Standard Dell Laptop 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 years of repair coverage from the original purchase date, as well as accidental damage protection. Shippensburg University requires the purchase of this Dell warranty with your new Dell computer.

### Standard Model

**Latitude 5440 Laptop**
14-inch

- Intel Core i5-1335U (4.6 GHz max) 10-Core Processor
- 16 GB DDR4 RAM
- 256 GB Solid State Hard Drive
- 14-inch Full HD display (1920x1080)
- Built-in HD webcam and noise reducing microphone
- Integrated WiFi + Bluetooth
- Built-in Keyboard and Multi-touch Trackpad
- 3-cell Battery
- 65W Type-C Power Adapter
- 4 Year Warranty (includes accidental damage coverage)

* The Latitude Series laptops do not include a built-in CD/DVD drive.

**Latitude 5340 2-in-1**
13-inch (w/ touchscreen)

- Intel Core i5-1345U (4.7 GHz max) 10-Core Processor
- 16 GB DDR5 RAM
- 256 GB Solid State Hard Drive
- 13.3-inch Full HD 2-in-1 Touch Display (1920x1080)
- Built-in HD webcam and noise reducing microphone
- Integrated WiFi + Bluetooth
- Built-in Keyboard and Multi-touch Trackpad
- 3-cell Battery
- 65W Type-C Power Adapter
- 4 Year Warranty (includes accidental damage coverage)

* The Latitude Series laptops do not include a built-in CD/DVD drive.

**Latitude 5540**
15-inch

- Intel Core i5-1345U (4.7 GHz max) 10-Core Processor
- 16 GB DDR4 RAM
- 256 GB Solid State Hard Drive
- 15.6-inch Full HD display (1920x1080)
- Built-in HD webcam and noise reducing microphone
- Integrated WiFi + Bluetooth
- Built-in Keyboard w/ numeric keypad and Multi-touch Trackpad
- 3-cell Battery
- 65W Type-C Power Adapter
- 4 Year Warranty (includes accidental damage coverage)

* The Latitude Series laptops do not include a built-in CD/DVD drive.

**Standard Model**

$1,113.50  
$1,318.19  
$1,180.52

Last Updated: 11/13/2023
Available Laptop Accessories

**Mobility Options**

Dell Mobile Pro Wireless Mouse MS5120W - **$30**
Connects wirelessly with Bluetooth

Dell Pro Slim Briefcase 15 - **$24**
Fits laptops up to 15-inch

Dell External USB Slim DVD+/-RW Drive - **$37**
For the Latitude Series

**Docking Stations & Additional Monitors**

Dell Latitude laptops are capable of supporting a docking station (port replicator) with single or dual displays.

Dell Dock WD19S (90W) - **$148**
Includes the ability to dock your laptop via USB-C

Dell C2422HE 24-inch Video Conferencing Monitor
(includes webcam + speakers) - **$322**
with 3-year warranty

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

![Check out button](image)

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.

![PR details form](image)