

CSU IT Procurement Policies

eProcurement Standard Operating Procedure

Process for 1-4 computer and software quotes and installations

1. eQuest is submitted requesting a quote for one of the following:
 - Software
 - Title of software
 - Number of users
 - Location of software installation
 - Office or Academic Space
 - Room#'s and Building
 - Maximum amount to spend
 - Hardware
 - What type of product(s)
 - Location of installation (Room# and Building)
 - User name
2. Quote is returned to user as an attachment in eQuest, UITS closes eQuest as per the SLA
3. User creates requisition in ePro to purchase product(s) and includes the following
 - Correct use of IT NIGP codes for IT purchases (See list of frequently used NIGP Codes on the UITS Website under eProcurement.)
 - **In Description Area:** list item(s) clearly
 - Include: Name of item/Name of Vendor and (copy/paste) description from Quote
 - Example: Desktop / HP - Z240 - MT - Core i5 6500 3.2 GHz - 4 GB - 1 TB
 - **In Comments Area:** The following information must be included:
 - Item Ordered:
 - Location (Room#) to be installed:
 - Building to be installed:
 - Name of Person item purchased for:
4. Warehouse will notify user and UITS that delivery of PO is complete
5. UITS creates delivery eQuest or picks up purchase(s) from the warehouse
6. UITS "Receives" purchase in ePro
7. UITS creates eQuest for installation of equipment with the information provided in the original quote request. **One eQuest per user install.**
 - Who will be the user of equipment
 - Where will the equipment be installed (Room 3, Building)
 - Purchase Order (PO) Number
 - Identify the equipment to be installed
8. UITS will close eQuest once the equipment has been installed

*****Install times may be longer than stated in the SLA during peak periods such as:
Semester Start Up, Fiscal Year End, and Holiday Breaks***

Process for 5+ computer and software quotes and installations

1. eQuest is submitted requesting a quote for one of the following:
 - eQuest is submitted requesting a quote for one of the following:
 - Software
 - Title of software
 - Number of users
 - Location of software installation
 - Office or Academic Space
 - Room#'s and Building
 - Maximum amount to spend
 - Hardware
 - What type of product(s)
 - Location of installation (Room# and Building)
 - User name
2. Quote is returned to user as an attachment in eQuest, UITS closes eQuest as per the SLA
3. User creates requisition in ePro to purchase product(s) and includes the following
 - Correct use of IT NIGP codes for IT purchases (See list of frequently used NIGP Codes on the UITS Website under eProcurement.)
 - **In Description Area:** list item(s) clearly
 - Include: Name of item/Name of Vendor and (copy/paste) description from Quote
 - Example: Desktop / HP - Z240 - MT - Core i5 6500 3.2 GHz - 4 GB - 1 TB
 - **In Comments Area:** The following information must be included:
 - Item Ordered:
 - Location (Room#) to be installed:
 - Building to be installed:
 - Name of Person item purchased for:
4. Once the PO has been dispatched from purchasing and UITS is notified, the user will receive a R.I.T.E. Project Form from UITS to start the installation project
5. Warehouse will notify UITS that delivery of PO is complete
6. UITS creates delivery eQuest or picks up purchase(s) from the warehouse
7. UITS "Receives" purchase in ePro
8. UITS will coordinate installation project with user

*****Install times may be longer than stated in the SLA during peak periods such as:
Semester Start Up, Fiscal Year End, and Holiday Breaks***