

Laptop

Corporate standard laptops are available to order in Procurement Cloud.

For new hires, order standard issue laptops in Procurement Cloud.

This guide includes information for ordering standard issue laptops and non-standard laptops.

Pricing

- Laptops available in Procurement Cloud have negotiated supplier pricing.
- For non-standard laptop requests:
 - One quote is required above \$5,000.
 - Procurement review is always required for this category.
 - When an existing contracted rate does not exist, a sourcing event may be required if the purchase amount is greater than \$100,000.
 - Please work with your Procurement Contact if you need assistance.
 - **Note:** All pricing is contracted in the local functional currency of the contracting legal entity. Functional currency is defined as the currency in which the business transactions of a country are normally denominated.

Contracts

- There is no contract requirement when ordering standard issue laptops in Procurement Cloud.
- For non-standard laptop requests:
 - A contract is required for transactions of \$100,000 or more.

- Contracts Available - Master Purchase and Services Agreement (MPSA), MPSA Products Schedule/MPSA Support Services Schedule/Professional Services Schedule
- For additional information on contracts, please refer to one of the Procurement Contacts below.

Procurement Contacts

- Amy Agenta (Global)
- Elena Ellsworth (EMEA)
- Teresa May (JAPAC)

Category Guidelines

Employees are eligible to one desktop or laptop and may refresh that one device as follows:

- Windows Desktops/Laptops: Every three (3) years
- Apple Desktops/Macbooks: Every four (4) years

Please note that these requirements are the minimum corporate guideline. Devices in good working condition can be utilised post warranty. Your department may have a more prohibitive condition. Please check with your department before purchasing.

When new laptop purchase requisitions are submitted, a hardware purchase check is performed to ensure that the above guideline is followed.

Exceptions

- Loss or Theft: Please follow the technology equipment retirement process to begin reporting the loss of theft of your device.
- Second Machine: Please include the business justification for requiring an additional machine to your primary machine.

Additional Ordering Instructions

Please visit Procurement Cloud to see the corporate standard issue laptops.

If you need to order a non-standard laptop, you must select Laptop category on your request.

Include on your Purchase Requisition:

- Supplier, model, system configuration, and Supplier quote. If provided by the Supplier, add the Supplier quote number to the item description.
- A detailed justification as to feature/functionality differences in this purchase compared to the Supremo approved standards is required in order to be approved.
- Laptops not currently offered as a standard and ordered for new-hires must use the Laptop-New Hire category.