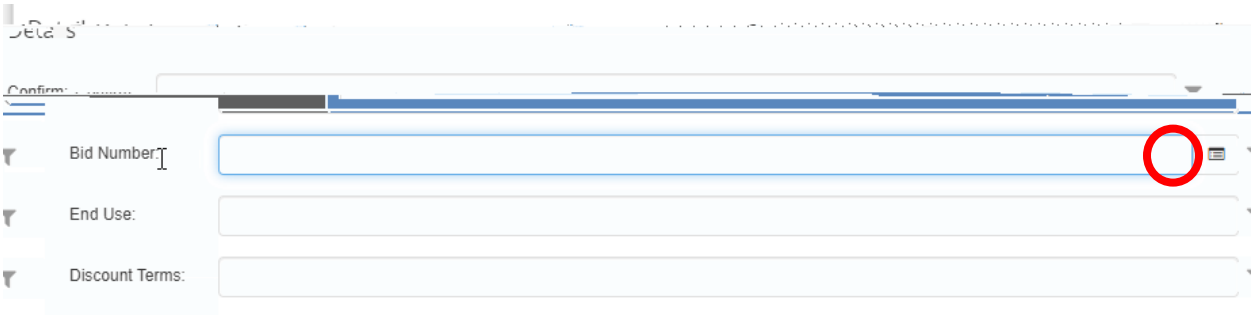
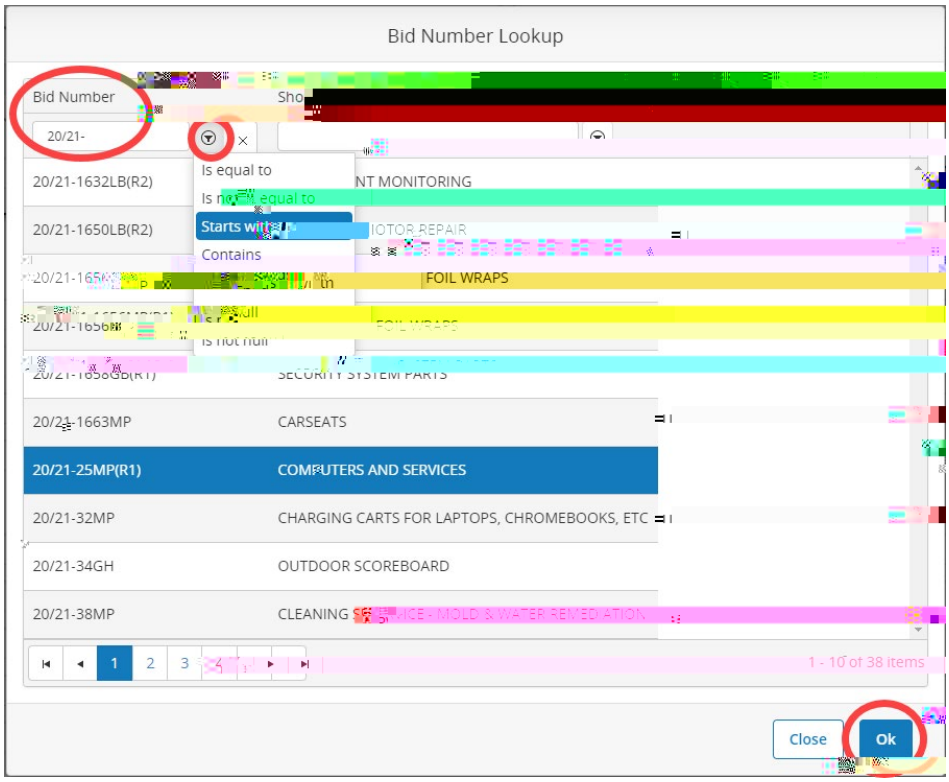
Ordering Computers

Log into B+ and start a new requisition.

1. The vendor is United Data Technologies V00009702
   a. Verify the email address is ccps@udtonline.com by looking the vendor up on the 1225 Vendor Information (PhoneAddress) report.
2. Search for the Computers & Services bid by clicking on the icon at the end of the bid field.



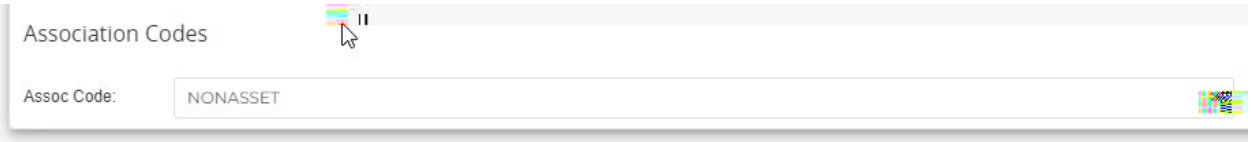
3. In the pop-up screen, type the bid # or part of the description and click on the icon at the end of the field you typed the information in. Select the search you want and the results will be displayed. Highlight/select the bid # you want and click OK.



6. Type “WHSE” in the PE ID box and press enter. Click Ok to update the “Ship To ID” on your requisition.

7. Enter the items to be purchased from the computer price sheet which can be found on the Procurement Services link on Classnet. ALL COMPUTERS are object 644.

8. ALL COMPUTERS AND TABLETS should be flagged as a NonAsset under Association Codes at the very bottom of the screen. Click on the Association Codes drop down and select NONASSET. Press Enter to accept the record.



9. Once all items have been entered, review your order and approve it.