PC Orders

How to Create a Quote on Dell Premier

Access the NKU PC Orders website at https://webapps.nku.edu/pcreplacement/Home/. You may be prompted to log in with your NKU username and password. Once logged in, you will see the main page.

Click the Dell icon to see the available products.

You will then be taken to the “Standard Configurations” page on the Dell Premier website. Here you can added pre-qualified items to your cart to create a quote.

Check the desired item(s), then click the “Add Selected to Cart” icon above the list to continue.

Questions?
Contact the IT Help Desk at http://oit.nku.edu/help.html or (859) 572-6911.
The next page will show the product details. Enter the quantity needed and click “Save as eQuote”.

Next, enter your name, email address, and select a Purchasing Agent (optional). When all information has been entered, click the “Save eQuote” button, which will submit the order.

Once the order is submitted, you will see a summary of your order, which has been sent to the NKU staff for review. You will be contacted if there are any questions about your quote. You will also receive a confirmation email that contains your Cart Number for reference.

Questions?
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