

PROCEDURES FOR CONFIGURING COMPUTERS AND SECURING A QUOTE

Once a department has confirmation from their Administration Division of how many computers they can replace with Replacement Budget, they should do the following:

Selection of a Replacement Computer

a. **DELL computers – STANDARD CONFIGURATION ONLY (no changes, no peripherals added)**

- i. Review the standard specifications on the Procurement Contracts web-site.

NOTE: Speakers have been deleted from the minimum standard specification. It is STRONGLY RECOMMENDED that departments continue to use your existing speakers as they have a much longer life than CPUs.

- ii. Complete a requisition per the instructions herein.

b. **DELL computers – CUSTOMIZED (changes to minimum specs and/or peripherals added)**

- i. Access the Preferred Vendor Contract for Dell Computers at http://www.arc-texas.com/web/SFA_catalog.php to review the SFA computer information. Click as noted for Premier pricing.
- ii. Select the Customize Link under the Standard Configuration of your choice (Optiplex or laptop).
- iii. Customize the unit, and click "Review Summary".
- iv. Review your customized unit information and click "Add To Cart".
- v. Save as E-Quote
- vi. Complete the Contact information, select the Authorized Buyer and add any additional e-mail recipient desired
- vii. Please select the Ship To address for Central Receiving: 2124 Wilson Drive
- viii. Enter your email address in the email address field
- ix. Never change the Shipping Delivery Option unless there is an over-riding need. (3-5 day delivery is no additional charge to SFA; overnight or 2nd day will be an additional cost to the department) Contact Sonja Hendry-Witt if faster delivery is needed.
- x. Click the "I will not export this order outside the US."
- xi. Click the Green "Continue" button.
- xii. If you want to print your specs, click "View Equote" and print. Exit the web-site.
- xiii. Complete a requisition per the instructions herein.

c. **Mac Computers – STANDARD CONFIGURATION ONLY (no changes, no peripherals added)**

- i. Review the standard specifications on the Procurement Contracts web-site.
- ii. Complete a requisition per the instructions herein.

d. **Mac Computers – CUSTOMIZED (changes to minimum specs and/or peripherals added)**

- i. Complete a requisition per the instructions herein or contact Sonja Hendry-Witt to check pricing.

e. **Other Brands of Computers**

- i. Access the manufacturer's web-site
- ii. Configure the specifications to meet or exceed the minimum Standard Configuration approved for SFA
- iii. Save a Quote.
- iv. If allowed, identify Sonja Hendry-Witt, Purchasing Contract Specialist, to receive an email of the quote. If not possible, email or fax the quote to Purchasing (hendrysl@sfasu.edu)
- v. Be aware that the department will incur any additional costs related to expedited shipping.
- vi. Purchasing will obtain a quote through DIR contracts from a HUB vendor, where possible