

*If you need technical assistance with computer configuration, specifications, and/or ordering; contact CSC IT via [csc\\_help@ncsu.edu](mailto:csc_help@ncsu.edu) including a general idea of specifications. Depending on the requirements, a CSC IT staff may want to schedule a consultation session with you. If you really know what you need (model, specifications, etc), then proceed with the following steps:*

## DELL COMPUTERS:

1. Select Dell as your vendor from the Marketplace Create Order page.
2. Select your system and edit components as needed.
3. Navigate through the Dell website by following the links. When you arrive at My Cart click on "Save as E-quote". Enter your name and email address in the contact fields. E-quote name should be same as requisition name. Dell will email you a copy of the equote.
4. Complete Contact Information and Authorized Buyer Information.  
Ann Hunt ([aehunt@ncsu.edu](mailto:aehunt@ncsu.edu)) for 5 accounts or  
Terri Moss ([tlmarti4@ncsu.edu](mailto:tlmarti4@ncsu.edu)) for non 5 accounts
5. Forward the equote to [csc\\_help@ncsu.edu](mailto:csc_help@ncsu.edu) and cc Ann or Terri.
6. Click on Create Order Requisition and then click on Submit Order Requisition.
7. See bottom section below: "SUBMITTING ALL COMPUTER & COMPUTER PERIPHERAL ORDERS:" to complete the requisition

## 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. Make sure to include AppleCare for computers and/or Tablets.
4. Click on Create Template
5. Use your Name and a brief description of the product you are ordering (e.g. Joe Doe's Macbook Air)
6. Click on Save Template. Make a note of the template number.
7. Select continue and then check out.
8. Click on Send Proposal.
9. Enter comments if necessary, and then click on Submit and then Continue
  - a. When you have completed placing your Marketplace order:  
Email the saved template # to CSC IT ([csc\\_help@ncsu.edu](mailto:csc_help@ncsu.edu)) and
  - b. Copy Ann Hunt ([aehunt@ncsu.edu](mailto:aehunt@ncsu.edu)) 5 accounts or Terri Moss ([tlmarti4@ncsu.edu](mailto:tlmarti4@ncsu.edu)) non 5 accounts
10. See section below: "SUBMITTING ALL COMPUTER & COMPUTER PERIPHERAL ORDERS:" to complete the requisition

## 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:
  - ❖ Ann Hunt for 5 accounts or
  - ❖ Marcus Bullett non 5 accounts
2. **IMPORTANT:** Contact CSC IT @ [csc\\_help@ncsu.edu](mailto:csc_help@ncsu.edu) to enroll your computer endpoint to the campus Configuration Management System.  
**This is an NCSU REQUIREMENT.** This will also alert our director of operations for asset management tagging.
3. Once we receive your signed and dated packing slip we will receive the order in the financial system on your behalf.
4. In your role of shopper you may receive an email notification reminding you to receive the order.

FOR ASSISTANCE, PLEASE CONTACT

CSC Helpdesk ([csc\\_help@ncsu.edu](mailto:csc_help@ncsu.edu)) for technical assistance

Ann Hunt (Phone: 513-7300 Email: [ann\\_hunt@ncsu.edu](mailto:ann_hunt@ncsu.edu)) for 5 accounts or Terri Moss (Phone: 515-2930 Email: [tlmarti4@ncsu.edu](mailto:tlmarti4@ncsu.edu)) for non 5 accounts