



Job Aid EPC3 Request for DELL Computers & Related Items

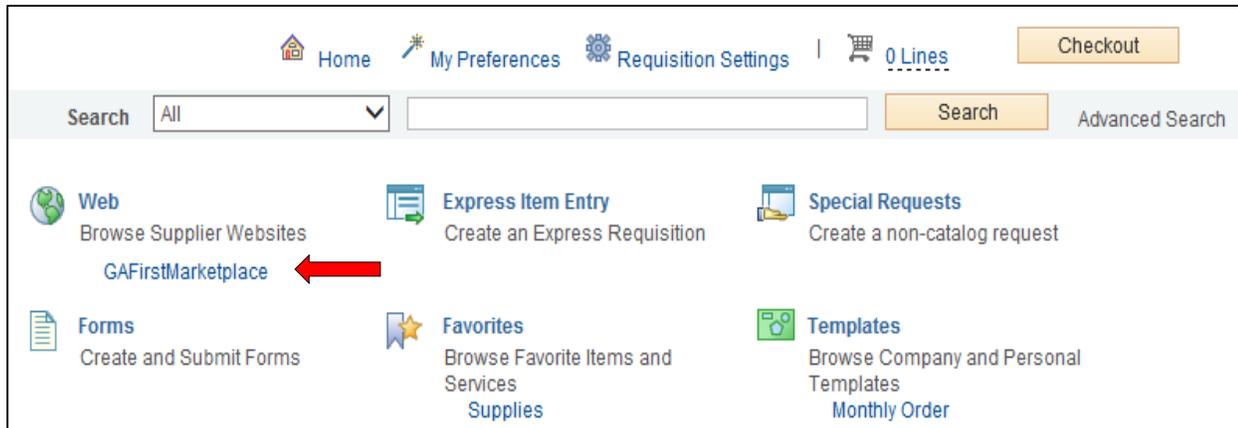
This job aid is designed to help a requester purchase DELL computers and related items using **UITS eQuotes** through **GeorgiaFIRST Marketplace**.

Obtaining an eQuote from ITS:

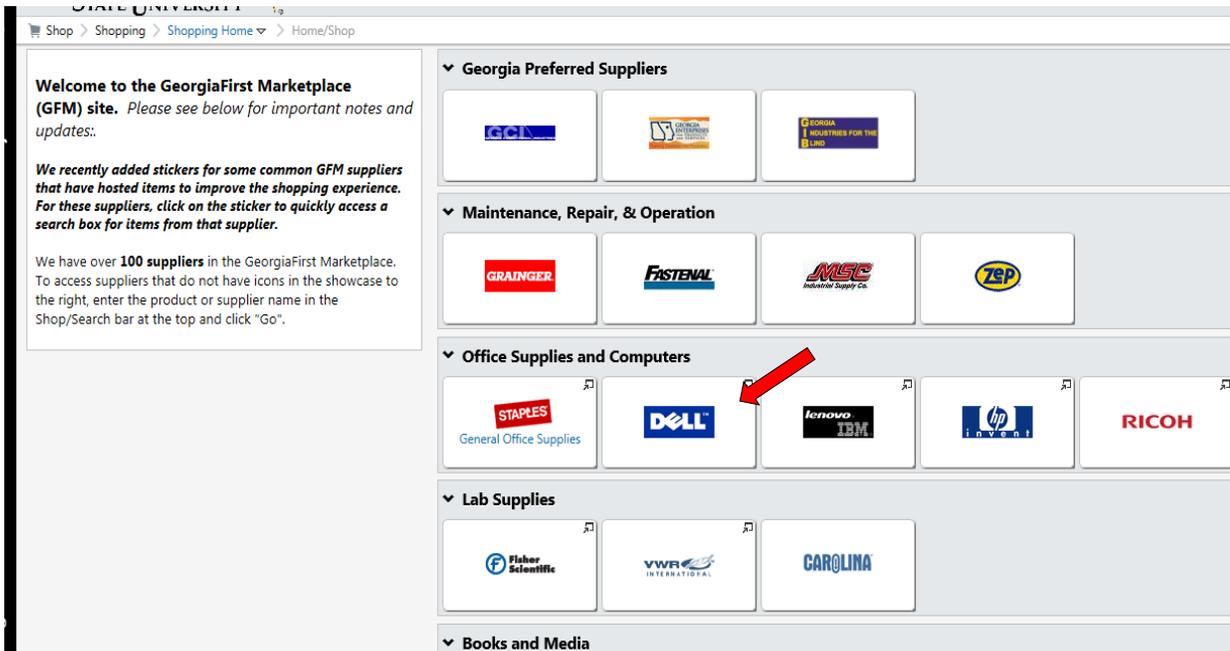
1. Visit the Technology Purchases website at <http://www.kennesaw.edu/techpurchases/> or from the KSU Intranet select University Information Technology Services > Request Forms > Technology Purchases > Computers, Server & Peripheral Purchases.
2. Click on the link that best describes your proposed technology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

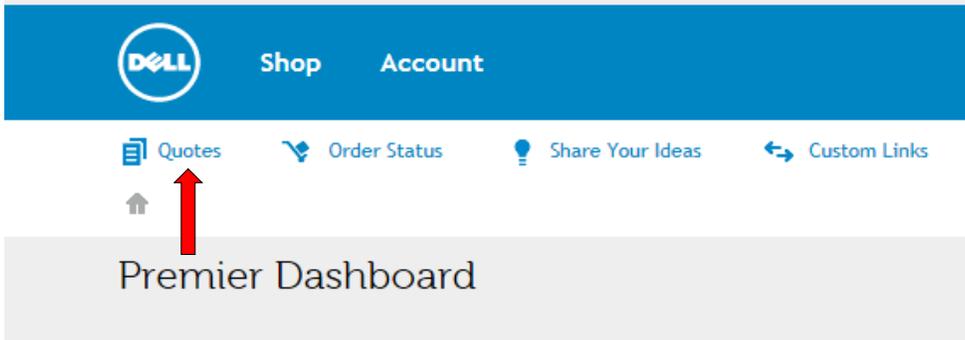
1. Select **eProcurement** from the menu.
2. Select **Requisition**.
3. Select the **GeorgiaFIRST Marketplace** link.



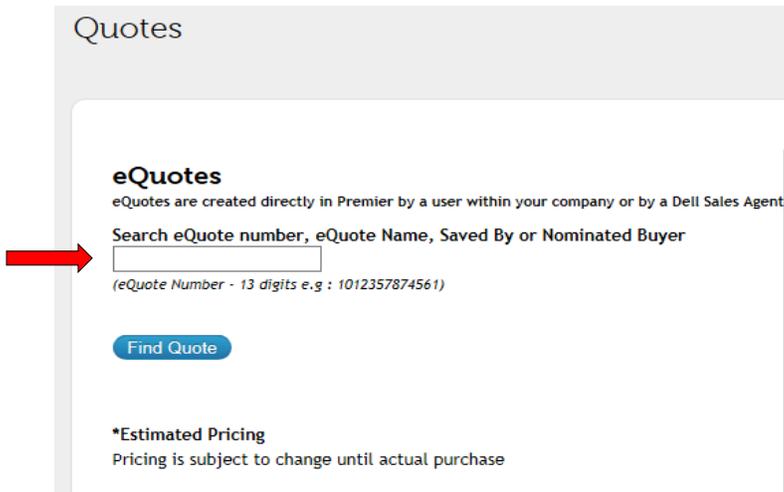
4. Select the DELL punch-out.



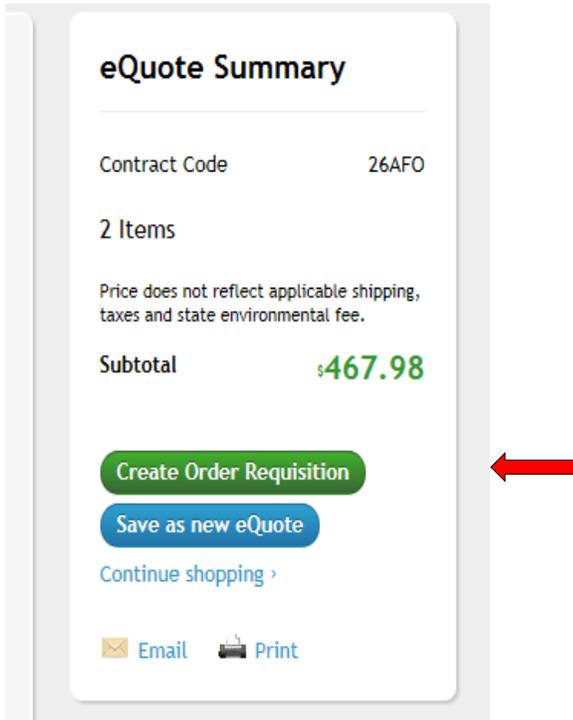
5. Click the 'Quotes' link.



6. 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”**.
- Select **“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 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.
- Enter a name for your requisition in the **Requisition Name** field in the upper right **(see UITS email for preferences)**.

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

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Testing		Apple Computer, Inc.	1.0000	Each	50.0000	50.00		Add	
Shipping Line 1										
	*Ship To	KTP3700		Quantity	1.0000					
	Address	KENNESAW STATE UNIVERSITY TOWN POINT RM3700 3391 TOWN POINT DR NW KENNESAW, GA 30144		Add One Time Address	Price	50.0000		Price Adjustment Pegging Inquiry Pegging Workbench		
	Attention To	Bohannon,Carolyn W								
	Due Date									
Accounting Lines										
	*Distribute By	Qty		SpeedChart						
Accounting Lines										
Personalize Find View All First 1 of 1 Last										
Chartfields1 Chartfields2 Chartfields3 Details Details 2 Asset Information Asset Information 2 Budget Information										
Line	Status	Dist Type	*Location	Quantity	Percent	Merchandise Amt	GL Unit	Entry Event		
1	Open		KTP3003	1.0000	100.0000	50.00	43000			

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

Edit Lines/Shipping/Accounting for Selected Lines ✕

[Help](#)

Line Information ?

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID Supplier Location

Buyer Category

Shipping Information

Ship To Location ←

Due Date Attention

Ship Via Freight Terms

Comments

Accounting Lines

SpeedChart

Please enter GL Business Unit before selecting other chartfield values

Accounting Information Personalize | Find | First 1 of 1 Last

Chartfields1 | Chartfields2 | Chartfields3 | Details | Asset Information

Dist	Percent	Location	GL Unit	Account		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

[Load Values From Defaults](#)

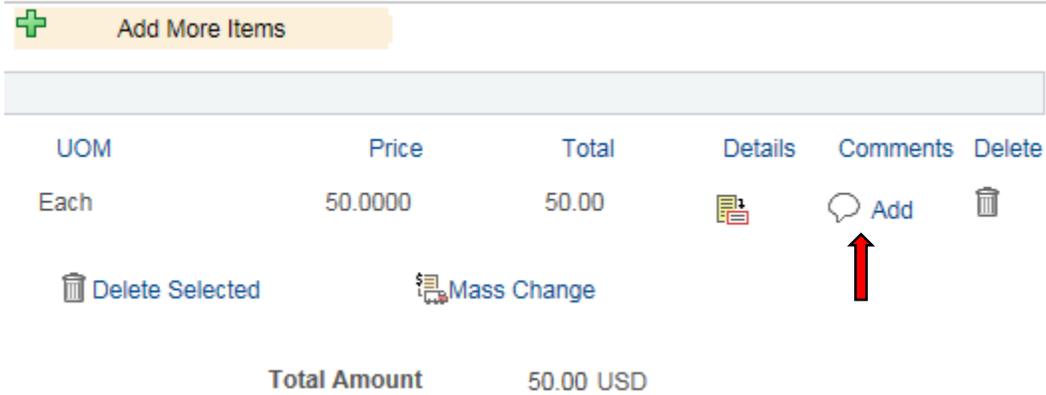
OK Cancel Refresh

- 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:
 - Entire & complete **Quote/Proposal number**
 - Recipient’s name, location/room number and extension**
 - 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.

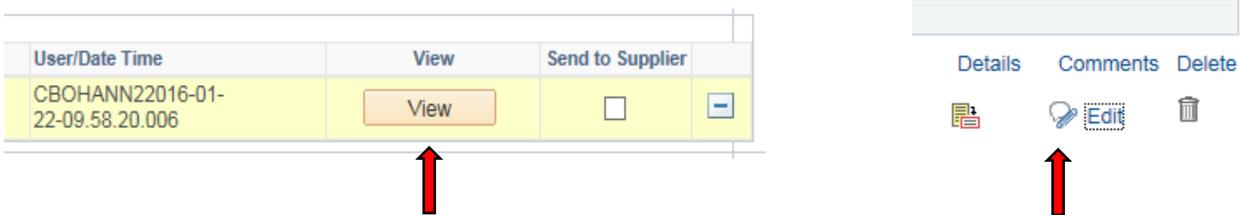


18. Click **‘Add Attachments’** and then **Browse** for the saved scanned documents on your computer.

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.