1. Introduction

The WMU Technology Purchase Website can be located at https://www.wmich.edu/techpurchases/ and will aid faculty, staff, and LAN managers in placing orders for technology systems. In this document, we outline the process of placing a custom order by a LAN Manager.

2. Placing An Order

In this example, we will be purchasing a tablet from the Dell Premier site. Begin by pointing your browser to https://premier.dell.com and choose Login from the top right corner. If you do not have a Dell Premier account, please contact ae-techpurchases@wmich.edu or 7-1782.
3. Choosing Items

On the top left under the systems drop down item, choose the tablets option. On the next page, click the button that says choose tablets.

4. Customizing A Tablet

We will choose a latitude 10 tablet and the customize option.
5. Product Overview

Users can see basic and promotional information about the product they wish to customize from this page. When finished viewing, choose customize.

6. Select Base System

This tablet has three options for a base system; choose the one that best fits the need of the user. Note the ships fast option which has fewer options but will ship quicker than some of the other variants. For this example, we will choose the Latitude 10 Security option. When finished, choose continue.

<table>
<thead>
<tr>
<th>* Select a Base System</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intel® Atom Processor</td>
<td></td>
</tr>
<tr>
<td>Latitude 10 Security</td>
<td>$756.74</td>
</tr>
<tr>
<td>Price</td>
<td>$1,112.85</td>
</tr>
<tr>
<td>Inst. Savings</td>
<td>$356.11</td>
</tr>
</tbody>
</table>

| Intel® Atom Processor  |       |
| Ships Fast Latitude 10-Intel® Atom, Wi-Fi, 8GB, 64GB, AT&T mobile | $629.00 |
| Price                  | $985.57  |
| Inst. Savings          | $356.57  |

| Intel® Atom Processor  |       |
| Ships Fast Latitude 10-Wi-Fi, 8GB, 64GB, AT&T mobile | $708.17 |
| Price                  | $1,041.43 |
| Inst. Savings          | $333.26  |
7. Customize The Device

Please note that some options may delay the shipment of the device and add cost to the final price. When finished choosing options for your device, choose continue on the right.

8. Services & Support

Choose any applicable Dell ProSupport and Accidental Damage Service. When finished, choose continue.
9. Accessories

Choose any accessories necessary for the purchase. When finished, choose the Add to Cart option. If an order is under $500, it can be purchased with a Pro-Card but in this case, it needs to go through the proper approval process.

10. My Cart

After double checking your order, choose Save as E-quote to continue.
11. Shipping

Input the proper information regarding the name of the person receiving the order. Come up with a name for your E-Quote which is somewhat informative as well as a description. When finished, choose continue.

12. E-Quote Save Confirmation

Double check the price and choose View E-quote. At this point the E-quote can be finished or added to. Please note the E-Quote number. This will need to be inputted in the WMU Technology Purchasing site.
13. Inputting E-Quote Into Tech Purchases Website

Now that the E-Quote has been saved, it needs to be submitted for approval in the Tech Purchasing site. Choose Custom Orders on the tech purchase website located at https://wmich.edu/techpurchases shown below. Choose Dell Custom Order.

14. Inputting E-Quote Into Tech Purchases Website

Input the E-Quote number, the price and item description for the order (do not add a comma). When finished, choose Add to cart.
15. Proceed To Checkout

Checkout the custom order as if it is an individual item in the tech purchases website. Documentation on placing an order within the tech purchases system is available at https://www.wmich.edu/techpurchases/sites/default/docs/2015TechnologyPurchasesDocumentation.pdf

For questions or further clarification, please contact:

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ae-techpurchases@wmich.edu