

## LENOVO USA, INC. PURCHASES OUTSIDE OF THE PUNCHOUT

### Lenovo Omnia Contract# 01-146

For assistance purchasing products outside of the standards or any changes to the original request, please contact Lenovo Sales Representative, Jeremiah Pope @ [jpope@lenovo.com](mailto:jpope@lenovo.com) 919.874.3483 or Nadir Neme Rodriguez6 @ [nrodriguez6@lenovo.com](mailto:nrodriguez6@lenovo.com) 919.237.8331 or Neil Estevez @ [Neil.Estevez@lenovo.com](mailto:Neil.Estevez@lenovo.com) – 732.412.2376 or Aly Brewer @ [abrewer2@lenovo.com](mailto:abrewer2@lenovo.com) – 919.874.9495\*\*

### 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 **"National Recognized Cooperative Contract"** as the requisition type.
  - b) When finishing the requisition, the "Questionnaire" will pop up. Reference the **Omnia Contract#: 01-146** in the questionnaire and in the "Memo to Suppliers" field.
- 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](mailto: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 [jnessu@montclair.edu](mailto:jnessu@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](mailto:wccsupport@montclair.edu)**