

*****PRIOR TO PLACING ORDERS, REVIEW THE [CPI WORK FLOW](#) AND CONTACT THE CSC IT STAFF!*****

DELL COMPUTERS:

1. Select Dell as your vendor from the MarketPlace Create Order page.
3. Select your system and edit components as needed.
4. Navigate through the Dell website by following the links. When you arrive at My Cart click on save as E-quote.
E-quote name should be same as requisition name.
5. Complete Contact Information and Authorized Buyer Information.
 - ❖ Ann Hunt (aehunt@ncsu.edu) for 5 accounts or
 - ❖ Monica Watkins (mhwatkin@ncsu.edu) for non 5 accounts
6. Enter CSC Helpdesk (help@csc.ncsu.edu) as additional email address.
7. Click on View E-quote and then click on Create Order.

APPLE COMPUTERS:

1. Select Apple as your vendor from the MarketPlace Create Order page.
2. Select your system and edit components as needed and select "Add to cart".
3. Select "Save for later" and then select "Email cart".
4. Email the saved proposal to CSC Helpdesk (help@csc.ncsu.edu), and
 - ❖ Copy Ann Hunt (aehunt@ncsu.edu) 5 accounts or Monica Watkins (mhwatkin@ncsu.edu) non 5 accounts
5. Select "Add to cart" again then click on "Check out".
6. Click "Continue" and then click the "Return to Procurement Application" button.

SUBMITTING ALL COMPUTER & COMPUTER PERIPHERAL ORDERS:

1. On this page, you will enter a requisition name for your order.
 - ❖ Orders to be paid from 5 accounts should have a req name starting with AEH.
 - ❖ Orders to be paid from non 5 accounts should have a req name starting with MHW.
2. After entering the requisition name, **YOU MUST CHANGE THE PROJECT #** to the account you want to pay from.
3. Click on Adjust Distributions and enter in the project (account) # under the "SpeedType Key" field and Press "OK".
 - ❖ If you need to use multiple funding sources, you can redistribute expenses by clicking on the blue plus sign to add a line and enter the percent and project #.
4. In the comment box enter the project number and comments that you may have.
5. Select "Save and preview approvals".
2. Click on the green plus (+) sign to the left of blue "multiple approvers" box.
3. Type in "CABENAVE" (in all caps) for the User ID.
4. Click on Approver instead of reviewer. Then click "Insert" (so the order is routed to Carlos Benavente as the first approver).
5. Click "Apply Approval Changes" and then click "Submit".

RECEIVING YOUR ORDER:

1. Once your order has arrived you will need to **sign and date your packing slip** and give to either:
 - ❖ Ann Hunt (aehunt@ncsu.edu) for 5 accounts or
 - ❖ Monica Watkins (mhwatkin@ncsu.edu) for non 5 accounts
2. Once we receive your signed and dated packing slip we will receive the order in the financial system on your behalf. **PLEASE DO NOT RECEIVE THE ORDERS IN THE MARKETPLACE.**
3. In your role of shopper you may receive an email notification reminding you to receive the order...please disregard this notice.

FOR ASSISTANCE, PLEASE CONTACT

CSC Helpdesk (help@csc.ncsu.edu) for technical assistance,

Ann Hunt (aehunt@ncsu.edu) for 5 accounts or Monica Watkins (mhwatkin@ncsu.edu) for non 5 accounts