

How To Buy: Dell Computers, Peripherals, & Software

COMMODITY DESCRIPTION

This commodity includes computers, peripherals, and software purchased from Dell Computers.

PREMIER PRICE AGREEMENT

According to the terms of the University's agreement with Dell, Case departments are required to purchase all Dell Computer equipment directly from the company. Dell, in turn, offers Case departments educational pricing. Dell does not allow resellers to sell Dell products to educational institutions.

Shipping charges are included in the prices unless special air shipment is requested.

Creating a requisition for a Dell computer

Use the following link to access the quick reference guide entitled **Creating a req for Dell computers:**

<http://www.case.edu/projects/erp/resources.html>

Once you are on the Resources page, click on the Quick reference guides link under the **Manuals, Guides, Forms and Documents heading**. You will find the reference guide near the bottom.

Retrieving a Dell computer E-Quote

Use the following link to access the quick reference guide entitled **Retrieving a Dell computer E-Quote:**

<http://www.case.edu/projects/erp/resources.html>

Once you are on the Resources page, click on the Quick reference guides link under the **Manuals, Guides, Forms and Documents heading**. You will find the reference guide near the bottom.

VENDOR CLASSIFICATION: Strategic Business Partner

PROCUREMENT OPTIONS & PROCEDURES

If your total purchase is:	Then use:
\$1,500 or less	a Peoplesoft eProcurement Requisition
Above \$1,500	a Peoplesoft eProcurement Requisition
In order to obtain:	Your purchasing agent needs:
Equipment of any dollar amount	a Peoplesoft eProcurement Requisition plus a copy of your Dell e-quote

CONTACTS FOR THIS COMMODITY

Case Purchasing Contact:

Phyllis Miller Vencius Phone: 216-368-2727

Email: Phyllis Vencius Fax: 216-368-6973

Dell Computer (Vendor ID #2746, Location #2) Contact – Ryan Stephens Phone: 800/274-7799 ext 40450 Fax: 800/365-5329 Email: Ryan_Stephens@dell.com <http://premier.dell.com/premier>

PEOPLESOFT CATEGORY CODES (PURCHASE REQUISITIONS)

EQUIP COMP < 5000	Dell Computer Hardware Equipment < \$5000
EQUIP COMP > 5000	Dell Computer Hardware Equipment > \$5000
COMPNETINSTAL	Computer Networking & installation
COMP SOFTWARE PC	Computer Software (Computer PC software)
COMP SOFTWARE LIC	Computer Software (Computer software/license Agreements)
COMPUTER SUPPLIES	Computer Supplies, accessories, printers, etc