

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.
 - ❖ Donna Richards (djricha5@ncsu.edu) for 5 accounts or
 - ❖ Terri Moss (tlmarti4@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.
3. Select add to cart.
4. Select continue and then check out.
5. Click on down load proposal information. Click save and name the file the same name as requisition name.
6. When you have completed placing your MarketPlace order:
 - ❖ Email the saved proposal to CSC Helpdesk (help@csc.ncsu.edu) and
 - ❖ Copy Ann Hunt (aehunt@ncsu.edu) 5 accounts or Terri Moss (tlmarti4@ncsu.edu) non 5 accounts
7. Click continue and then click the procurement button.

SUBMITTING ALL COMPUTER & COMPUTER PERIPHERAL ORDERS:

1. Select save and preview order
2. Click on green plus (+) sign to the left of blue "multiple approvers" box.
3. Search for User ID CABENAVE and click on blue link below search box with Carlos' name.
4. Click on Approver instead of reviewer and then click Insert.
5. Click on submit.

RECEIVING YOUR ORDER:

1. Once your order has arrived you will need to **sign and date your packing slip** and give to either:
 - ❖ Donna Richards for 5 accounts or
 - ❖ Lauren Williamson or Bianca Snell 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.
3. In your role of shopper you may receive an email notification reminding you to receive the order.

FOR ASSISTANCE, PLEASE CONTACT

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

Donna Richards (Phone: 513-7300 Email: djricha5@ncsu.edu) for 5 accounts or

Terri Moss (Phone: 515-2930 Email: tlmarti4@ncsu.edu) for non 5 accounts