

Ordering computers and related items

Departments will now be able to order standard computers through MarketPlace using punch-out vendors. Orders for software, printers, peripherals, special volume, special order computers, and Apple products will still be ordered through UMDware. If a requisitioner is uncomfortable ordering from the punch-out, UMDware will continue to assist and guide the departments with the order. As of, March 4, 2013, UMDware will no longer process IDT (Inter Departmental Transfer) for these type of items. UMDware will submit orders through MarketPlace for the departments.

To place an order through MarketPlace

Select the punch-out vendor



Ordering from Dell:

1. Locate the system that needs to be ordered
2. (optional) Select the  [Customize](#) button to see what is included with this system
3. (optional) Make any changes that are needed
4. Select the  [Add To Cart](#) button
5. (optional) This will take you to the *My Cart* section; to add another item select  [Continue Shopping](#)
6. Once all items are in the *Dell Cart* then select  [Create Order Requisition](#)
7. Select  [Trade Compliance](#)
8. Select [I WILL NOT export this order outside the United States.](#)  [Continue](#)
9. Select  [Submit Order Requisition](#), this will bring you back into MarketPlace to complete the ordering process
10. Follow the steps in **Finalizing the cart** cheat sheet

To place an orders through UMDware

1. Email umdware@umdnj.edu to request a quote
2. After quote is received from UMDware and it has been verified that it is for the correct items. Enter in the index to be charged and have the department head signature line signed.
3. Email the signed quote back to UMDware or you can fax it to 973-972-8442.
4. UMDware receives the signed quote and they will process the request through MarketPlace on the department's behalf.
 - a. They will change the requestors name in MarketPlace to the **BILL to** information on the UMDware quote and
 - b. Change the MarketPlace cart name to the UMDware quote number. This allows the departments to easily check on their requests.

NOTE: UMDware will verify all orders as a part of the approval process. They will ensure that all mobile devices are shipped to the appropriate technology partner to ensure that all security measures are adhered to by policy. Eric De Torres and Jacqueline Lassalle-Salas will place orders for each department. They can be reached at umdware@umdnj.edu or 973-972-3216.