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## Computer Equipment Purchasing Standards

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### Creating a Quote with Dell

*\*\*\*All new computers will now come with Windows 10 installed\*\*\**

1. First, go to the [Dell Premier](#) site (does not require a login).
2. Select the Standard Configurations list; then select the Customize or Add to Cart link next to the system you want. If you choose Customize, select the upgrades you need with the system and then select Add to Cart.
3. Select Save as E-Quote.
4. Complete the contact information and select Burl Scifres as the buyer from the drop-down.
5. Select Continue.
6. If your zip code crosses county lines, you may be prompted to select your county.
7. That's it! Your E-Quote will be e-mailed to you and the buyer. Use this quote number when entering your requisition into Banner.

**NOTE:** The e-mail you receive will tell you to go to the [premier.dell.com](http://premier.dell.com) site and log in to view your E-Quote. You actually need to go to the [Dell Premier](#) site so that it will skip the login requirement.