Standard Dell Desktop PC Configurations

** For instructions on how to order these configurations in SourcePoint, see page 3. **

**PLEASE NOTE:**

These supported configurations include a Dell Extended Warranty, which provides four (4) years of repair coverage from the original purchase date. Shippensburg University requires the purchase of this Dell warranty with your new Dell computer.

**Dell OptiPlex 7480 All-in-One**

- Intel Core i5-10500 (3.1-4.5 GHz) 6-Core Processor
- 16 GB DDR4 RAM
- 256 GB Solid State Hard Drive
- 23.8-inch Full-HD All-in-One Display
- Intel Integrated HD Graphics
- Media Card Reader
- Built-in HD webcam & mic
- Built-in speakers
- Keyboard and optical mouse
- 4 Year Warranty

* The OptiPlex All-in-One does not include a built-in CD/DVD drive.

**Price**

$882.74

**Dell OptiPlex 7080 SFF (small form factor)**

- Intel Core i7-10700 (2.9-4.8 GHz) 8-Core Processor
- 16 GB DDR4 RAM
- 256 GB Solid State Hard Drive
- Intel Integrated HD graphics (dedicated graphics card available – please obtain quote)
- 8x DVD+/-RW Drive
- Keyboard and optical mouse
- 4 Year Warranty
- **Monitor not included. Must add monitor(s) separately if desired – see Page 2 for options**

**Price**

$812.23
Available PC Accessories

Additional Monitor
All Dell OptiPlex PCs are capable of supporting an additional monitor for dual displays.

- **Dell C2422HE 24-inch Video Conferencing Monitor** (includes webcam + speakers) - $306
  with 3-year warranty

- **Dell P2418HZ 24-inch Monitor for Video Conferencing** (includes webcam + speakers) - $179
  with 3-year warranty

- **Dell P2421 24-inch Widescreen Monitor** - $242
  with 3-year warranty

- **Dell U2721DE 27-inch USB-C Hub Monitor** - $396
  with 3-year warranty

- **Dell External USB Slim DVD+/-RW Drive** - $45

For the OptiPlex All-in-One

** For any accessories that are not listed in the Dell Catalog in SourcePoint, please contact Jamie Rhine (jtrhin@ship.edu) in Technology Services for a quote. **
Purchasing Dell Computers and Accessories in SourcePoint

1. Log in to SourcePoint by going to https://portal.passhe.edu and signing in with your full Ship e-mail address and password. Click on the SourcePoint tab and choose the link for Guided Buying.

2. From the SourcePoint homepage, click on Shop Company Catalog.
3. From the list of catalogs, click on **Buy from Supplier** under the “DELL Catalog” link.

4. To view the supported Dell computer configurations for Ship, click on the drop-down labeled “All Categories” and choose **Shippensburg University** from the list.
5. Choose the configuration that you want and click on the **Add to Cart** button.

6. If you are done shopping, click on the **Go to Cart** button. If you need to order additional computers, click on **Close** and repeat the process of adding additional computers to the shopping cart.

7. Once in the shopping cart, you can make adjustments to quantities, add/remove items, and see the total for your item(s). When finished, click on **Create Order Requisition**.
8. On the “Shipping and Payment” screen, click Continue Securely.

9. On the “Review and confirm your order” page, verify your items/pricing, and click on Submit Order Requisition.
10. SourcePoint will now show the items you are ordering in the shopping cart. Click on **Check out**.

11. Fill in all of the PR details, such as Need-by Date, cost center, GL Account, etc. and click on **Submit** to submit your purchase requisition.