



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

buyIT User Guide

UBCO IT, Media and Classroom Services



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buyIT is the ITServices purchasing portal which allows you to browse and purchase popular UBC Okanagan supported technologies including computers, software and accessories.

Please be aware that only purchases that can be allocated to a relevant UBC SpeedChart, account code, PG code and department code can be purchased through buyIT. If you have any queries on this, please contact us at itservices.ubco@ubc.ca or call us at 250 807 9000 (x 79000).

Accessing buyIT

From your browser, go to <https://buyit.ok.ubc.ca/> and **login** using your **standard CWL login** and **password**.

Once you are logged in, click onto the Catalog link on the menu bar to view the **buyIT catalog**. From here, you can choose to browse and select from a number of different technology options:

The screenshot shows the buyIT website interface. At the top right, it says "Welcome, Zoe Armer!". Below that is a search bar and a cart icon showing "4 items - CA\$1,050.91". The navigation menu includes: Home, Catalog, My Account, My Quote, Checkout, and Log Out. The main content area features a grid of product categories, each with a "Shop now!" button:

- Laptops:** We can supply Windows or Mac Laptops to suit your budget.
- Desktops:** We can supply Windows or Mac Desktop computers to suit your budget.
- Monitors:** Choose from a selection of LED, LCD, Flat Panel or Flat Screen displays.
- Tablets:** View Apple and Microsoft tablets to suit your budget.
- Computer Accessories:** See a variety of keyboards, mice, adapters, headsets, cases & more.
- Software:** Take a look at the free and chargeable software available to you. (Includes Adobe logo)
- Cameras:** Cameras.
- Phones:** Phones.
- Audio + Visual:** Projectors, displays, video-conferencing and more.



Navigating the catalog


When you choose **Shop Now** from within a category on the catalog home page, you will be taken to that section of the full catalog:



The screenshot shows the UBC buy IT catalog home page. At the top, there is a navigation bar with the UBC logo, 'buy IT' text, and a search bar. Below the navigation bar are several category tiles, each with a 'Shop now!' button. The categories include Laptops, Desktops, Monitors, Tablets, Computers, Cameras, Phones, and Audio + Visual. An inset window shows a filtered view of the 'Laptops' category, with 'Apple Laptops (15)' and 'Microsoft Surface Pro (3)' highlighted by a red circle.

You're now ready to navigate to the item that you are interested in. In this example, I am interested in purchasing a 15" MacBook Pro Retina Display.

The screenshot shows the product page for a MacBook Pro Retina 15-inch. The page includes a product image, the price CA\$2,499.00, and a 'Learn More' link. Two buttons, 'Add to Quote' and 'Add to Cart', are circled in red.

Browse to this item and choose **Learn More**, **Add to Quote** or **Add to Cart** to be taken to the full product page. From this page, you will be offered a series of configuration options:

 Please specify the product's required option(s).

MacBook Pro Retina 15-inch: 2.5GHz

Be the first to review this product

CA\$2,499.00

MacBook Pro Retina 15-inch: 2.5GHz

2.5GHz Quad-core Intel Core i7, Turbo Boost up to 3.7GHz
16GB 1600MHz DDR3L SDRAM
512GB PCIe-based Flash Storage
Intel Iris Pro Graphics and NVIDIA GeForce GT 750M with 2GB of GDDR5 memory
Backlit Keyboard (English) & User's Guide

AppleCare must be purchase. This is standard build, please check below for upgrade options

AppleCare*

AppleCare Warranty +CA\$259.00

Processor*

2.5GHz Quad-core Intel Core i7

2.8GHz Quad-core Intel Core i7 +CA\$180.00

Storage*

512GB PCIe-based Flash Storage

1TB PCIe-based Flash Storage +CA\$450.00

* Required Fields

Select from the configuration options that are available. If there is no cost associated with an option then this indicates that it is part of the standard configuration. As you add options, you will see the price increase accordingly.

We strongly recommend that all Apple desktop and laptop computers are purchased with AppleCare Warranty

When you have completed your configuration, you can choose

CA\$2,499.00

Qty:

Add to Quote

Add to Cart

When to choose 'Add to Quote'

Choose **Add to Quote** if you are not ready to purchase just yet. You may just be putting together some costs for budget purposes, or you may not be 100% certain that your selection is correct for your needs. We would always encourage you to use the **Add to Quote** option if you wish to discuss your selection and requirements with us before committing to the purchase.

When you select **Add to Quote**, you can navigate to **My Quote** at any time. From here, you can enter your comments (for instance, you are interested in this product but you're not sure if it will work with certain software or you would like CFI pricing) and submit a **Quote Request**:

Remove	Product Name	Remarks with product	Unit price	Qty *
	MacBook Pro Retina 15-inch: 2.5GHz <i>AppleCare</i> AppleCare Warranty <i>Processor</i> 2.5GHz Quad-core Intel Core i7 <i>Storage</i> 512GB PCIe-based Flash Storage	Be advised to enter your comments, desired quantities and details only when you're done shopping. This information will be lost when leaving this screen without submitting your Request. If you have an account with us, please login first.	CAS\$2,758.00	1

Continue Shopping Move to Shopping cart **Submit Quote Request**


When IT Purchasing receives your quote request, we will get in touch with you to discuss your requirements in more detail. We will then update your shopping cart so that you can make the purchase having been through the consultation process with us first:

When to choose 'Add to Cart'

Choose **Add to Cart** if you know you will be in a position to make this purchase and you are sure that what you have selected will meet your requirements. If you want to **continue shopping**, you can easily select that option to be returned to the catalog. You can choose to **change the quantity, remove items or clear the shopping cart** using the options available. You will also be offered a list of additional items which you may be interested in based on your selection:



Shopping Cart

Product Name	Unit Price	Qty	Subtotal
 MacBook Pro Retina 15-inch: 2.5GHz AppleCare AppleCare Warranty Processor 2.5GHz Quad-core Intel Core i7 Storage 512GB PCIe-based Flash Storage	CAS\$2,758.00	1	CAS\$2,758.00

Buttons: Continue Shopping | Update Shopping Cart | Clear Shopping Cart | **Copy to Quotation**

BASED ON YOUR SELECTION, YOU MAY BE INTERESTED IN THE FOLLOWING ITEMS:

"NOTE"
This total is **EXCLUSIVE** of taxes or add-ons such as currency fluctuations or import duties. Your actual final price will be higher than this. Please contact us for more details.

SUBTOTAL	CAS\$2,758.00
SHIPPING & HANDLING (FREE SHIPPING - FREE)	CA\$0.00
GRAND TOTAL	CAS\$2,758.00

Proceed to Checkout

If you have added an item to the Shopping Cart and you would like to turn this into a quote (if, for instance, you are not sure you have made the correct choice) then choose **Copy to Quotation**

Choose **Proceed to Checkout** when you're ready to place your order

Checkout

At Checkout, you should click **Continue** to proceed through the process until you are asked to complete your payment information as follows:

Checkout

- Billing Information
- Shipping Information
- Shipping Method
- Payment Information**

UBC Internal Billing

SpeedChart (A)

Department ID

PG Code

Account

Approver

Split Pay Speed Chart Weight

« Back

5 Order Review

Enter your SpeedChart, Dept ID, PG Code and Account Code. Please contact your Department Administrator if you are unsure.
***You MUST speak to the authorizing signatory for this SpeedChart to ensure that they approve your purchase before completing this Checkout**

The name of your manager will automatically pre-populate in the Approver field. If there is a different approver for this SpeedChart, or if you have authority on your own SpeedChart, you need to change this name by typing the lastname of the person and selecting from the list of names which will appear.

Most purchases will be on one SpeedChart. If you need to make a purchase using two SpeedCharts, use the Split Pay feature. This allows you to add an additional SpeedChart (and associated financial codes). In this instance, you must speak to both authorizing signatories for the SpeedChart(s) to ensure that they approve your purchase before completing this checkout.

- Suggested Account Codes**
- 647339- A/V non-assetable small items and expenses (media bags, etc)
 - 653000- Computer non assetable small items and expenses (mice, keyboards, hard drives)
 - 653100 - Computer Software
 - 658501 - Cellular and Telecommunications (headsets, phones)
 - 661400 - Computer Repairs
 - 810000 - Furniture
 - 820000 - Non-computer hardware (conference phones, fax machines)
 - 820100 - A/V equipment (cameras, projectors, large format displays)
 - 830000 - Assetable computer hardware (desktops, laptops, monitors, printers)

Please ensure that you have checked with your SpeedChart holder before submitting your purchase.

Continue



The final **Checkout** screen will appear, confirming your order details, **Internal Billing** codes and giving you the opportunity to **Edit Your Cart** before choosing **Place Order**:

Checkout

Your Checkout Progress

- 1 Billing Information
- 2 Shipping Information
- 3 Shipping Method
- 4 Payment Information
- 5 Order Review

Product Name	Price	Qty	Subtotal
MACBOOK PRO RETINA 15-INCH: 2.5GHZ AppleCare AppleCare Warranty Processor 2.5GHz Quad-core Intel Core i7 Storage 512GB PCIe-based Flash Storage	CA\$2,758.00	1	CA\$2,758.00
Subtotal			CA\$2,758.00
Shipping & Handling (Free Shipping - Free)			CA\$0.00
Grand Total			CA\$2,758.00

Forgot an Item? [Edit Your Cart](#) [Place Order](#)

NOTE This total is EXCLUSIVE of taxes or add-ons such as currency fluctuations or import duties. Your actual final price will be higher than this. Please contact us for more details.

Billing Address [Change](#)

Zoe Armer
The University of British Columbia |
Okanagan
3333 University Way
Kelowna, British Columbia, V1V 1V7
Canada
T: 2508078000

Shipping Address [Change](#)

Zoe Armer
The University of British Columbia |
Okanagan
3333 University Way
Kelowna, British Columbia, V1V 1V7
Canada
T: 2508078000

Shipping Method [Change](#)

Free Shipping - Free CA\$0.00

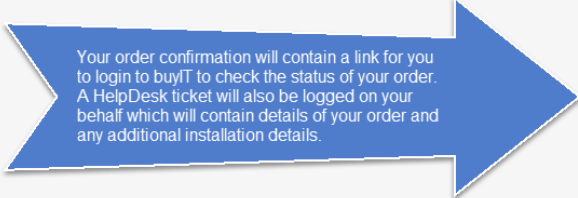
Payment Method [Change](#)

UBC Internal Billing
Speed Chart A HJCV
Speed Chart A Weight 100
Department ID 456987
PG Code 65g98765
Account 123456
Approver Armer, Zoe

You will receive an email from itservices.ubco@ubc.ca which will provide details of your order including billing codes:



From: UBC Okanagan ITServices <itservices.ubco@ubc.ca>
 To: Armer, Zoe
 Cc:
 Subject: BuyIT: New Order # 100000115



Hello, Zoe Armer

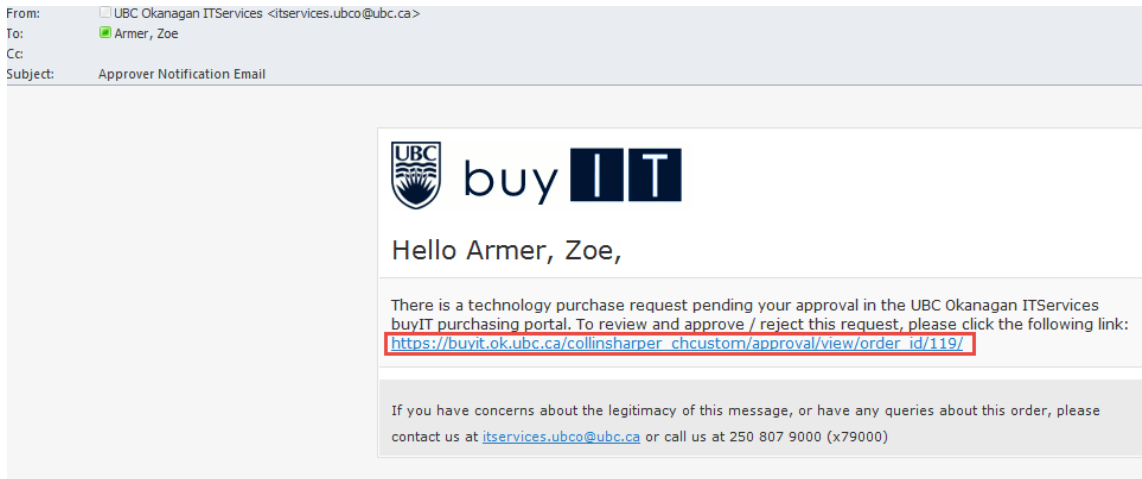
Thank you for your order from BuyIT, the UBC Okanagan IT online purchasing portal. Subject to the necessary approval process, your order will be placed soon. You can check the status of your order by [logging into your account](#). If you have any questions about your order please contact us at itservices.ubco@ubc.ca or call us at 250 807 9000 (x79000) Monday - Friday, 8am - 5pm PST. Your order confirmation is below.

Your Order #100000115 (placed on March 27, 2015 12:33:49 PM PDT)

Billing Information: Zoe Armer The University of British Columbia Okanagan 3333 University Way Kelowna, British Columbia, V1V 1V7 Canada T: 2508078000	Payment Method: UBC Internal Billing Speed Chart A HJCV Speed Chart A Weight 100 Department ID 456987 PG Code 65g98765 Account 123456 Approver Armer, Zoe
Shipping Information: Zoe Armer The University of British Columbia Okanagan 3333 University Way Kelowna, British Columbia, V1V 1V7 Canada T: 2508078000	Shipping Method: Free Shipping - Free

Item	SKU	Qty	Subtotal
MacBook Pro Retina 15-inch: 2.5GHz	MGXC2LL/A	1	CA\$2,758.00
AppleCare			
AppleCare Warranty			
Processor			
2.5GHz Quad-core Intel Core i7			
Storage			

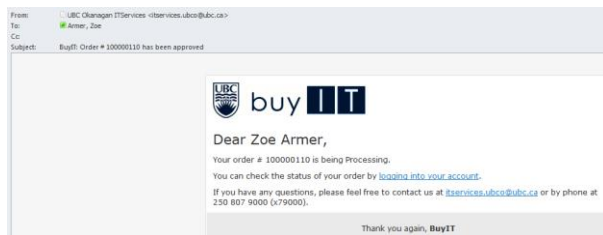
An email will also be sent to the Approver to let them know that they have an order to approve. To do this, they need to click on the link in the email and log into buyIT. They can then choose to **Approve** or **Reject** the order:



***Note* If you have approval rights on your own SpeedChart, you still need to go through this approval process for your own order.**

IT Purchasing do not get notified that you have placed an order until the Approver has been through this process.

Once your order has been approved, either by yourself or the person you names in the Approver field, you will receive an email such as the one below. If your order is rejected, you will also get an email:



Validating your Purchase – orders less than \$3500.00

Once we receive the approval notification for your purchase, we check FMS to ensure that the financial details you have submitted – SpeedChart, Department ID, PG Code and Account - are all correct. We also check that the person who provided the approval has signing authority on the SpeedChart. Once this has been validated, if your order is less than \$3500.00, it is ready to be processed*.

We aim to place your order with the supplier within 48 business hours of receiving notification of approval, and subject to all of the financial details being accurate.

** Please note that some purchases require us to generate a Journal Voucher. In these instances, we will be in touch with you and the SpeedChart holder will be required to sign and return the Journal Voucher to us in a timely manner in order for us to progress with your order.*

Validating your Purchase – orders over \$3500.00

If your order is over \$3500.00 then we need physical signatures from two people authorized on the selected SpeedChart. Once we receive the approval notification for your purchase, we will contact you with a copy of the form to be completed. Once we receive your completed work order authorization form, we check FMS to ensure that the financial details you have submitted – SpeedChart, Department ID, PG Code and Account - are all correct. We also check that both of the people who provided the approval have signing authority on the SpeedChart. Once this has been validated it is ready to be processed**.

We aim to place your order with the supplier as soon as possible. Timelines are subject to all of the financial details being accurate and Purchase Orders being generated.

*** If each of the individual items in the order is less than \$3500 then the choice of supplier is at the discretion of IT Purchasing. Unless there is already a preferred supplier agreement in place as a result of a successful RFP / Bid process, if the individual item(s) is more than \$3500 then IT Purchasing should get two quotes for that item. If there is a considerable price difference between the first and second quote then IT Purchasing should get a third.*

What if you can't find what you are looking for?

buyIT contains details of the most popular items that we source for the UBCO campus community. We are able to assist with purchasing other technologies, such as servers, data storage, specialist computers, specialist software and a variety of other items which you will not see listed in the catalog. If you are interested in a quote for an item not listed, or you see the item in the catalog but it says '**Please contact us with your requirements so we can find the best options for you**' then please do just that!

The easiest way to do this is to by searching and selecting **Custom Order** or **Special Request**, then choose **Add to Quote:**

Remove	Product Name	Remarks with product	Unit price	Qty *
	Special Request	Be advised to enter your comments, desired quantities and details only when you're done shopping. This information will be lost when leaving this screen without submitting your Request. If you have an account with us, please login first.	CAS0.00	1

Add as much information as possible about your requirements and choose **Submit Quote Request**

Continue Shopping Move to Shopping cart **Submit Quote Request**

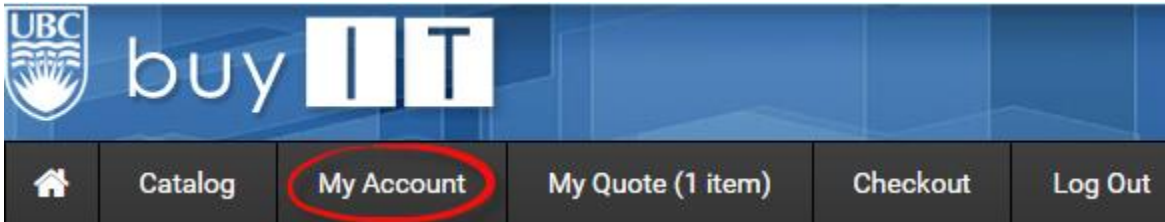
Once you've submitted your quote request, you will receive a confirmation email with a link to track your progress. We will then be in touch with you to provide you with options and recommendations, and can create a custom catalog item within buyIT for you to select when you are ready to finalize your purchase.



How to track your order

Once your order is being processed by IT Purchasing, we create a HelpDesk ticket on your behalf, with a Work Order type of **Procurement** → **Order**. Log in to the **IT HelpDesk** (<https://helpdesk.ok.ubc.ca>) and select **My Tickets** to track your order.

You can also view all of your past, pending and current orders from within buyIT by selecting **My Account**:



Your **MyAccount** Dashboard gives you the ability to view a snapshot of your recent activity. You can choose to view all of your orders by selecting **View All**. If you are interested in the details of a specific order then select **View Order**:

My Dashboard

Hello, Zoe Armer!

From your My Account Dashboard you have the ability to view a snapshot of your recent account activity and update your account information. Select a link below to view or edit information.

Recent Orders View All

Order #	Date	Ship To	Order Total	Status	
10000091	3/24/2015	Zoe Armer	CAS75.00	Pending	View Order Reorder
10000084	3/13/2015	Zoe Armer	CAS2,758.00	Processing	View Order Reorder
10000082	3/5/2015	Zoe Armer	CA\$		
10000080	3/3/2015	Zoe Armer			
10000065	11/25/2014	Zoe Armer			

Account Information

[CONTACT INFORMATION](#)

Zoe Armer
zoe.armer@ubc.ca

[ADDRESS BOOK](#)

Default Billing Address
Zoe Armer
The University of British Columbia | Okanagan
3333 University Way
Kelowna, British Columbia, V1V 1V7
Canada
T: 2508078000

Default Shipping Address
Zoe Armer
The University of British Columbia | Okanagan
3333 University Way
Kelowna, British Columbia, V1V 1V7
Canada
T: 2508078000

Order #10000091 - Pending [Reorder](#) | [Print Order](#)

About This Order: Order Information

Order Date: March 24, 2015

SHIPPING ADDRESS	SHIPPING METHOD
Zoe Armer The University of British Columbia Okanagan 3333 University Way Kelowna, British Columbia, V1V 1V7 Canada T: 2508078000	Free Shipping - Free
BILLING ADDRESS	PAYMENT METHOD
Zoe Armer The University of British Columbia Okanagan 3333 University Way Kelowna, British Columbia, V1V 1V7 Canada T: 2508078000	UBC Internal Billing Speed Chart A Ncv Speed Chart A WeigM 100 Department ID 123456 PG Code 12y12345 Account 123456 Approver Armer, Zoe

ORDER ATTACHMENTS

Test Attachment

ITEMS ORDERED

Product Name	SKU	Price	Qty	Subtotal
Apple Magic Mouse	MBB29AMJA	CAS75.00	Ordered: 1	CAS75.00
				Subtotal: CAS75.00
				Shipping & Handling: CA\$0.00
				Grand Total: CAS75.00

[Back to My Orders](#)



How soon will you receive your order?

Most items are delivered to us within 2-3 weeks of placing your order. If your order requires a technician to install it, we will schedule the technician based on the estimated delivery time from the vendor. If your order does not require a technician, we will contact you to collect it from us.

If you are working to a schedule and you are concerned about your order being delivered and installed on time, please contact us before you place the order. We will be able to advise you of the realistic timescales for your particular order.

Custom build, high value or back-ordered items, or items sourced outside of Canada, will almost certainly take longer to be received and installed. Please contact us if this is of concern to you.

Who can you contact about buyIT?

If you would like more information, or you have any feedback or suggestions, please contact us at itservices.ubco@ubc.ca.