What is the process for ordering university computers?

Tell Me

The general process for ordering computers is documented in this flowchart.

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Non Standard Devices

A customer goes to 49er Mart (49ermart.uncc.edu).

Clicks on one of the non Dell computer vendor links

Creates a cart and the department business manager processes that cart.

The requisition goes to ITS for approval

Standard Devices

A customer goes to the Apple Store and creates an account that is approved to create web proposals.

Login to the Apple Store select the device and choose configuration options then add to cart.

The customer sends the web proposal to NinerTech to be requested onto one of their order sheets.

The customer sends the NinerTech quote to the department business manager for approval. The quote is attached to a requisition.

The requisition goes to ITS for approval

Apple

The customer can work with a sales or purchase configuration and receive a quote in email.

Windows

Clicks on the Dell link

Chooses the computer and then the options to upgrade or add.

Saves the configuration as an E-Quote

Since this is an e-quote the purchase will go straight to Dell without ITS approval

Creates a cart and the department business manager processes that cart.

The requisition goes to ITS for approval

Note:
Non Standard purchases sent to ITS for approval - for CLAS, CCI and COE are sent to the IT Director of the college for approval prior to ITS approval.
Approved Non Standard purchases are added to a spreadsheet for tracking purposes.

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Info

For Apple order you must first create an account using the following FAQ.
1. Once your order is approved you can expect delivery within 2-3 weeks.
2. The order will be shipped to the location entered during purchasing.
3. Once equipment is received, work with your local IT or ITS to have the computer imaged and managed. See this FAQ for a list of departments ITS manages.

Related FAQs

- How do I request my University computer to be upgraded to Windows 10?
- What operating systems are supported on university devices?
- What operating systems are supported on university servers?
- What tools are used to manage university computers, systems and servers?
- How is my new University Mac different from my old Mac?