**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.

### Latitude 5420 Laptop
14-inch

- Intel Core i5-1145G7 (2.6 GHz) Quad Core Processor
- 16 GB DDR4 RAM
- 256 GB Solid State Hard Drive
- 14-inch Full HD display (1920x1080)
- Intel Iris Xe Graphics
- Built-in HD webcam and noise reducing microphone
- Integrated WiFi + Bluetooth 5.1
- Built-in Keyboard and Multi-touch Trackpad
- 4-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.

**Price** $957.00

### Latitude 5320 2-in-1
13-inch (w/ touchscreen)

- Intel Core i7-1185G7 (3.0 GHz) Quad Core Processor
- 16 GB DDR3 RAM
- 256 GB Solid State Hard Drive
- 13.3-inch Full HD 2-in-1 Touch Display (1920x1080)
- Intel Iris Xe Graphics
- Built-in HD webcam and noise reducing microphone
- Integrated WiFi + Bluetooth 5.1
- Built-in Keyboard and Multi-touch Trackpad
- 4-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.

**Price** $1,224.05
Available Laptop Accessories

**Mobility Options**

**Dell Bluetooth Mouse WM615** - $38
Connects wirelessly with Bluetooth

**Dell Pro Slim Briefcase 15** - $22
Fits laptops up to 15-inch

**Dell External USB Slim DVD+/RW Drive** - $45
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 U2422HE 24-inch USB-C Hub Monitor** - $242
Includes the ability to dock your laptop via USB-C

**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

**For any accessories that are not listed in the Dell Catalog in SourcePoint, please contact Jamie Rhine (jitrhin@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.

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.

Last Updated: 4/21/2021