

Use this form to take advantage of **significantly discounted pricing** for Dell computers and peripherals through Valcom (VLCM). This pricing is contracted by the University and is available only through the use of this form.

NOTE:

This pricing is based on volume-based procurement contracts and is available campus-wide, with no need to worry about purchasing a minimum quantity. This pricing is available only on the specific machines and configurations listed on the form.

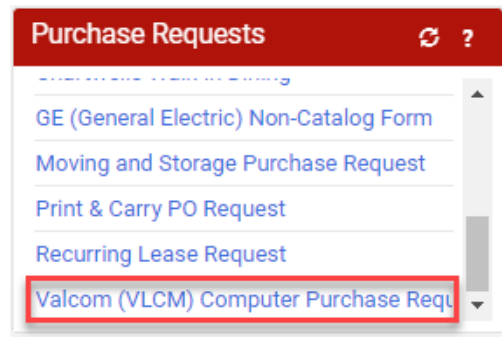
These configurations are well-suited to common office requirements and, for departments that receive computer support from UIT/UCCS, these machines meet all of UIT’s standard requirements.

Items not listed on this form or VLCM quoted items should be ordered using the Dell Punch-out.

1. Locate the form



Find this form in the Purchase Request section on the UShop Shopping Dashboard.

The forms in this section are listed in alphabetical order.



2. Computer Support Information

Since this form allows access to a special pricing agreement between Valcom and UIT/UCCS, University IT will review all orders that fall under their jurisdiction. In this section you are to indicate the name of your campus computer support professional. **A response is required.**

 <p>UShop Operations Financial & Business Services University of Utah 201 S. President's Circle, Room 170 Salt Lake City, UT 84112 (801) 585-2255 ushop@utah.edu</p> 	<p>Ordering Instructions & Information ?</p> <p>Use this form to take advantage of University contract pricing for HP computers and peripherals through Valcom (VLCM). All machines on this form meet UIT preferred standards.</p> <p>Commodity Code: <input type="text" value="43211507"/></p> <p>Items not listed on this form or VLCM quoted items should be ordered using the Non-Catalog form.</p>	<p>Computer Support Info ?</p> <p>Select your UIT/UCCS computer support person* from the drop down menu below. If your campus computer support person is not listed below, if you aren't sure if you have a campus computer support professional, select <u>Don't know</u>. A response is required.</p> <p>*These requests will be routed to UIT/UCCS for review before being routed to VLCM.</p> <p>Please select... <input type="text"/></p>
	<p>Supplier Information ?</p> <p>Supplier: VALCOM SALT LAKE CITY, LC VLCM</p> <p>Fulfillment Address: Upgrade: 3520 S 300 W SALT LAKE CITY, UT 84115 US</p> <p>Supplier Phone: +1 801-262-9277</p>	<p>Important Shipping Info for UIT/UCCS customers: All UIT/UCCS supported departments should select the shipping address below.</p> <p>ATTN: Stacey Wood UNIVERSITY IT-102 TOWER 102 SOUTH 200 EAST STE 110 SALT LAKE CITY, UT 84111</p>

(Continued on next page)

Open the dropdown menu and either:

1. Select the name of your campus computer support person.
 2. If your support person is not listed, select "Other".
 3. If you are not sure whether you have a computer support person, select "I Don't Know".
- All orders will be routed to UIT/UCCS for review, unless "Other " is selected.

The screenshot shows a web form titled "Computer Support Info". The form contains the following text: "Select your UIT/UCCS computer support person* from the drop down menu below. If your campus computer support person is not listed, select Other. If you aren't sure if you have a campus computer support professional, select I don't know.* **A response is required.**" Below this is a note: "*These requests will be routed to UIT/UCCS for review before being routed to VLCM." A dropdown menu is open, showing options from "A. Other" to "O. Stephen Nielson (UIT/UCCS)". Three numbered callouts (1, 2, 3) with red arrows point to the dropdown menu. Callout 1 points to the list of names, callout 2 points to "A. Other", and callout 3 points to "B. I don't know". To the left of the dropdown is a red heading "Important Shipping Info for UIT/UCCS customers" followed by the address: "ATTN: Stacey Wood, UNIVERSITY IT-102 TOWER, 102 SOUTH 200 EAST STE 110, SALT LAKE CITY, UT 84111". To the right, a red note says "Customers should select the shipping address below." Below the dropdown is a section titled "HP machines w".

3. Item Categories

The specific items available to order are divided into categories.

Categories include:

- Standard Dell Machines
- Monitors
- Docking Stations, Batteries, Power Supply & Memory
- Cables & DVD Writers

(Continued on next page)

Looking at one of the category sections, take note of some important points:

1. Delivery timeframe. While a limited supply may be in stock, generally these units are constructed as they are ordered.
2. Indicate the quantity desired of each item.
3. Click the recalculate list total button to view the total for this section.

1 Standard Machines (Orders may take 2-4 weeks for delivery.) ?			
Description	Unit Price	Quantity	Ext. Price
Laptop- Dell 5410 Latitude 14", 16 GB RAM, 256 SSD, i7, Touch, 3 yr acct wty (210-AWLI-qt383678)	1,357.37	2 1	1,357.37
Laptop/tab 2in1-Dell 7410 13",16GB RAM, 256 SSD, i7, Touch, 3yr acct wty,No Pen(210-AVOC-qt381263)	1,634.85	2	3,269.70
Desktop- Dell Optiplex 7080 SFF, 16 GB RAM, 256 SSD, i5, DVD RW-, 3yr wty (210-AVLE-SFF-qt383090)	743.88		
Desktop -Dell Optiplex 7080 MFF 16 GB RAM, 256 SSD, i5 ,3 yr wty (210-AVLL-Wireless-qt383091)	716.42		
Desktop -Dell Optiplex 7080 MT 16 GB RAM, 256 SSD, i5 ,3 yr wty (210-AVLE-MT - qt383089)	766.77		
3 Total			4,627.07
			recalculate list total

4. Additional Notes and Running Total

1. At the bottom of the form, space is provided for you to give additional information to either Valcom or UIT/UCCS.
2. A running total for the entire order is calculated in the lower right corner.

Provide any additional notes for Valcom in the box below. This information will print on the PO in the **Additional Details** section.

2000 characters remaining [expand](#) | [clear](#)

1 Provide any additional notes for UIT/UCCS in the box below. This information will print on the PO in the **Additional Details** section.

2000 characters remaining [expand](#) | [clear](#)

2 Total 2,215.00