

Non-Standard PC Configuration Justification form

Before using this form, take a look at the ITS customizable standard configurations. Use the non-standard PC configuration justification form when you need to purchase a PC that is not part of the ITS pre-configured systems. You can also view the 'Forms' instructions on the Training/How-Tos website for more details on forms in general.

*****NOTE** Apple Computers (MACs) are not affected and do not require the justification form.**

1. Click **forms** on the "Go to:" bar or click **Non-Standard PC Configuration Justification Form** listed under UNCG FORMS.

The screenshot shows the UNCG eMarketplace interface. At the top, there is a navigation bar with 'Spartie Requestor', 'Action Items', 'Notifications' (with a red '1' badge), and a shopping cart icon showing '1,069.97 USD'. Below this is a search bar with a dropdown menu set to 'Shop' and a 'Go' button. A red callout box points to the 'forms' link in the 'Go to:' bar, with the text 'Click here to access the forms'. Below the search bar, there are links for 'Go to: advanced search | favorites | forms | non-catalog item | quick order' and 'Browse: suppliers | categories | contracts | chemicals'. The main content area is divided into sections: 'Welcome to UNCG's eMarketplace!' with links for 'Materials Management/Purchasing Website', 'Change Order/PO Cancellation Request', 'NC State Contract link', 'Training /How-Tos', 'Account Code Listing (alpha by description)', and 'Vendor Taxpayer ID Form'. The 'Showcased Suppliers' section features logos for CAROLINA, Fisher Scientific, VWR, Out for Bid, AlphaNumeric, macthrift, UNCG ITS SOFTWARE, UNCG Surplus & Dept Listings, and PSU Office. The 'UNCG FORMS' section is highlighted with a red box and a callout box that says '...or you can go directly to the form by clicking here'. The 'UNCG FORMS' section includes buttons for 'Non-Standard PC Configuration Just...', 'Machine/Equipment Maintenance, Re...', 'Sole Source Purchase & Justificatio...', 'Construction/Services Order', 'Furniture Purchase', and 'Asset Trade In Form'.

4. Read the information in the **Instructions** section before beginning.

The screenshot shows the 'Instructions' section of the form. The title is 'Instructions' with a question mark icon. The text reads: 'This form is completed only when a standard configuration of a computer cannot be used.' Below this, it states: 'Prior to requesting non-standard hardware, please examine the computer models listed through the CHP program: ITS Technology Purchases: CHP'. It then provides further instructions: 'If the models available will not be sufficient for your needs, then please provide the information below to submit a request for a Non-Standard PC. You will need to obtain a quote from your selected vendor for the hardware you wish to purchase. Be sure to attach your quote in the attachment field at the bottom of the page. Please populate all fields in order to expedite your request. Your request will be reviewed and you will be notified of the result within two business days. If you have any questions concerning purchasing or this form, please contact 256-TECH (8324).'

5. Enter the supplier name in the Enter **Supplier** textbox just as you would for a non-catalog order and select the appropriate supplier name from the list.

The screenshot shows a form titled "Supplier" with a help icon. It contains the following text: "Choose the Supplier from the drop-down list." and "If the supplier is not on the list, you must choose 'New Supplier' and send a completed Taxpayer ID form along with this request." Below this is a section labeled "Enter Supplier" with a text input field containing "Dell". A dropdown menu is open, showing three options: "Dell Marketing LP" (highlighted with a red box), "Compare Dell & Lenovo Products", and "New Supplier".

6. Enter the quote number provided to you by the supplier in the **eQuote or Quotation Number** section.

*****NOTE***The bold type fields are required information for the form.**

The screenshot shows a form titled "eQuote or Quotation Number" with a help icon. It contains the text: "Please provide the eQuote or other Quote information in the box provided:". Below this is a section labeled "Quote Number" with a text input field containing "eQuote 123456" (highlighted with a red box). To the right of this field is a text area with the text: "This is not a required field, but is available to enter any other quote information." Below this is a section labeled "Other Quote Information" with a text input field (highlighted with a red box) containing the text: "Bold fields are required information." Below this is a section labeled "Commodity Code" with a text input field containing "43211500" and a search icon.

7. Enter the **Product Information** for this order just as you would for a non-catalog order. (i.e. **quantity of items, packaging and UOM, price for each unit, details about the product and the commodity code**)

The screenshot shows a form titled "Product Information" with a help icon. It contains the text: "Enter product information below. Provide Quantity, Unit of Measure, Unit Price and Specific details:". Below this is a section labeled "Quantity" with a text input field containing "1". Below this is a section labeled "Packaging (UOM)" with a text input field containing "1" and a dropdown menu containing "EA - Each". Below this is a section labeled "Enter Unit Price:" with a text input field containing "1,599.00". Below this is a section labeled "Enter Detailed Product Information:" with a text area containing the text: "OptiPlex 380 Minitower up to 88 Percent Efficient PSU, OPERATING SYSTEM Genuine Windows 7 Ultimate, No Media, 64-bit, English, PROCESSOR Inter Core 2 Duo E8400 with VT (3.0GHz, 6M, 1333MHz FSB), OFFICE SOFTWARE Microsoft Office Professional 2010, English, WARRANTY 7 SERVICE 5 Year ProSupport and 5 Year NBD On-Site". Below this is a section labeled "Commodity Code" with a text input field containing "43211500" and a search icon.

8. Enter the justification information in the **Justification and Contact Information** section if 2,000 characters or less. If more than 2,000 characters, attach a document of the justification to the form (See **Internal Attachments** section) and enter 'See attached' in the **justification field**.

9. Attach any internal documents (i.e. justification or other internal ITS documentation, New Supplier form, or any other documents that may be necessary internally) by clicking the **add attachment...** link in the Internal Attachments section of this form.

- (1) Click the **Browse...** button to find the **file** you want to attach. Once you've found the file, (2) select the file and then click **Open**. Click (4) **Save** to attach the file to the form.

- The file is now attached to the Non-Standard PC Configuration justification form.

Internal Attachments ?

Attach justification or other internal ITS documentation, and New Supplier form (if applicable):

Internal Attachments

Non-Standard PC Conf... (695k) remove...

[add attachment...](#)

10. Attach any external documents (i.e. eQuote or other documents required by the vendor) to be sent to the vendor by clicking the **add attachment...** link in the **External Attachments** section of the form. Browse to attach the document as in the previous step.

External (Vendor) Attachments ?

Attach copy of eQuote or other vendor required paperwork below:

External Attachments

[add attachment...](#)

11. Select the action you want to take by clicking the dropdown arrow of **Available Actions** and click **Go**. (See **Anatomy of the Site-Forms** instructions on the Training/How-Tos website or click the (Click **here** for details) link to see more information about the Available Actions.)

Non-Standard PC Justification Form

Available Actions (Click **here** for details): Add and go to Cart Go Close

- The form with all of your information is now part of your cart. Continue your order as usual (See **Order/Requisition Instructions**).

Supplier / Line Item Details ?

Show line details For selected line items: Add To Favorites Go

Dell Marketing LP [more info...](#)

Purchasing Vendor 2
One Dell Way, Bldg 8, Round Rock, TX 78682 US

Contract: *no value*

PO Number: To Be Assigned

Account Code:

Pricing Code:

Quote number:

[Add non-catalog item for this supplier...](#)

Product Description	Catalog No.	Size / Packaging	Unit Price	Quantity	Ext. Price
1 Non-Standard PC Configuration Justification form more info...		1/EA	1,599.99	1 EA	1,599.99 USD
Supplier subtotal					1,599.99 USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	1,599.99
Shipping	0.00
Handling	0.00
Total	1,599.99 USD