Computer Purchases for the University

DELL

Orders under $5000 (PCARD)

- To place a Dell order on the Boston College Dell Premier Page for University owned Dell desktops or laptops, click on the Dell link at the bottom of the procurement page "Quick Guide to Making a Purchase". *If you are a new Dell Customer, you will need to create an account.*
- Once you are signed in to the Boston College Dell Premier site, select the product(s) you need from the recommended systems list and add them to your cart.
- Go to check out and enter your credit card information to complete the transaction.
- *Be sure to specify your delivery location, because it is not the same as the billing address.*

Orders over $5000 (PURCHASE ORDER)

- To place a Dell order on the Boston College Dell Premier Page for University owned Dell desktops or laptops, click on the Dell link at the bottom of the procurement page "Quick Guide to Making a Purchase". *If you are a new Dell Customer, you will need to create an account.*
- Once you are signed in to the Boston College Dell Premier site, select the product(s) you need from the recommended systems list and add them to your cart.
- Click save as an E-Quote. *Remember the Dell e-quote number!*
- Go onto Peoplesoft Financial and create a requisition for the order. *Include the Dell e-quote number in the line comments section so Dell will know what order the PO is referencing.*
- ***The BC Procurement Department will place the order for you once the PO is processed.*** **DO NOT PLACE AN ORDER FROM A PURCHASE ORDER ON DELL PREMIER'S WEBSITE! It will result in a duplicate order.**

APPLE

Orders under $5000 (PCARD)

- To place an order on the Boston College Apple Store for Business page for University owned Apple desktops or laptops, click on the Apple link at the bottom of the procurement page "Quick Guide to Making a Purchase".
- Once you are on the Apple site, select the product(s) you need from the recommended systems list and add them to your cart.
- Once your order is complete, click "Purchase with P-Card" and add your credit card information to complete the transaction.
- *Be sure to specify your delivery address, because it is not the same as the billing address.*

Orders over $5000 (PURCHASE ORDER)

- To place an order on the Boston College Apple Store for Business Page for University owned Apple desktops or laptops, click on the Apple link at the bottom of the procurement page "Quick Guide to Making a Purchase".
- Once you are on the Apple site, select the product(s) you need from the recommended systems list and add them to your cart.
- Once your order is complete, click "Create Proposal", and then "Save as an e-Quote". *Remember the Apple Web Proposal Number!*
- Go onto Peoplesoft Financial and create a requisition for the order. *Include the Apple Web proposal number in the line comments section so Apple will know what order the PO is referencing.*
- ***The BC Procurement Department will place the order for you once the PO is processed.*** **DO NOT PLACE AN ORDER FROM A PURCHASE ORDER ON APPLE'S WEBSITE! It will result in duplicate orders.**

Computer Purchases for Individuals

- HP and Apple laptop computers are available for faculty, staff, and student **personal** purchases through www.bc.edu/bookstore .

If you have any questions, contact the Procurement office at 617-552-3055 or purchase@bc.edu .