

DELL Computers Ordering Process

This is the procedure to use for ordering a DELL computer through the Kirkwood employee computer buy program:

1. Go to <http://www.dell.com/edubuy> and enter this member id: **US15825** OR you can call and talk to a representative at (866) 257-4711.
 - a. You can choose to go to the web site and configure a computer system on your own. You would then email the shopping cart directly to me. I will email the shopping cart to Dell. Dell will then email their quote to me, I will create a requisition, the requisition will need to be approved, a PO will be generated, and I will fax the quote and the PO to Dell.
 - b. The other option will be to call (866) 257-4711 and get a quote. This option will be the easiest and quickest way because it will cut two steps out of the procedure.
2. I would suggest that you look at the Dell web site to do some comparison shopping before you call and talk to a sales person. It will help you determine if you are getting the best deal that is available.
3. When I place the order with Dell I will need to know where you prefer to have the computer shipped (Central Receiving or your home address).

Give me a call if you have any further questions.

Joan Hanna
Administrative Assistant
Business Services
Kirkwood Community College

jhanna@kirkwood.edu

319/398-5555
1/800/332-2055

Fax 319/398-5430