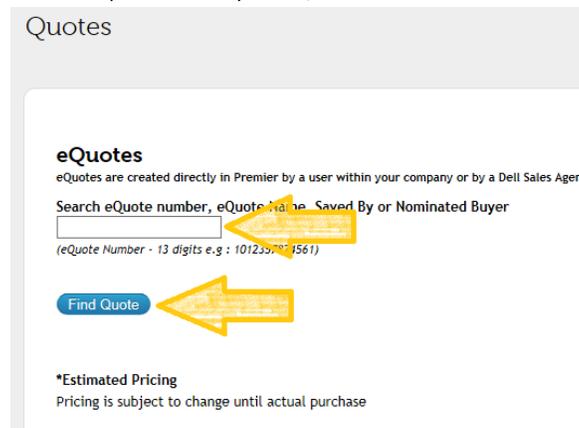
- Select the **Dell** punch-out.



- Click the **Quotes** link.



- Enter the eQuote number you were provided by UITS, then click **Find Quote**.



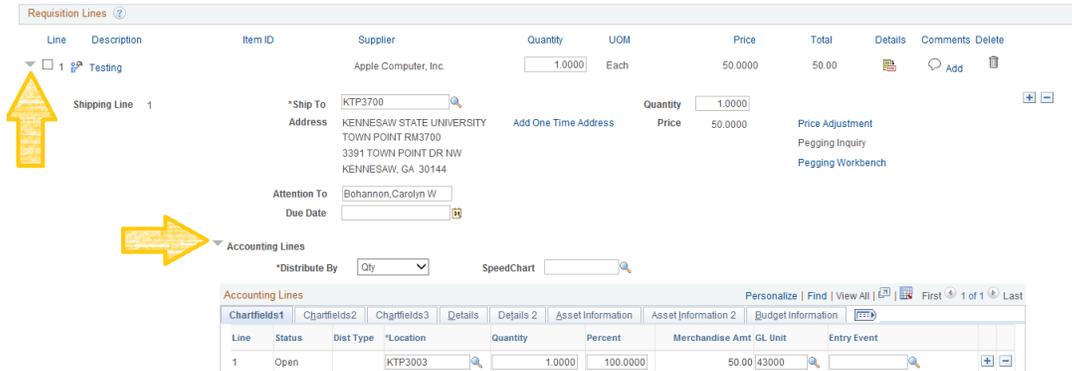
- When your eQuote is retrieved, review the information and then click **Create Order Requisition** on the right side of the screen.
- On the next screen, select the Delivery Option of **“No Charge Delivery - \$0.00”** *and* select the Trade Compliance of **“No, I will not be exporting”**.
- Click **Continue**.
- Verify/review your order and click **Submit Order Requisition**, then **Proceed to Checkout**.
- 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.
- 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 **one** of two methods below (*Individual Lines or Multiple Lines*):

- a. **NOTE:** When using either option for accounting allocation changes:
 - i. If you use the SpeedChart function, you must also populate the **BudRef** field on the **Chartfields 2** tab.
 - ii. If you manually enter 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.

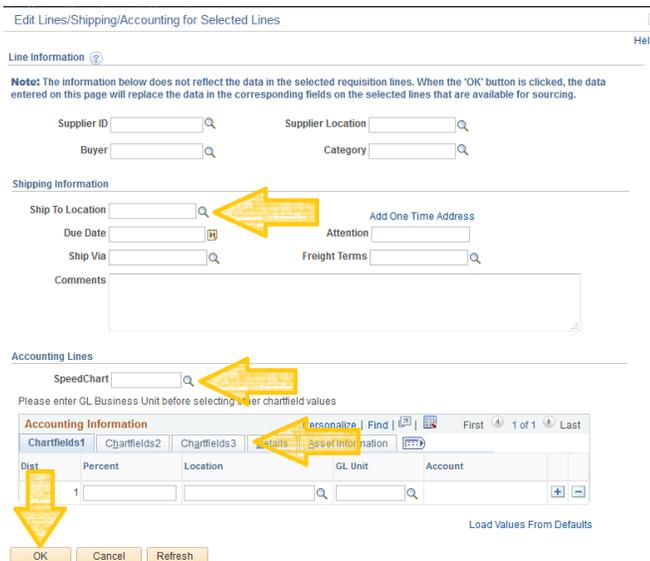


To Update Accounting Allocation on Multiple lines simultaneously:

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



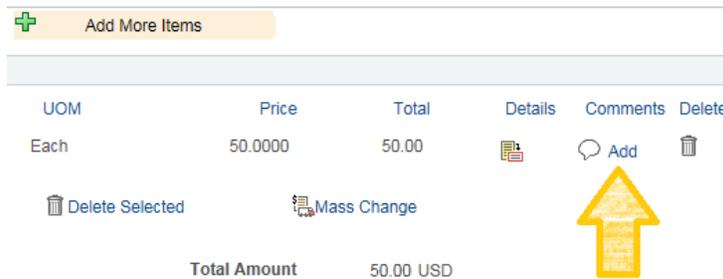
- Update the accounting allocation by manually populating the information on the **Chartfields 1 – 3** tabs, or by using the **SpeedChart** field.
- Update the **Ship To Location** if necessary.



- 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 **must be KCP109** (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 is required 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 or 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.)

8. **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 **and** 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.