LENOVO USA, INC. PURCHASES OUTSIDE OF THE PUNCHOUT
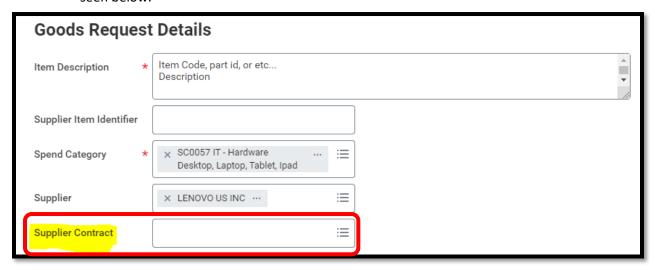
BOARD WAIVER #: W220631

Board waiver term: July 1, 2021 – June 30, 2022

Procurement Services has awarded a Board of Trustee Waiver on behalf of Information Technology Services to Lenovo USA, Inc. for all purchases.

ORDERING PROCESS:

1) All Windows machines approved for purchase are Lenovo, and all other requests for a different manufacturer must be pre-approved. If the product is not available on the punch-out, reach out to our Lenovo representative for a quote: https://www.montclair.edu/information-technology/it-service-desk/product-vendors/.

2) All quotes must have a **minimum** 3-year warranty.

3) Create requisition from the quote in Workday:
   a) When creating the requisition, select **"BOT Waiver of Advertising"** as the requisition type.
   b) When creating the requisition, enter **"SCON-000045"** in the **"Supplier Contract"** area, as seen below.

   c) When finishing the requisition, the "Questionnaire" will pop up. Reference the **BOT Waiver #: 220631** in the questionnaire.

4) In addition, use the following spend category codes:
   - SC0009 – Computer peripheral/supplies
   - SC0057 – Hardware Desktop, Laptop, Tablet, Ipad
   - SC0073- IT Hardware Support Services (Protection Plans & Warranties)

5) All requisitions must include a justification for purchases of computers (laptop and desktop), including who is using it and why it is being purchased.

NOTE: The vendor should never send a product/item without a purchase order. Therefore, all requisitions must be created from the quote and not the invoice.

6) Receive good(s) in Workday once the product/item has been delivered to your office.
7) The supplier should send the invoice(s) over to Accounts Payable as directed on the purchase order. If you receive the invoice(s), send it over to Accounts Payable with the purchase order number, receipt number, your name, and extension on the invoice to and then email invoices@montclair.edu for payment.

For more information on how to purchase computer equipment, please go to
https://www.montclair.edu/information-technology/department-computer-purchases

For any questions regarding computer configurations, please contact Summer R. Jones, AVP Technical Support Services, via email jonessu@montclair.edu or phone ext. 3370 or your local academic technology team.

If you need additional support, please contact:

Workday Customer Care
Phone – (973) 655-5000, option #1
Email- wccsupport@montclair.edu