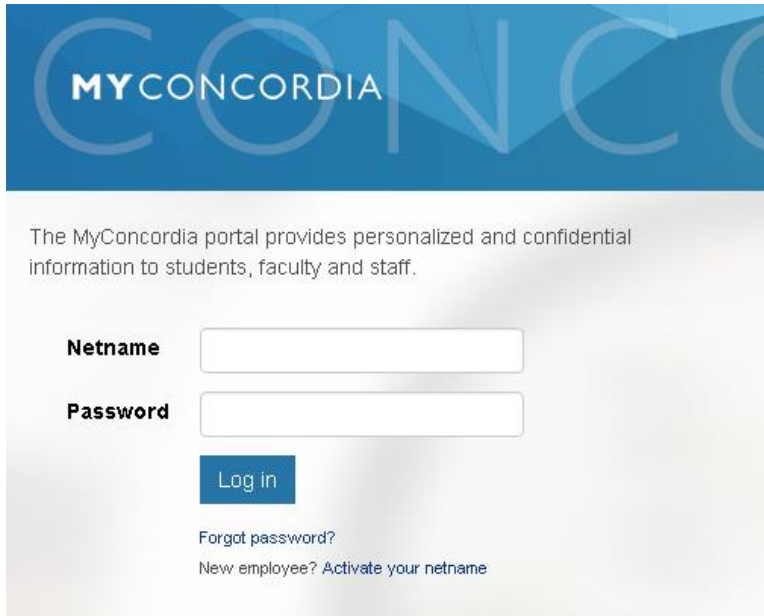


Faculty of Engineering & Computer Science

Standard Computer Purchase Guide - How to buy Computer Equipment with University funds.

1. Using Internet Explorer or Firefox, Log into the MyConcordia portal.



The MyConcordia portal provides personalized and confidential information to students, faculty and staff.

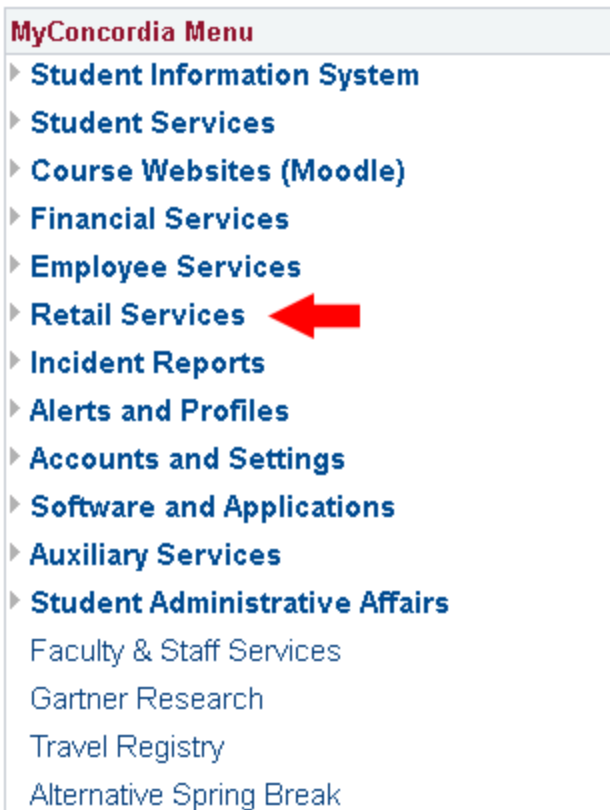
Netname

Password

[Log in](#)

[Forgot password?](#)
[New employee? Activate your netname](#)

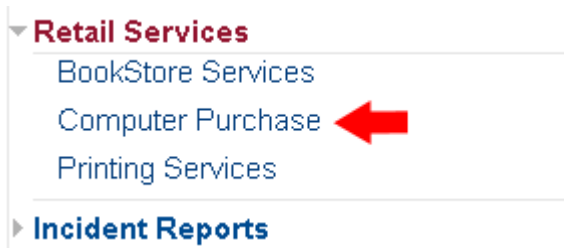
2. Select 'Retail Services'.



MyConcordia Menu

- ▶ **Student Information System**
- ▶ **Student Services**
- ▶ **Course Websites (Moodle)**
- ▶ **Financial Services**
- ▶ **Employee Services**
- ▶ **Retail Services** ←
- ▶ **Incident Reports**
- ▶ **Alerts and Profiles**
- ▶ **Accounts and Settings**
- ▶ **Software and Applications**
- ▶ **Auxiliary Services**
- ▶ **Student Administrative Affairs**
- Faculty & Staff Services
- Gartner Research
- Travel Registry
- Alternative Spring Break

3. Followed by 'Computer Purchase'.



4. We will select 'PC Standard Models', however first take a few minutes to read the contents of this page. AITS recommends the purchase of University standard hardware, however in certain situations specific configurations are required. In this case, a waiver form must be completed which justify the technical requirements for a non-standard computer. The details are listed on this page.

[PC Standard Models](#) ←

[PC Non-Standard Models](#)

[Apple Models](#)

5. The metafore site provides the standard desktops, laptops, monitors as well as accessories available for purchase. Begin by selecting the particular model you're interested in.

metafore
IT Solutions. Delivered.

1 877 938-2367 | CAREERS | LOGIN | FRANÇAIS

Home Solutions & Services Product Catalog My Metafore

Home > Shopping cart Items 0 Subtotal \$0.00

Welcome to www.metafore.ca

Welcome to www.metafore.ca/Concordia
Concordia has teamed up with Metafore to help you succeed by providing the computer technology you need, at the right price, with customer service that exceeds expectations. This is our commitment to you.

Special Sections

- ▶ Accessories
- ▶ Desktops
- ▶ Laptops/Notebooks
- ▶ Monitors

Environmental Handling Fees

Tools

- ▶ Printer Consumables
- ▶ Memory Finder
- ▶ Warranty Finder

Configuration #1 Optiplex 7020 MT
Manufacturer: Dell Computer Part #: 10079117
Dell Optiplex 7020 MT Intel Core i3-4150, 8GB (2x4GB), 500GB HDD, W7P, DVD-RW, USB mouse and English keyboard, W7P, imaged by Dell [More Info](#)
\$541.00

Configuration #2 Optiplex 7020 SFF
Manufacturer: Dell Computer Part #: 10073256
Dell Optiplex 7020 SFF Intel Core i3-4150, 8GB (2x4GB), 500GB HDD, W7P, DVD-RW, USB mouse and English keyboard, W7P, imaged by Dell [More Info](#)
\$541.00

Configuration # 3 Dell Precision T1700 i5-4670 3.4 Ghz, 8gb 500gb
Manufacturer: Dell Computer Part #: 10079173
T1700 i5-4670 3.4 Ghz, 8gb (2 x 4gb), 500gb, dvd-rw, 1gb Nvidia Quadro K600, W7P 64, mouse, keyboard
[More Info](#)
\$725.00

Configuration # 3 Dell Precision T1700 i7-4790 3.6 Ghz, 8gb (2 x 4gb), 500gb
Manufacturer: Dell Computer Part #: 10079118
T1700 i7-4790 3.6 Ghz, 8gb (2 x 4gb), 500gb, dvd-rw, 2gb Nvidia Quadro K620, W7P 64, mouse, keyboard
[More Info](#)
\$831.00

6. Once selected, you now have the option to customize your order as well as add accessories such as Monitors, extra RAM, additional storage, etc. The hardware specifications are listed at the bottom of the page. Once you are ready to proceed, click 'Add to cart'.

Home > Systems > Desktops & Workstations > Desktops > Intel Desktops > Dell Computer > Configuration # 3 Dell Precision T1700... - 10079118

Shopping cart | Items: 0 | Subtotal: \$0.00

Special Sections

- ▶ Accessories
- ▶ Desktops
- ▶ Laptops/Notebooks
- ▶ Monitors

Environmental Handling Fees

Tools

- ▶ Printer Consumables
- ▶ Memory Finder
- ▶ Warranty Finder



Configuration # 3 Dell Precision T1700 i7-4790 3.6 Ghz, 8gb (2 x 4gb), 500gb

Manufacturer: Dell Computer | Part #: 10079118

\$831.00


Web I.D.: 10079118


Add to cart

Optional Components:


313-6412	AX510 black Sound Bar for P2213, V2713HM and V2412m	\$31.99	<input type="checkbox"/>
C6PATCH6BL	StarTech.com Cat6 Molded Patch Cable - Patch cable - RJ-45 (M) - RJ-45 (M) - 6 ft - UTP - CAT 6 - molded - blue - for P/N: ST2000SPEXI, USB31000SPTB	\$6.00	<input type="checkbox"/>
C6PATCH10BL	StarTech.com Cat6 Molded Patch Cable - Patch cable - RJ-45 (M) - RJ-45 (M) - 10 ft - UTP - CAT 6 - molded - blue - for P/N: ST1000SPEX4, ET91000LC, ET91000SM40	\$8.00	<input type="checkbox"/>
C6PATCH15BL	StarTech.com Cat6 Molded Patch Cable - Patch cable - RJ-45 (M) - RJ-45 (M) - 15 ft - CAT 6 - molded - blue - for P/N: ST1000SPEX4, ET91000LC, ET91000SM40	\$9.00	<input type="checkbox"/>
C6PATCH25BL	StarTech.com Cat6 Molded Patch Cable - Patch cable - RJ-45 (M) - RJ-45 (M) - 25 ft - CAT 6 - molded - blue - for P/N: ST1000SPEX42	\$12.50	<input type="checkbox"/>
332-1742	Canadian Multilingual Dell KB212-Halagan Free USB Business	\$20.00	<input type="checkbox"/>
4xKTD-XPS730C/4G	Upgrade to 16 GB RAM (installed with 4 DIMMS)	\$109.00	<input type="checkbox"/>
4xKTD-XPS730C/8G	Upgrade to 32 GB RAM (installed with 4 DIMMS)	\$400.00	<input type="checkbox"/>
ST1000VX000	Seagate SV35 Series ST1000VX000 - Hard drive - 1 TB - internal - 3.5" - SATA 6Gb/s - 7200 rpm - buffer: 64 MB	\$85.00	<input type="checkbox"/>
PCI1394_4	StarTech.com 4 Port PCI 1394a FireWire Adapter Card with Digital Video Editing Kit - FireWire adapter - PCI - Firewire - 4 ports	\$27.00	<input type="checkbox"/>
VCQK2000-PB	Upgrade to NVIDIA Quadro K2000 Graphic Card with 2GB memory	\$475.00	<input type="checkbox"/>
VCQK4000-PB	Upgrade to NVIDIA Quadro K4000 Graphic Card with 3GB memory	\$1,005.00	<input type="checkbox"/>
10036064	Configuration #4 Option 1 Professional P2213 22	\$169.00	<input type="checkbox"/>
10078929	Configuration # 4 Option 4 ULTRASHARP U2715H,27IN MONITOR	\$494.00	<input type="checkbox"/>
10010259	Configuration #4 Option 3 UltraSharp U2412M 24	\$245.00	<input type="checkbox"/>
10040895	Configuration #4 Dell 21.5 inch Monitor P2214H, Full HD 1920 x 1080	\$167.00	<input type="checkbox"/>
960-000841	Logitech B525 Webcam - 2 Megapixel - USB 2.0 - 1280 x 720 Video - Auto-focus	\$61.50	<input type="checkbox"/>
960-000971	Logitech C930e Webcam - 3 Megapixel - 30 fps - 1080p - USB 2.0 - 1920 x 1080 Video - Auto-focus - 4x Digital Zoom	\$120.00	<input type="checkbox"/>
960-000683	Logitech B910 Webcam - 5 Megapixel - 30 fps - 720p - USB 2.0 - 1280 x 720 Video	\$95.00	<input type="checkbox"/>

7. Should you plan on ordering multiple computers, here is where you would update the quantity. Otherwise, select 'Proceed to checkout'.


Shopping cart  Shopping cart | Items 1 Subtotal \$831.00

	Item	Qty	Unit price	Total
Remove	 10079118 Configuration # 3 Dell Precision T1700 i7-4790 3.6 Ghz, 8gb (2 x 4gb), 500gb	<input type="text" value="1"/>	\$831.00	\$831.00
Clear cart		Update qty ^	Subtotal	\$831.00

Shipping Fees Total weight: 0.00 lbs

[Continue shopping >](#)  [Proceed to checkout >](#)

8. Be sure to enter your Concordia e-mail address as well as select 'ENCS (EV 7-182)' as the department providing technical support. Finally, click on 'Continue'.

Out >  Shopping cart | Items 1 Subtotal \$831.00

Order Summary

Items	\$831.00	Shipping Details: Please note that additional shipping charges may apply.
Shipping	\$0.00	
Total before taxes	\$831.00	
GST	\$41.55	
PST	\$82.89	
Order Total	\$955.44	

Total Weight: 0.00 lbs.

Billing Address

Accounts Payable
Concordia University
1550 De Maisonneuve Blvd. West
Suite GM 700
Montréal QC H3G 1N2
(514) 848-2424 x4940

Shipping Address

(Via Mackay)
Concordia University
1515, Sainte-Catherine West
Montréal QC H3G 2W1

Enter your email address

Your order and shipping confirmation will be sent to this address.


Other Information

Please select one of the options below to indicate which department provides you with technical support*

If you do not know which department supports you, please select UNKN OWN (LOYOLA) if you are located at Loyola or UNKN OWN (SGW - DOWN TOWN) if you are located at SGW. When selecting ITS, please make your selection is based on where you are located (Loyola or SGW).

Special information

*Required Field

 [Continue >](#)

- Before clicking on 'Submit order', be sure to review your configuration as well as ensure the quoted price fits within your budget.

Shopping cart | Items 1 | Subtotal \$831.00

Item	Qty	Unit price	Total
10079118 - Configuration # 3 Dell Precision T1700 i7-4790 3.6 Ghz, 8gb (2 x 4gb), 500gb	1	\$831.00	\$831.00
		Subtotal	\$831.00
		Shipping (Standard)	\$0.00
		GST	\$41.55
		PST	\$82.89
Total weight: 0.00 lbs Shipping charges may apply.		Total	\$955.44

Address

<p>Billing Address Accounts Payable Concordia University 1550 De Maisonneuve Blvd. West Suite GM 700 Montréal, Quebec H3G 1N2 (514) 848-2424 ext. 4940</p> <p>Email Address: andrew.cote@concordia.ca</p>	<p>Shipping Address (Via Mackay) Concordia University 1515, Sainte-Catherine West Montréal, Quebec H3G 2W1</p>
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Submit your order

When you submit your order, a quote will be emailed to you at the email address you provided. You still need to print a PDF of the email confirmation that you will receive and submit your request within the WR system.

Submit order >>

By clicking on the Submit Order button you agree to the [terms and conditions](#).

- You will then receive a notification message informing you that Metafore has sent you an e-mail.

We have received your order, thank you.

Your order request number is : 10097264

You will receive a confirmation email shortly with details on this order. If in the meantime you have any questions about this order, please contact us by email at web@metafore.ca. We appreciate your business and we look forward to helping you meet your IT needs in the future.

Continue shopping >>

11. Check your e-mail & open this message – it is the official quote which must be provided to Purchasing. Have it printed to PDF Format. Should you have access to Adobe Acrobat Pro, CutePDF is a PDF converter which can be downloaded for free.
12. If you have access to Millennium, you can generate the WebReq yourself. Be sure to indicate Metafore as the vendor, attach the PDF file containing the quote, and include the budget code under the 'Accounting Items' section.

For more information, the Millennium Training guide can be consulted here:

<http://www.concordia.ca/content/dam/concordia/services/financial/docs/WRMARCH2013.pdf>

Otherwise, feel free to contact the AITS Helpdesk via servicedesk@encs.concordia.ca. Be sure to attach the PDF Quote as well as indicate in the subject line that you'd like to purchase Hardware. Kindly note that Purchase Requests can only be processed for Faculty or Staff members.

13. The computer will be shipped directly to AITS where it'll be inventoried & deployed out to you. One of the members of the Desktop team will contact you in order to schedule a time to complete the set up.