This job aid is designed to help a requester purchase DELL computers and related items using UITS eQuotes through GeorgiaFIRST Marketplace.

Obtaining an eQuote from ITS:
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’ve reviewed the information you 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 then be used to build the order for the requested item(s).

Ordering via GeorgiaFIRST Marketplace:
1. Select eProcurement from the menu.
2. Select Requisition.
3. Select the GeorgiaFIRST Marketplace link.
4. Select the DELL punch-out.

![DELL punch-out](image)

5. Click the ‘Quotes’ link.

![Premier Dashboard](image)

6. Enter the eQuote number you were provided by UITS, then click “Find Quote”.

![Find Quote](image)
7. When your eQuote is retrieved, review the information and then click “Create Order Requisition” on the right side of the screen.

8. 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”.

9. Click Continue.

10. Verify/review your order, and click “Submit Order Requisition”.

11. Select “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.

13. You will now 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.

14. Enter a name for your requisition in the Requisition Name field in the upper right.
15. You can update the distribution/accounting information, using one of two methods below (Individual Lines or Multiple Lines):

NOTE:
When using either option for accounting allocation changes:
If you use the SpeedChart function, you must also populate the BudRef field on the Chartfields 2 tab.
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 Chartfields 1 – 3 tabs or by using the SpeedChart field/box
- Update the Ship To Location if necessary

- Click ‘OK’
- Click ‘OK’ for All Distribution Lines to apply to all selected lines
16. **Special Notes from and for UITS:**

- For all computer/technology/audio-visual purchases, the **Ship To** code **must be KCP109** (unless stated otherwise in the email quote from ITS)
- Populate the correct account number for your request; the specific accounts codes to use for your purchase will probably be one of the following unless an Asset:
  - 714114 — main equipment
  - 714100 — accessories
  - 715100 — maintenance
- In order to process your request in a timely manner, the following information is required by 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 ITS, Business Manager, or Department head

17. 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.

18. Click ‘Add Attachments’ and then **Browse** for the saved scanned documents on your computer.
19. Once located, click on your file then click ‘Open’.
20. Then click ‘Upload’ and then ‘OK’.
21. To verify you have attached your document(s), you will be able to see a ‘View’ button on the screen where you added the document and you will see a paperclip attached to your Comment bubble on the line when you return to the ‘Review and Submit’ screen.

(Supporting documentation should include any approval emails, specifications and a copy of the quote/proposal obtained from UITS.)
22. To insert any additional approvers (if requested or required), click ‘Save for Later’ then the Preview Approvals link.
23. Click on a green plus sign to search for the User ID of the Approver you would like to insert, click ‘Insert’.

24. Click ‘Apply Approval Changes’ button.
25. Click ‘Save & Submit’ start the requisition lines into the approval workflow.

**Note: The items will be shipped 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.**