**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 7400**
**All-in-One**

- Intel Core i5-12500 (3.0-4.6 GHz) 6-Core Processor
- 16 GB DDR4 RAM
- 256 GB Solid State Hard Drive
- 23.8-inch Full-HD All-in-One Touch 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**  $878.30

**Dell OptiPlex 7000**
**SFF (small form factor)**

- Intel Core i7-12700 (2.1-4.9 GHz) 12-Core Processor
- 16 GB DDR4 RAM
- 256 GB Solid State Hard Drive
- Intel Integrated HD graphics (dedicated graphics card available – please obtain quote)
- 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 P2422H 24-inch Widescreen Monitor - $235
with 3-year warranty

Dell P2722H 27-inch Widescreen Monitor - $284
with 3-year warranty

Dell External USB Slim DVD+/-RW Drive - $37
For the OptiPlex All-in-One/SFF

** 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](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.

![SourcePoint homepage screenshot](image)

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 checkbox for **Shippensburg University** under “Categories”.

![Shop Company Catalog](image)

![Dell Technologies Standard Configurations](image)
5. Choose the configuration that you want and click on the Add to Cart button.

6. If you need to order additional computers or accessories, repeat the process of adding additional items to the shopping cart. If you are done shopping, click on the Cart button in the top right of the page.

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.