Buy@Duke – Computer Technology Purchases

Buy@Duke should be used to purchase standard and custom computers, as well as peripherals, through the Duke Technology Center (DTC). Based on the type of purchase, there are different ways to purchase through Buy@Duke, including several Punch-out catalogs for Dell, Apple, and Lenovo products and peripherals, and text orders for certain custom orders or orders to be picked up at the DTC.

Accessing Buy@Duke

Buy@Duke is located on the Duke@Work portal at the URL address: https://work.duke.edu.

1 Actions Needed Before Using Buy@Duke to Purchase Computer Technology

A. Understand the basics of creating a shopping cart in Buy@Duke for catalogs and text orders.

B. Update your Personalization to include the Cost Objects and G/L Accounts used for computer purchases, delivery addresses, etc.

C. Update your Personal Value Lists (PVLs) within a shopping cart for certain input columns.

- Add the vendor number **4784** for the Duke Technology Center (DTC) to your Vendor PVL for text orders.

- Add the applicable Computer Supplies Material Numbers to your Material PVLs:

350	Computer Supplies	
351	Comp Equip, PDA	
352	Comp Equip,Tablet PC	
353	Comp Equip, Memory	
354	Database License	
355	Comp Equip, Servers	
359	Comp Equip,Maint	
360	Comp Eq Mainfr&Midra	Computer Equip Mainframe & Midrange
361	Comp Equip Laptop/NB	
362	Comp Equip,Mac	
363	Comp Equip,Monitors	
364	Comp Equip,Network	
365	Comp Equip,PC/Window	
366	Comp Equip,Printers	
367	Comp Equip,Scanners	
368	Comp Equip,StorageDv	Storage Devices
369	Comp Equip,Unix	
370	Computer Software	
371	Comp Software Inst	Comp Software Inst & Implmn Svcs
372	Comp Software Maint	Comp Software Maintenance & Supp

D. For detailed steps regarding setting your Personalization, creating and submitting shopping carts, or using Personal Value Lists in shopping carts, please use one of these options:

- Buy@Duke Guide at: http://finance.duke.edu/systems/training/steps.php#buyduke

- Watch the videos available at: http://finance.duke.edu/procurement/training/index.php?trn=164&crs=163

- For departments purchasing Apple computers or devices from the Punch-out catalogs for custom configurations will need to create an account to login to the Duke Apple site to build an Apple Proposal.

- Go to the following URL for directions or follow instructions once on punch-out catalog for Apple custom purchases: https://www.dukestores.duke.edu/compstore/apple_ed_inst.php

Buy@Duke – Computer Technology Purchases

2 **Determine which method to use based on the type of computer purchase as summarized below:**

Punch-Out Catalog: Dell for Duke Standard Models@DTC
- For standard Dell computer technology purchases
- Do not need eQuote for standard configurations
- Allows some customization of standard items
    - For customized standards, Include eQuote number in the Supplier Text under Notes and Attachments in the Buy@Duke cart.

Punch-Out Catalog: Dell for Custom Configurations
- For computer purchases built by Dell and shipped to DTC
- Save and attach eQuote to Buy@Duke cart to provide details for approver
- Include eQuote number in the Supplier Text under Notes and Attachments in the Buy@Duke cart.

Punch-Out Catalog: Authorized Campus Store for Apple Custom Configurations
- For customized Apple computer technology purchases
- Requires creation of an Apple Proposal

Punch-Out Catalog: Apple for Duke Standard Models@DTC
- For standard Apple computer technology purchases
- Do not need Apple Proposal for standard configurations

Punch-Out Catalog: Lenovo Duke Standard Models@DTC
- For standard Lenovo computer technology purchases and peripheral computer products

Punch-Out Catalog: Lenovo Custom Configurations @DTC
- For customized Lenovo computer technology purchases and peripheral computer products
- Follow instructions on catalog home page to save a Company Cart name and include that name in the Supplier Text on the cart

Buy@Duke Text Orders Done Directly in Shopping Cart
- For Dell custom orders to be built by DTC versus Dell
- Save and attach eQuote to the Buy@Duke cart
- Include eQuote number in the Supplier Text under Notes and Attachments in the Buy@Duke cart.
- Vendor used in Buy@Duke cart for text orders must be DTC with vendor number **4784**

Buy@Duke – Computer Technology Purchases

Dell Standard Models@DTC Purchases

Create a shopping cart, use the Add Items button to go to the Duke Marketplace and click on this punch-out catalog to purchase standard models from Dell. See the tips below once in the catalog.

1 **In the Dell catalog, review the Duke Technology Center home page for specifics on models and other information and begin shopping.**

A. Scroll down the page and use the button available to shop for Duke standard models.

> **SHOP DUKE STANDARD MODELS**
> **Click Here**

2 **Add items to your cart.**

A. Use Search and Filter options as needed to find items.

B. Use the underlined model link to view more details about the item.

C. Select the items to be purchased using check boxes or simply use the Add to Cart button.

D. Use the Customize link to select available customizations for standard models like changing memory options or service options (use right mouse click and Back to exit customization).

E. Add selected items to cart using Selected (#) drop-down OR Add to Cart for each item

- If selected items in cart are for different delivery locations, be sure items are separate lines in cart (don't consolidate different delivery locations into one line in the shopping cart).

Standard Configurations

Duke Technology Center - Bryan Center

	Name	Product	Category	Price
☐	Latitude 5490	Latitude 5490	Dell "Blue" Laptop	$1,279.00
Quick Specs			Customize & Buy | Add to Cart	
☑	Latitude 7290	Latitude 7290	Dell "Blue" Laptop	$1,179.00
Quick Specs			Customize & Buy | Add to Cart	
☑	Latitude 7490	Latitude 7490	Dell "White" Laptop	$1,335.00
Quick Specs			Customize & Buy | Add to Cart	
☐	Latitude 7390	Latitude 7390	Dell "Ultra Lite" Laptop	$1,334.00

Selected (2) ▾   Laptop   All Categories

Steps continued on next page.

Buy@Duke – Computer Technology Purchases

Dell Standard Purchases CONTINUED

3 Create and Submit Order Requisition to bring cart back into Buy@Duke.

A. Once in Dell shopping cart, review and adjust items.

B. If any customization was done, be sure to Save as eQuote here so you can attach to the Buy@Duke cart, and include the eQuote number in the Supplier Text under Details > Notes and Attachments.

C. When ready, select Create Order Requisition.

Cart

Dell Contract Code: C000000007865

Remove all items   Show all specs

> Estimate Tax and Shipping

Subtotal (2) $2,514.00

Price does not reflect applicable shipping, taxes and state environmental fee.

Items	Quantity	Unit Price	Item total
Latitude 7290	− 1 +	$1,179.00	$1,179.00

Dell Contract Code: C000000007865

Configure | Remove item

Create Order Requisition

Save as eQuote

Continue shopping ▼

D. On Dell Checkout screen, select Submit Order Requisition to bring cart back into Duke Marketplace.

Checkout

Shipping and Payment   Review   Requisition Initiated

Review and confirm your order

Terms of sale

Unless you have a separate agreement between you and Dell that specifically applies to this order, by clicking "Order and Confirm Payment", you agree to Dell's TERMS OF SALE **and will not export the order outside of the United State** Change export preference.

Subtotal (2) $2,514.00

Estimated delivery date: July 17, 2019

Submit Order Requisition

Order information

4 Complete steps in Duke Marketplace and Buy@Duke.

A. In Duke Marketplace, verify cart contents and select Finish Shopping – Add Items to your Buy@Duke Cart.

2 Item(s) for a total of **2,514.00** USD

Finish Shopping - Add Items to your Buy@Duke Cart

B. Refer to the last section of this quick reference for tips about submitting the Buy@Duke cart.

Create Shopping Cart

Submit Cart | Print Preview | Close | Notify ▾ | Check | Save | Forward

Number 3001500877   Document Name ZASMT20 06/26/2019 14:38   Status In Process   Created On 06/26/2019 14:38:58   Created By Mr. BRANT YORK

▼ General Data

Name of shopping cart: ZASMT20 06/26/2019 14:38   Approval Note

Default Settings: Set Values

Team Shopping Cart: ☐ Make available to my purchasing substitutes

Approval Process: Display / Edit Agents

Document Changes: Display   Default Address: 0102416447 - BIOLOGICAL SCIENCES BLDG SCIENCE DR , DURHAM

Attachment Type: [▼]   Address Used on Cart: 0102416447 - BIOLOGICAL SCIENCES BLDG SCIENCE DR , DUI

▼ Item Overview

Details | Add Item ▾ | Copy | Paste | Duplicate | Delete | Change ALL ▾

Line Number	Item #	Supplier	Supplier ID	Supplier Cat #	Description	Quantity	UoM	Price
1	1	DUKE TECH CENTER(138538)	138538	210-ANOS	Latitude 7290: Dell Latitude 7290;Dell L	1.00	EA	1,179.00
2	2	DUKE TECH CENTER(138538)	138538	210-ANQU	Latitude 7490: Dell Latitude 7490;Dell L	1.00	EA	1,335.00

Buy@Duke – Computer Technology Purchases

Dell Custom Configurations @DTC Purchases
Create a shopping cart, use the Add Items button to go to the Duke Marketplace and click on this punch-out catalog to customize configurations on purchases from Dell. See the tips below once in the catalog.

Dell Custom Configurations @DTC

Purchases through the Dell Custom Configuration catalog are custom built and shipped by Dell. If you would prefer for the DTC to build your custom computer, follow these steps:
- Create, save and print an eQuote using this catalog
- Create a text order in Buy@Duke using the DTC (Vendor Number 4784) as the vendor
- Attach the eQuote to the cart to show the details of the custom computer
- Include eQuote number in the Supplier Text under Notes and Attachments in the Buy@Duke cart
- Add other Supplier Text notes to provide any additional details to the DTC

For custom configurations created through this Punch-out catalog, the breakdown of price for each component will not transfer to the Buy@Duke cart. The total price displays on the first line of the cart, so it is recommended that you create, save, and attach an eQuote to the cart so approvers see pricing details.

1 In the Dell custom catalog, review the note regarding personal computer purchases and either click on button or close window to proceed with custom configuration as outlined below.

A. Select the button available to build your custom configuration.

Shop and Build your Custom Configurations

2 Add items to your cart.

A. Use options to refine your search as needed.

B. Once the item is found, select Configure to see details and customize as available.

C. Choose options and select Add to Cart.

Steps continued on next page.

Buy@Duke – Computer Technology Purchases

Dell Custom Configurations Purchases CONTINUED

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3 **Create and Submit Order Requisition to bring cart back into Duke Marketplace and Buy@Duke.**

A. Once in Dell shopping cart, review and adjust items.

B. When customizing, always Save as eQuote first, then attach to the Buy@Duke cart AND include eQuote number in the Supplier Text under Notes and Attachments*.

C. When ready, select Create Order Requisition to proceed with order.

*Use the Save as eQuote anytime you have a custom order, including if you want DTC to build the computer OR you want the details/price breakdown in the Buy@Duke cart. The eQuote is sent to you by email so you can attach it to the cart and include the eQuote number in the Supplier Text (See below).

D. On Dell Checkout screen, select Submit Order Requisition to bring cart back into Duke Marketplace.

---

4 **Complete steps in Duke Marketplace and Buy@Duke.**

A. In Duke Marketplace, verify cart contents and select Finish Shopping – Add Items to your Buy@Duke Cart.

B. Refer to the last section of this quick reference for tips about submitting the Buy@Duke cart.

Note that Dell is the vendor and notice total price is on first line and others have zero amount – save and attach eQuote to provide details for approvers AND include eQuote number in the Supplier Text under Details > Notes and Attachments as reference for DTC

Buy@Duke – Computer Technology Purchases

APPLE Authorized Campus Store Duke Standard Models@DTC Purchases

Create a shopping cart, use the Add Items button to go to the Duke Marketplace and click on this punch-out catalog to purchase standard Apple models through the DTC. See the tips below once in the catalog.

---

1   **In the Apple catalog, review the Duke Technology Center home page for specifics on models and other information and begin shopping.**

A.   Scroll down the page and use the button available to shop for Duke standard models.

> **SHOP DUKE STANDARD MODELS**
> **Click Here**

---

2   **Add items to your cart.**

A.   Use Search options as needed to find items.

B.   Use the underlined model link to view more details about the item. From the details screen, use the right mouse click and Back to return to product listing screen or select Add to Cart.

C.   On product listing screen, select Add to Cart to place items in cart.

- If selected items are for different delivery locations, be sure items are separate lines in cart. Don't consolidate different delivery locations into one line in the shopping cart.

Steps continued on next page.

Buy@Duke – Computer Technology Purchases

APPLE Authorized Campus Store Duke Standard Models@DTC Purchases - CONTINUED

Authorized Campus Store
Duke Standard Models@DTC

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3 Review shopping cart and checkout to Buy@Duke.

A. Once in the Apple cart, review items and adjust as needed or continue shopping.

B. Use Send to easily print the cart details if needed.

C. When done shopping, select Checkout to Buy@Duke.

A Shopping Cart
To edit items in your cart, click any of the links below.

| Doc **Your Cart** | Company Duke Technology Center | SalesRep Gorsuch, John 919-613-1727 |
| Date Jan 18, 2018 5:55 AM PST | Contact User, PunchOut | Description None |

Ask Sales

Del	Description	Part Number	Qty	Tax	Unit Price	Total
---	Apple MacBook Pro with Retina display					
⊗	Core i5 2.3 GHz - OS X 10.13 Sierra – 8 GB RAM - 256 GB SSD - 13.3" IPS 2560 x 1600 (WQXGA) - Iris Plus Graphics 640 - Wi-Fi, Bluetooth - space gray - kbd: English	MPXT2LL/A	1	No	$1,419.00	$1,419.00

Quick Add Product
Enter a mfr part # to add it to the cart.

[   ] [Add]

> Do NOT use Additional Notes here – add Internal Notes or Supplier Text under Details > Notes and Attachments in the Buy@Duke cart if needed.

Additional Notes *(Optional)*

Total: $1,419.00

Actions

C Checkout to Buy@Duke
Save Cart for Later
Empty Cart
Refresh Prices

B Continue Shopping
Send

---

4 Complete steps in Duke Marketplace and Buy@Duke.

A. In Duke Marketplace, verify cart contents and select Finish Shopping – Add Items to your Buy@Duke Cart.

1 Item(s) for a total of **1,419.00** USD
[Finish Shopping - Add Items to your Buy@Duke Cart]

B. Refer to the last section of this quick reference for tips about completing the Buy@Duke cart.

Create Shopping Cart

Submit Cart | Print Preview | Close | Notify | Check | Save | Forward

Number 3001083646   Document Name BROCK005 01/08/2018 17:06   Status In Process   Created On 01/08/2018 17:06:57   Created By KIMBERLY C BROCK

▼ General Data

Name of shopping cart: [BROCK005 01/08/2018 17:06]   Approval Note
Default Settings: Set Values
Team Shopping Cart: ☑ Make available to my purchasing substitutes
Approval Process: Display / Edit Agents
Document Changes: Display   Default Address: 0102416444 - TRIANGLE UNIVERSITY NUCLEAR LAB (TUNL) SCIENCE DR
Attachment Type: [▼]   Address Used on Cart: 0102416444 - TRIANGLE UNIVERSITY NUCLEAR LAB (TUNL) SCIENCE DR

▼ Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Change ALL

Line Number	Item #	Supplier	Supplier ID	Supplier Cat #	Description	Quantity	UoM	Price
1	1	DUKE TECH CENTER(143885)	143885	MPXT2LL/A	Apple MacBook Pro with Retina display -	1.00	EA	1,419.00
						1.000		0.00

Buy@Duke – Computer Technology Purchases

Apple Custom Configurations@DTC Purchases

Create a shopping cart, use the Add Items button to go to the Duke Marketplace and click on this punch-out catalog to build an Apple Proposal for the custom computer configuration. The Buy@Duke cart routes to the DTC referencing the proposal and the DTC procures the custom configuration. See the tips below once in the catalog.

⚠️ **You must have an Apple ID and password before shopping at this punch-out catalog. Follow instructions on the home page of the punch-out catalog as needed.**

⚠️ **While the DTC references the Apple Proposal from cart and it is not required to attach a copy of the proposal, you may wish to print the proposal and attach to the Buy@Duke cart. The details and price breakdown of the configuration included in the Apple Proposal do not transfer back into the Buy@Duke cart, just the Apple Proposal reference number, total order price, and description. Attaching a copy of the Apple Proposal provides details for you, your approvers, and Procurement.**

1 **In the Apple custom configurations catalog, review the Duke Technology Center home page for the links to start shopping or instructions on how to register for an Apple ID and password.**

A. When ready to shop and build your Apple Proposal, click on the first link shown on this page.

B. Once your Apple Proposal Quote number is created, copy and paste the Proposal number back into appropriate field on the Proposal Quote Form.

C. Enter the Proposal Price and a description of the purchase (price and description will transfer back to the Buy@Duke cart along with the Proposal number).

D. Return the quote to Buy@Duke.

The Duke Technology Center (DTC)
The On-Campus Resource for All Your Computing Needs.

Orders for Apple Custom Configurations will be fulfilled by the Duke Technology Center. If you have an Apple ID and password, you are ready to shop and create proposals by visiting :

Ⓐ https://ecommerce.apple.com.

If you do NOT have an Apple ID and password, download instructions here to register for new access.

To order Duke Standard Models, please return to the Buy@Duke Marketplace and select "Duke Standard Models@DTC."

After creating an Apple Proposal for an Apple Custom Configuration, please enter the PROPOSAL NUMBER and FINAL PRICE below.

PROPOSAL QUOTE FORM

Apple Proposal Number — Proposal Price
Ⓑ 2103049798 — $ 698.00 Ⓒ

Ⓓ Return Quote to Buy@Duke

Describe Purchase
MP2F2LL/A iPad Wi-Fi 32GB - Space Gray 1 299.00
MP2H2LL/A iPad Wi-Fi 128GB - Space Gray 1 399.00

2 **Complete steps in Duke Marketplace and Buy@Duke.**

A. In Duke Marketplace, verify cart contents and select Finish Shopping – Add Items to your Buy@Duke Cart.

B. Refer to the last section of this quick reference for tips about completing the Buy@Duke cart.

1 Item(s) for a total of **698.00** USD

Finish Shopping - Add Items to your Buy@Duke Cart

Create Shopping Cart

Print Preview | Close | Notify | Check | Save | Forward

✅ Shopping cart 3001130067 has no errors

Number 3001130067   Document

▼ General Data
Name of shopping cart: GKH4
Default Settings: Set Values
Team Shopping Cart: ✓ Make avail
Approval Process: Display / Edit Agents
Document Changes: Display
Attachment Type:

SERVICES BROAD ST , DURHAM , 27708 NC US

▼ Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Change

Notice Duke Technology Center (DTC) is shown as the supplier AND the items ordered are consolidated into one line with one total price. Attach the Apple Proposal to the cart for details.

	Line Number	Item #	Supplier	Supplier ID	Supplier Cat #	Description	Quantity	UoM	Price	Acco Cate
	1	1	DUKE TECH CENTER(144121)	144121	2103049798	MP2F2LL/A iPad Wi-Fi 32GB - Space Gray 1	1.00	EA	698.00	Cost
							1.000		0.00	

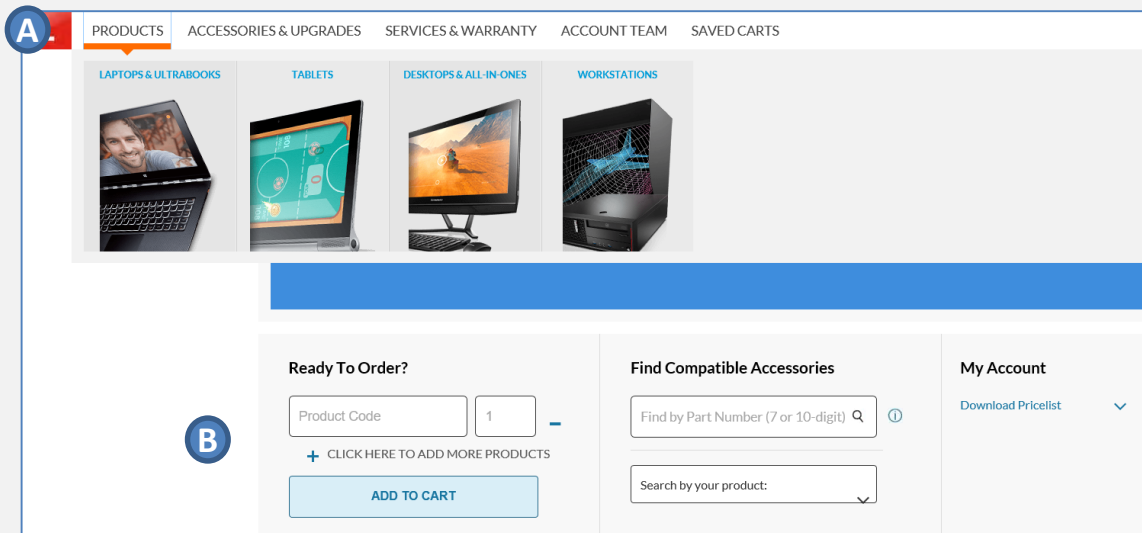# Buy@Duke – Computer Technology Purchases

Lenovo Duke Standard Models@DTC Purchases

Lenovo
Duke Standard Models@DTC

Create a shopping cart, use the Add Items button to go to the Duke Marketplace and click on this punch-out catalog to purchase standard models and peripherals from Lenovo. See the tips below once in the catalog.
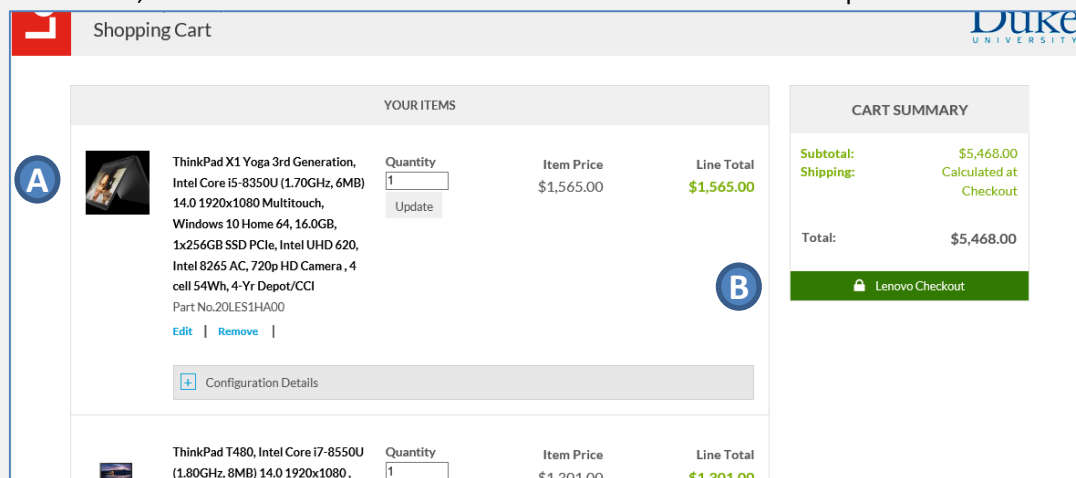
1 **In the Lenovo catalog, review the home page for specifics on models and other information and begin shopping.**

A. Use the links at the top to find products and accessories to add to the cart.

B. If part numbers or other are known, scroll down the page to use the search fields to enter criteria and find items to add to the cart.

2 **Review cart and checkout to Duke Marketplace.**

A. Once items are added to the cart, review the items in the cart.

B. When done, select Lenovo Checkout to transfer items to the Duke Marketplace.

Buy@Duke – Computer Technology Purchases

Lenovo Duke Standard Models@DTC Purchases - CONTINUED

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3 **Complete steps in Duke Marketplace and Buy@Duke.**

A. In Duke Marketplace, verify cart contents and select Finish Shopping – Add Items to your Buy@Duke Cart.

2 Item(s) for a total of **2,866.00** USD

Finish Shopping - Add Items to your Buy@Duke Cart

B. Refer to the last section of this quick reference for tips about completing the Buy@Duke cart.

Create Shopping Cart

Submit Cart | Print Preview | Close | Notify | Check | Save | Forward

Number 3001500971   Document Name BROCK005 07/11/2019 10:57   Status In Process   Created On 07/11/2019 10:57:41   Created By KIMBERLY C BROCK

▼ General Data

Name of shopping cart:	BROCK005 07/11/2019 10:57
Default Settings:	Set Values
Team Shopping Cart:	☑ Make available to my purchasing substitutes
Approval Process:	Display / Edit Agents
Document Changes:	Display
Attachment Type:	

Approval Note

Notice Duke Technology Center (DTC) is shown as the supplier

Defaul...   ...LEAR LAB (TUNL) SCIENCE DR , DU

Address Used on Cart: 0102...0444 TRIANGLE UNIVERSITY NUCLEAR LAB (TUNL) SCIENCE DR

▼ Item Overview

Details | Add Item | Copy | Paste | Duplicate | Delete | Change ALL

Line Number	Item #	Supplier	Supplier ID	Supplier Cat #	Description	Quantity	UoM	Price
1	1	DUKE TECHNOLOGY CENTER(144645)	144645	20LES1HA00	ThinkPad X1 Yoga 3rd Generation, Intel C	1.00	EA	1,565.0
2	2	DUKE TECHNOLOGY CENTER(144645)	144645	20L6S2RR00	ThinkPad T480, Intel Core i7-8550U (1.80	1.00	EA	1,301.0

Duke UNIVERSITY

Buy@Duke – Computer Technology Purchases

Lenovo Custom Configurations@DTC Purchases
Create a shopping cart, use the Add Items button to go to the Duke Marketplace and click on this punch-out catalog to purchase custom configurations from Lenovo. See the tips below once in the catalog.

Lenovo.
Custom Configurations @DTC

> Follow instructions on the home page of the Lenovo punch-out catalog to save a cart as a "Company Cart" name and copy the Cart ID into the Supplier Text field for that line in the Buy@Duke cart.

1 In the Lenovo catalog, review the home page for specifics on models and instructions for how to configure to order as well as other information and begin shopping.

A. Use the links at the top to find products and accessories.
B. If part numbers or other are known, scroll down the page to use the search fields to enter criteria and find items.

A PRODUCTS   ACCESSORIES & UPGRADES   SERVICES & WARRANTY   SAVED CARTS   United States | Welcome to Duke University

Home >
Welcome to Duke University Full Lenovo Catalog

Ready To Order?

B [Product Code] [1] –

+ CLICK HERE TO ADD MORE PRODUCTS

ADD TO CART

Find Compatible Accessories

[Find by Part Number (7 or 10-digit) 🔍] ⓘ

[Search by your product: ⌄]

C. Scroll to middle of screen to follow instructions for how to "Configure to Order" and add custom configurations on items to the cart.

C **Process To Submit CTO (Configure To Order) Purchase Orders**

Navigate to the product you wish to order.

Click to 'Customize and Buy'

Upgrade or add the necessary components and add to cart.

In the cart, click 'Save Cart'

Save the cart as a 'Company Cart'. Name the cart (ex: Saved Cart = username_date_dept)

Copy the Cart ID.

Once Saved, open the cart by clicking the 'Edit' button.

Click 'Lenovo Checkout' to return the cart to Buy@Duke.

Copy the Cart ID into the Buy@Duke Supplier Text field.

Submit the cart for order fulfillment by DTC.

Buy@Duke – Computer Technology Purchases

Lenovo
Duke Standard Models@DTC

Lenovo Custom Configurations@DTC Purchases - CONTINUED

3 **Complete steps in Duke Marketplace and Buy@Duke.**

A. In Duke Marketplace, verify cart contents and select Finish Shopping – Add Items to your Buy@Duke Cart.

> 1 Item(s) for a total of **841.26** USD
>
> Finish Shopping - Add Items to your Buy@Duke Cart

B. Add the Company Cart name name created on the Lenovo catalog in the Supplier Text field under Details > Notes and Attachments for the custom configured line item.

C. Refer to the last section of this quick reference for tips about completing the Buy@Duke cart.

Notice Duke Technology Center (DTC) is shown as the supplier

Buy@Duke – Computer Technology Purchases

Buy@Duke

Create Shopping Cart

Text Orders in Buy@Duke
(For Dell Custom Orders to be Built by DTC vs. Dell)
Create a shopping cart in Buy@Duke and manually enter information for the items to be ordered using Personal Value Lists (PVLs) for fields where available.

> **Remember, you must create and save an eQuote on the Dell Custom Configuration Punch-out Catalog and attach to the Buy@Duke shopping cart to provide details to DTC.**

1 **In Buy@Duke, create shopping cart and order items by entering text.**

A. Select Create Shopping Cart.

B. In the shopping cart, verify and update header information like cart name as needed.

C. Choose Suppler ID from PVL or enter **4784**.

D. Enter Supplier Cat #, Description (free form text), Quantity and UOM (Unit of Measure), and Price.

E. Choose Account Assignment (Cost Center or WBS Element) and appropriate G/L Account.

F. Enter corresponding Material Group (see first page for list of valid Material Groups).

G. Ensure other details are complete like Delivery address in header, Room No. and Goods Recipient are all updated for this order (not shown below).

H. Select Details button to populate more details in bottom section of cart.

I. Select Notes and Attachments and use Add Attachment to attach the eQuote created in the Dell Custom Configuration Punch-out Catalog.

J. Add any other internal notes as needed.

K. When ready based on your role, choose either Submit Cart or Notify to notify your submitter if you are a shopper.

Buke UNIVERSITY

Buy@Duke – Computer Technology Purchases

Completing the Buy@Duke Cart

Final Actions and Reminders Before Submitting the Buy@Duke Shopping Cart

---

1 Reminders

A. If items within a Buy@Duke cart are going to multiple delivery locations, create separate lines for each location. Use Details to choose the delivery location for each line.

B. For Dell purchases:
- If you want the DTC to procure the computer versus Dell, you must save an eQuote (eQuote will be emailed to you), do a text order in Buy@Duke, and attach the eQuote to the cart.
- If a department wishes to pick up the computer from the DTC, include a note in the Supplier Text for the vendor located under Details > Notes and Attachments.

C. Remember that the workflow approval for a shopping cart containing computers follows the same routing as other carts and is based on the funding source for the Buy@Duke cart:
- Routes based on the first WBS Element found in cart and if no WBS Element is included, then routes to the first Cost Center in the cart..
- Any items that are split funded only route to one funding source as well following the same logic, WBS Element and if not, first Cost Center in the cart.

---

2 Final Actions Needed Once Items are Populated Back in the Buy@Duke Cart

A. Ensure the header information is updated as needed, such as the Cart Name, Approval Notes, etc.

B. Ensure the Supplier ID is displayed as desired (note that there are different Supplier IDs for DTC based on the method of purchase but DTC will be listed as the Supplier).

C. Review the Account Assignment and G/L Account for each line item and adjust to the appropriate values as needed.

D. Select the Details button to use the Notes and Attachment tab to:
- Attach any files needed, such as eQuotes for Dell or Apple Proposals for Apple purchases
- Add notes for the supplier or for internal reference.
  - If purchasing any customized items from Dell (even Standard with configuration) include the eQuote number in the Supplier Text of the Buy@Duke Cart located under Details > Notes and Attachments.
  - If purchasing any custom configuration items from Lenovo, include the Company Cart name created for the cart on the catalog in the Supplier Text field of the Buy@Duke Cart located under Details > Notes and Attachments.

E. When ready:
- Submitters - use the Submit button to send the cart into workflow for approval if needed.
- Shoppers - use the Notify button to notify a submitter, who will review and submit the cart into workflow for approval if needed.