


Ordering Computers

Log into B+ and start a new requisition.

1. The vendor is United Data Technologies – V009702
 - a. Verify the email address is ccps@udtonline.com by looking the vendor up on the 1225-Vendor Information (PhoneAddress) report.
2. Search for the Computers & Services bid by clicking on the icon at the end of the bid field.

Details

Confirm:

Bid Number: 

End Use:

Discount Terms:

3. In the pop-up screen, type the bid # or part of the description and click on the icon at the end of the field you typed the information in. Select the search you want and the results will be displayed. Highlight/select the bid # you want and click OK.

Bid Number Lookup

Bid Number	Short Desc
20/21-	
20/21-1632LB(R2)	NT MONITORING
20/21-1650LB(R2)	MOTOR REPAIR
20/21-1656MP	FOIL WRAPS
20/21-1656MP(R1)	FOIL WRAPS
20/21-1658GB(R1)	SECURITY SYSTEM PARTS
20/21-1663MP	CARSEATS
20/21-25MP(R1)	COMPUTERS AND SERVICES
20/21-32MP	CHARGING CARTS FOR LAPTOPS, CHROMEBOOKS, ETC
20/21-34GH	OUTDOOR SCOREBOARD
20/21-38MP	CLEANING SERVICE - MOLD & WATER REMEDIATION

1 - 10 of 38 items


Close **Ok**

4. Under the Req. Codes enter EV and any other necessary codes. Please note the “driver” (what you want done with the PO) still goes in the first box.

Requisition Codes

Req Code 1:	EV	Email PO to Vendor	Req Code 2:	WB	WINTER BREAK CLOSING DATES
Req Code 3:	DA	Document Attached	Req Code 4:		
Req Code 5:			Req Code 6:		
Req Code 7:			Req Code 8:	RA	Records Access Message
Req Code 9:			Req Code 10:		

5. The “Ship To ID” is already populated based on your credentials. To change it to the warehouse, click on the icon at the end of the field.

Ship To ID: 9022 

PURCHASING DEPARTMENT

Ship To Addr Code: PR

1016 EDUCATION AVENUE
PUNTA GORDA, FL 33950

Phone Cd:

- Type "WHSE" in the PE ID box and press enter. Click Ok to update the "Ship To ID" on your requisition.

Data Lookup

Search ID Source: All

PE ID	Name	Security CD	Pedb Code
WHSE	CHARLOTTE COUNTY PUBLIC SCHOOLS	P	

1 - 1 of 1 items

Code	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City
P9					
PR	WAREHOUSE	1025 CARMALITA STREET			PUNTA G

1 - 2 of 2 items

Add Close Ok

- Enter the items to be purchased from the computer price sheet which can be found on the Procurement Services link on Classlink. ALL COMPUTERS are object 644.



AWARD OF BIDS/QUOTES/RFPS/RFQS

- [Apple Education Price List](#)
- [Catalog Discount Bid](#)
- [Charter Bus Bid](#)
- [Classroom and Office Furniture Discount](#)
- **[Computer Price Sheet](#)**
- [Retailer Discount](#)

8. ALL COMPUTERS AND TABLETS should be flagged as a NonAsset under Association Codes at the very bottom of the screen. Click on the Association Codes drop down and select NONASSET. Press Enter to accept the record.



The screenshot shows a software interface with a header 'Association Codes' and a mouse cursor pointing to it. Below the header is a label 'Assoc Code:' followed by a dropdown menu. The dropdown menu is open, showing the selected option 'NONASSET' and a small downward arrow on the right side.

9. Once all items have been entered, review your order and approve it.