Ordering SOE Computers using iProcurement

IMPORTANT!

Before you log into iProcurement you must have a valid quote either from Dell or XciteLogic. Dell quotes can be obtained via the IT Asset Team (IT-Asset-Enquiries@ecu.edu.au) and XciteLogic quotes directly via e-mail sales@xcitelogic.com.au

All purchases made outside an ITSS planned and managed SOE rollout require an approved Advanced Model Form. The form can be downloaded here and should be submitted for approval via the IT Service Desk (itservicedesk@ecu.edu.au) The approved form will need to be attached to the purchase order

If you are purchasing an Ipad or non SOE mobile you must complete the PDF form here. Once completed, please send form to the IT Service Desk by email itservicedesk@ecu.edu.au.

You will not be able to submit the requisition for approval without a supplier quote number.

The requisition will be rejected if you do not attach the appropriately authorised PDF form.

To enter a requisition for an SOE computer

Responsibility: ECU Capital Purchasing User (secured) or ECU General Purchasing User (secured)

Pre-requisite(s):
- Supplier Quote Number (quote to include installation costs);
- Completed PDF form authorising the purchase of all purchases not included in a planned and managed rollout via IT Support Services

Creating the Requisition

1. (N) iProcurement homepage.
2. Select ECU SOE Computers from under the Stores heading. This will open up the non-catalog request screen but it will look a little different as certain information is defaulted for you, and other additional information is now required.

Shopping Cart
Your cart is empty.

Purchasing News
- Check frequently asked questions
- Review purchasing policies

The HP Printers internal catalogue has been updated to include installation prices.
3. The **Supplier Name** and **Site** are defaulted to ‘DELL AUSTRALIA PTY LTD’ for PC computers and ‘XCITE LOGIC PTY LTD’ for MAC computers, and neither of these values can be changed.

**Note:** **DO NOT APPLY SPECIAL TRANSMISSION OPTIONS TO SOE ORDERS.** If you apply Special Transmission orders to your requisition, such as ‘Do not Send’ the supplier won’t receive your order and therefore won’t know to deliver the goods.

4. Change the **Request Type** field to indicate the correct option.

5. The **Item Type** field is completed for you and is unable to be changed.

6. Enter the description of the item you are requesting in the **Item Description** field. The description should match the information provided on the Dell quote, e.g. Dell Latitude E6520 (ODM CTO)

   ! **IMPORTANT !

   The supplier should advise the item description required on their quote to ensure the appropriate item is ordered and supplied.

7. The **Category** is completed for you and is unable to be changed.

8. Enter **Quantity** of 1 (even if you are ordering multiple, because you will need to update the special information for each unit being purchased). A Quantity of 1 has been defaulted for you.

9. The **Unit of Measure** defaults as ‘Each’ and cannot be changed.

10. Enter the **Unit Price** as per the quoted amount from the supplier.

11. The **Currency** is completed for you and is unable to be changed.
Special Information

12. The SOE Computers special information section is visible and requires completion when requesting SOE desktop PCs and laptops.

13. All the fields in the **SOE Computers** special information section are mandatory and require a value.

14. **(B) Add to Cart** once you have completed all the fields that require completion.
15. Your Shopping Cart (on the right hand side of the screen) will now display 1 item.

16. If you want to order more than one SOE Computer, change the details that need changing, then (B) Add to Cart again.

17. Continue this until you have requested all the SOE Computers that you require, then (B) View Cart and Checkout.

! IMPORTANT!

MAC and PC SOE computer can be ordered on the same requisition if you want. In the event of you doing this, one requisition is sent for approval, but two purchase orders will be created (one to go to Dell Australia, and another to go to Apple Computer Australia).

18. (H) Special Information to review the additional information for each line, if required.
19. If you elect to view the Special Information, (B) **Continue** to return to the previous page.

20. (B) **Checkout** to complete the checkout process.

**Completing the Checkout Process**

21. The system defaults the Item Description from the first line of the requisition as the **Requisition Description** so update it to be something a little more meaningful, eg Desktop for T Potangaroa. Check the requestor and delivery information, but DO NOT change the charge account.
22. All SOE deployments should have a Delivery location of **JO 1.118** or **ML 14.134**. Non-SOE deliveries (no installation required) can be delivered directly to the requester.

23. **(B) Next** to move to Step 2 of the Checkout Process.

! IMPORTANT !

You must attach your copy of approved Advanced Model Form and the supplier quote to your requisition before submitting it for approval or it will be declined.

24. **(B) Add Attachments** to add the email approval message from your Faculty / Centre Manager (see the end of this document for instructions on how to save an email message to your desktop).
25. Give the attachment a meaningful **Description** (example: SOE Approval for xxx or quote).

26. Change the **Category** to 'To Approver'.

27. The **Type** is pre-selected as File, so (B) **Browse**… to find the email message you saved earlier.

28. (B) **Open** once you have located the file and selected it so the name is showing in the 'File name' field.

29. (B) **Apply** button to finalise the addition of the attachment and return to step 2 of the Checkout Process.

30. (B) **Add Another**, then repeat steps 23 – 28 for the supplier quote and any additional attachments that may be required (e.g. appropriately authorised PDF form for SOE Power Model, Mac, or non-SOE computer requests).
! IMPORTANT!

Your requisition should go to the ITSS Project Manager for approval. Please ensure his/her name is listed as the First Approver.

31. (B) Submit to submit this requisition for approval.

! IMPORTANT!

The special information will be visible to the approver (if they click on the View Requisition Details link in the approval request email, then the Details icon, and finally the Show Additional Information link), and will transmit with the approved purchase order as per the screenshot below.

<table>
<thead>
<tr>
<th>Line</th>
<th>Item Description</th>
<th>Item #</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Power Desktop (M50)</td>
<td></td>
<td>1</td>
<td>Each</td>
<td>2,500.00</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

| Saving an email message to your desktop |
1. Save the approved model form and quote as a PDF documents
2. Choose a saving location (desktop, or another folder you prefer).
3. Change the **Save As type** to *Rich Text Format (*.rtf) or Text Only (*.txt)*.
4. **(B) Save.**