

## How to order computer hardware

One Oracle users can now order a range of approved computer hardware themselves, if they have the necessary financial approval.

You must have [departmental expenditure panel](#) (DEP) approval for all expenditure of £100 or over and evidence of this must be included in requisitions. If you have further questions about the DEP process, please ask your manager.

Also, for computer hardware that needs additional configuration once it's delivered, i.e. iPads, iPhones & laptops, you will need to raise a request on the [IT helpdesk](#). IT support will then collect, configure and return your device. **You must not use these devices until they are configured to ensure the security of our network and systems.**

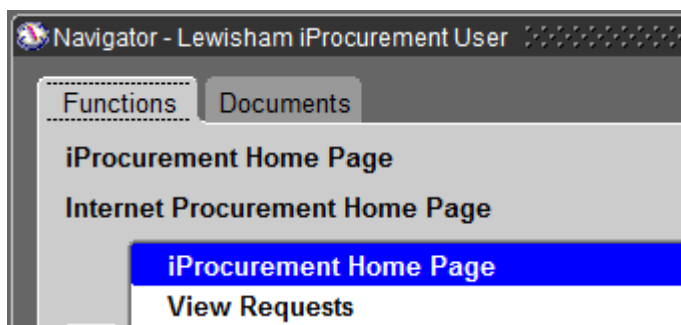
## How to order computer hardware through Oracle

These items of computer hardware are held on three internal catalogues, linked to the following companies:

Supplier	Catalogue name	Catalogue type
Insight Direct (UK) Ltd	Lewisham computer accessories and iPads	iPads, Various computer and Apple accessories
XMA Limited	Lewisham laptop and monitors	Laptops and monitor
Vodafone	Lewisham Apple iPhones	iPhones

Ordering from these catalogues is very similar to how you order goods from the Lewisham marketplace. The following screen shots gives a step-by-step example.....

1) Login to One Oracle (look for the desktop app) and select the Lewisham iProcurement User responsibility. Select the iProcurement Home Page



2) From the Shop tab, select the appropriate store via the link to select either

- Lewisham computer accessories
- Lewisham laptop and monitors
- Lewisham Apple iPhones and iPads

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Search New Supplier Request   [Advanced Search](#)

**Stores**

[New Supplier Request](#)

[Lewisham computer accessories](#)  
Users are reminded that they must have DEP approval for all expenditure of £100 or over

[Lewisham Apple iPhones and iPads](#)  
Users are reminded that they must have DEP approval for all expenditure of £100 or over

@UK Plc E

[Lewisham laptop and monitors](#)  
Users are reminded that they must have DEP approval for all expenditure of £100 or over

3) Use the wildcard (%) to view all the items for the particular catalogue

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

Search Lewisham laptop and monitors   [Advanced Search](#)

Shop: Stores > Shop Lewisham laptop and monitors >

**Search Results from Lewisham laptop and monitors: %**

Sort by   Ascending

<a href="#">Viglen Envy 22W 22" Multimedia Monitor with Height Adjustment</a>		Supplier <b>XMA Limited</b>
Shopping Category	<b>Information Communication Technology.Hardware.NA</b>	Supplier Item <b>VPC22PKM</b>
Supplier Site	<b>THOMAS HOUSE</b>	Un Number
Source	<b>Agreement 200100029267</b>	Hazard Class
Price	<b>83 GBP</b>	
Quantity <input type="text" value="1"/> Each	<input type="button" value="Add to Cart"/>	<input type="button" value="Add to Favorites"/> <input type="button" value="Add to Compare"/>
<a href="#">Lenovo ThinkPad L460 - 4 years on site</a>		Supplier <b>XMA Limited</b>
Shopping Category	<b>Information Communication Technology.Hardware.NA</b>	Supplier Item <b>20FVSOLF00</b>
Supplier Site	<b>THOMAS HOUSE</b>	Un Number
Source	<b>Agreement 200100029267</b>	Hazard Class
Price	<b>388.5 GBP</b>	
Quantity <input type="text" value="1"/> Each	<input type="button" value="Add to Cart"/>	<input type="button" value="Add to Favorites"/> <input type="button" value="Add to Compare"/>
<a href="#">Lenovo ThinkPad X260 - 4 years on site</a>		Supplier <b>XMA Limited</b>
Shopping Category	<b>Information Communication Technology.Hardware.NA</b>	Supplier Item <b>20F5S1KQ00</b>
Supplier Site	<b>THOMAS HOUSE</b>	Un Number
Source	<b>Agreement 200100029267</b>	Hazard Class
Price	<b>424.36 GBP</b>	
Quantity <input type="text" value="1"/> Each	<input type="button" value="Add to Cart"/>	<input type="button" value="Add to Favorites"/> <input type="button" value="Add to Compare"/>

4) Select the item(s) and quantities required by the Add to Cart button

5) When finished, use the View Cart and Checkout button to view your shopping card and complete the requisition

**Shopping Cart**

Your cart contains 1 line.

**Recently Added Lines**

Viglen Envy 22W... 1 Each

**Compare Items**

No items selected.

6) Check out in the normal way ensuring you attach the DEP approval document (where necessary) to the requisition via the Edit Lines page->Add Attachment button

Shop Requisitions Receiving

Requisition Information Approvals Review And Submit

Requisition Information: Edit Lines  
\* Indicates required field Apply

Delivery Accounts Attachments

Requisition Attachments

Add Attachment...

Title Add Attachment

Attachment Type Text

Title

Category Internal to Requisition

Text

Save Add Another Cancel

Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Attachment			Each	1	83 GBP	83.00

Line	Unit	Quantity	Price	Amount (GBP)	Attachments
1	Each	1	83 GBP	83.00	

for a particular line.

Apply

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