DELL PURCHASES

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How to Purchase

- To begin a Dell purchase and develop a quote contact the IT department helpdesk@cosatx.us. They will help you determine the exact products to purchase and develop an E-Quote for you.
- Once a E-Quote is created, create a requisition.
    o Vendor #3655 Dell/Marking Roundrock
    o Must use a 07-44 Tech Capital account for any computer or monitors. If you do not have one or it does not have proper funding, please submit a Budget Request to the Budget Department before submitting your requisition.
    o Copy the information from your E-Quote to make an itemized requisition
    o Include your E-Quote number in the Comments section
    o Submit your requisition via Naviline/HTE (do NOT submit an order directly to Dell)
    o Your requisition will require certain approvals based on the total amount. Once approved the Requisition will enter the Queue for Purchasing to process into a PO.
- Once processed by Purchasing to PO you will
    o Receive a confirmation e-mail from Purchasing with your PO
    o Receive a shipped notification e-mail from Dell
    o Receive an Invoice e-mail from Purchasing
        ▪ Pay invoice as soon as possible

For questions contact Jessica Pirkle, Purchasing Specialist jessica.pirkle@cosatx.us X1580