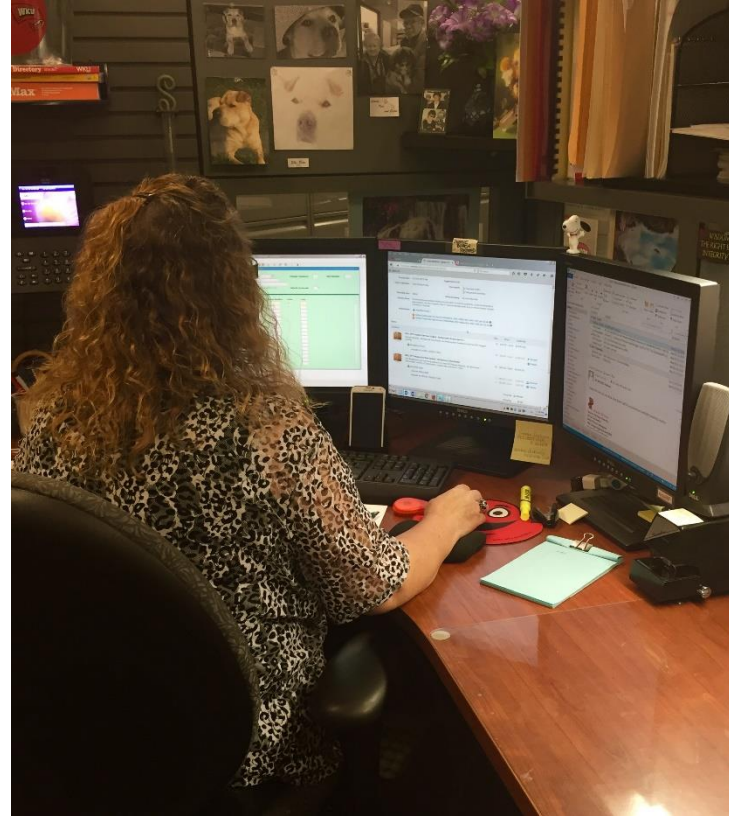


Computer Ordering in TopShop



Reminder:

Since computers are asset tagged regardless of their price, they must always be ordered through the requisition/PO process. Computers are **not** approved pcard purchases.

- Please work with **WKU IT** to select and configure the computer most appropriate for your needs.
- If you are purchasing a computer using Foundation funds, the computer must still meet IT standards to be supported and to utilize University resources (i.e. software).

<http://www.wku.edu/it/contact/>



Entering a Dell Requisition with a Quote

Approved Dell computers: Any computer listed in Dell Standard Configurations.

- Access the Dell catalog in the TopShop Marketplace (Dell for WKU General).
- Once on the Dell catalog, select **Quotes**.
- If your quote is 13 digits, it is an eQuote. If your quote is 9 digits, it is a Sales Order Quote.
- Enter the quote number in the appropriate box and select **Find Quote**. If you have a Sales Order Quote, you must enter the customer number 136574846 also (The customer number changes periodically. Please contact Ashlee.Tilford@wku.edu if the number provided does not work.)



Shop

Solutions & Services

Support

Account



Search

Search

Help

Quotes

Order Status

Share Your Ideas

Custom Links

Home > Quotes

Quotes

eQuotes

eQuotes are created directly in Premier by a user within your company or by a Dell Sales Agent

Search eQuote number, eQuote Name, Saved By or Nominated Buyer

(eQuote Number - 13 digits e.g : 1012357874561)

Find Quote

*Estimated Pricing

Pricing is subject to change until actual purchase

Sales Quotes

Sales Quotes are created and emailed to you by a Dell Sales Agent

Quote Number * [Need Help?](#)

e.g. 678923451 (9 digits) OR 11034576381.3 (13 digits with version)

Customer Number *

Available on the Quote, omit leading zeroes when entering

Find Quote




Entering a Dell Requisition with a Quote

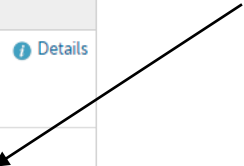
- Review the Retrieved eQuote or Sales Order Quote screen to verify the item descriptions and quantities. If correct, select **Create Order Requisition.**
- On the Secure Checkout screen, select **Submit Order Requisition.**
- You will be taken back into the TopShop Shopping Cart.
- Select **Checkout.**
- Complete the requisition by filling in all appropriate information and select **Checkout.**
- If you received no error messages, your requisition is now complete and sent for approvals.

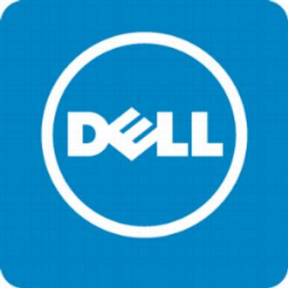
Shopping Cart

Actions

Dell Marketing L.P.

Product	Quantity	Price	Subtotal
<input checked="" type="checkbox"/>  OptiPlex 7440 AIO;OptiPlex 7440 AIO XCTO (210-AFLX) Dell	1 <input type="text"/> <input type="button" value="x"/>	\$1,139.11 / Each	\$1,139.11 Details
<input checked="" type="checkbox"/>			Supplier Total: \$1,139.11






Entering a Dell Requisition without a Quote


- Access the Dell catalog in the TopShop Marketplace (Dell for WKU General).
- Toward the bottom of the main Dell page you will see Standard Configurations. These are the desktops and notebook computers approved for WKU purchase.
- Add the items to your cart that you plan to purchase.
- Access the Dell shopping cart and select **Create Order Requisition.**

Premier Dashboard




Thank you for shopping Premier.
Exclusive desktop offers for Dell Premier Customers.

[Shop Now](#)




Get your deals now
Enjoy up to 40% off on select systems.

[Shop Now](#)



Servers Spring Promotion
Limited time savings of up to 51% off on select Optimized servers.

[Shop Now](#)



Save up to 30%.
Limited time savings on select parts for Dell servers, storage and networking.

[Shop Now](#)

Premier Edit Add a Tab

Standard Configurations [Make this my default view](#) [Close](#)

Search

Filter: All Categories

[Add Selected To Cart](#) 1 - 5 of 23 [1](#) [2](#) [3](#) [4](#) [5](#) 5 Items per page

<input type="checkbox"/>	Name	model	Category	Price
<input type="checkbox"/>	7040 PC W/out Monitor	New OptiPlex Desktops 7000 (7040)	Lab and Classroom Add to Cart Customize	\$737.76
<input type="checkbox"/>	7040 PC W/Monitor	New OptiPlex Desktops 7000 (7040)	Lab and Classroom Add to Cart Customize	\$899.99
<input type="checkbox"/>	Opti AIO 7440	New OptiPlex 23.8" (7440)	Faculty and Staff Add to Cart Customize	\$1,139.11



Entering a Dell Requisition without a Quote

- On the Secure Checkout screen, select **Submit Order Requisition**.
- You will be taken back into the TopShop Shopping Cart.
- Select **Checkout**.
- Complete the requisition by filling in all appropriate information and select **Checkout**.
- If you received no error messages, your requisition is now complete and sent for approvals.



Entering an Apple Requisition

- Apple does not have a catalog in TopShop. You must have an Apple Web Proposal or a Saved Cart to enter a requisition. First, visit:
<https://ecommerce.apple.com/asb2b/fys.do?language=EN&country=US> to create your Web Proposal or Saved Cart.
- Next, go to the TopShop Marketplace and in Supplier Name, type in Apple.
- Select **Apple Computer Inc.**
- Select **Create Non-Catalog Item.**
- Using the Web Proposal or Saved Cart, create the first item on your proposal or saved cart. After the first item is created, select **Add to Cart.**
- If there is a second (and so on) item on your proposal or saved cart, create the second item and then select **Add to Cart.**
- Once you have created all the items on the proposal or saved cart and saved them to your Shopping Cart in TopShop, you can select to **Checkout.**
- Complete the requisition by filling in all appropriate information. You must either attach the Web Proposal or Saved Cart in Delivery Notes or list the number in Delivery Notes. Your order cannot be processed by Apple without this information.
- Select **Checkout.**
- If you received no error messages, your requisition is now complete and sent for approvals.

Entering a GovConnection Requisition

Approved GovConnection computers: Microsoft Surface Pro

- WKU IT now supports Microsoft Surface Pro's and has created bundles available through GovConnection on TopShop!
- Access the GovConnection for WKU catalog in the TopShop Marketplace.
- The Microsoft Surface Pro bundles are listed on the main page of the catalog.
- Once you have selected the item you need, select **Item Options** and then **Add to Cart**.

WKU Robert Mitchell x33192
Bill Rawnsley x33459
Shelley Lochman x34084
800-800-0019
Team email: rmitchell@govconnection.com

Account Home

Tracking / Reports
Carts: 4 | My Cart: 0 | Checkout

GovConnection | we solve IT™
Search **FIND**

SHOP **ACCOUNT**

- Products
- Accessories
- Apple
- Batteries & Power
- Cables & Adapters
- Computer Parts
- Consumer Electronics
- Hard Drives
- Laptops & Tablets
- Media & Supplies
- Monitors & Projectors
- Networking
- Point of Sale
- Printers & Supplies
- Scanners & Accessories
- Servers & Accessories
- Services
- Software
- Storage & Backup
- Professional IT Services**
- Technology Library**
- Order By Item #
- Proof of Purchase/Invoice
- Shop By Brand

Shopping on E&I CNR-01141 Contract Change Group: TopShop eProcurement

Account Home

WESTERN KENTUCKY UNIVERSITY - TopShop eProcurement

Account Management

[My Account Team](#)

Order History

No recent web orders found.

Carts

Carts - [Saved \(1\)](#)
Quotes - [Requested \(0\)](#), [Returned \(0\)](#)

QuickLists

Select a Group QuickList

[Manage QuickLists](#)

Quick Order Status

Find order by:
 Purchase Order #

 Order #
 Invoice #

Reports

[Create New Report](#)

Featured Products

HP Printers

[Click Here](#) to view great prices on HP Printers!



Microsoft Surface Tablets

Choose from the links below to view WKU approved Surface Pro 4 Tablets.

- [Surface Pro 4 i5 8GB 256GB](#)
- [Surface Pro 4 i7 8GB 256GB](#)
- [Surface Pro 4 i7 16GB 256GB](#)
- [Surface Pro 4 i7 16GB 512GB](#)



HP Inc.

HP LaserJet P2035 Printer
\$236.45
Contract



HP Inc.

HP LaserJet Enterprise M605dn Printer (\$1,199 - \$240 Instant Rebate = \$959 Expires 6/30)
\$935.32



Entering a GovConnection Requisition

- Once on the Cart Detail Screen, verify the items you need and select **Begin Secure Checkout.**
- If warranty information is required, you will be taken to a Warranty Registration screen to fill out the needed details. Select **Continue.**
- On the Review Order screen, review the item details and select **Submit Cart.**
- You will be taken back into the TopShop Shopping Cart.
- Select **Checkout.**
- Complete the requisition by filling in all appropriate information and select **Checkout.**
- If you received no error messages, your requisition is now complete and sent for approvals.

Reminder:

If you are ordering small peripheral items or supplies (monitors, toner, etc.) that are not taggable, please select **Credit Card** instead of **On Account** on the **Checkout** screen and pay for those items with the pcard.

Happy Shopping!