

Ordering Hardware Accessories



1. Go to it.wustl.edu and select the **Request Services** icon.
2. Log in with your WUSTL Key.

3. Select **Information Technology**.

Home > Service Catalog

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y

Information Technology **3** Shared Business Services Hub

4. Select **Computer, Mobile Devices, Printers, Software**.

Home > Service Catalog > Information Technology

- Information Technology **4**
- Shared Business Services Hub

Administrative & Business

Communication & Collaboration

Computers, Mobile Devices, Printers, Software

IT Professional Services

5. Select **Hardware Accessories**.

Home > Service Catalog > Information Technology > Computers, Mobile Devices, Printers, Software

- Information Technology WashU IT can help you choose the right equipment, services, plans and support.
- Shared Business Services Hub

Catalog Items:

Access and Security
Facilitate granting user access to IT resources

Computer Classroom Management
Manage the classroom desktops to ensure **5** operation through each semester.

Hardware Accessories

Hardware Accessories

Move Hardware Request

Move Hardware Request

Top Requests

- External Party Order/Payment Request
- New Hire/Appointment Request
- Human Resources/Payroll Data Update Request
- Access and Security
- Termination/Completion

6. Complete the form.
7. Select items from the left Available list then select the right arrow to add an item to the right Selected list
 - a. To remove an item, select it from the Selected list and then select the left arrow.

Hardware Accessories

Hardware Accessories
Search catalog

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Requestor Information

Person making this request

Depot Customer

Person for Whom This Work is Being Requested

* **Name**

* **Phone Number**

Department

Title

User Location

* **Billable Department**

Fund Number

Building

Floor

Room

* Please select from list of accessories (or enter other accessory not listed below)

Available

- Apple Inc. Magic Keyboard with Numeric
- Apple Inc. Magic Mouse 2
- Apple Inc. USB-C VGA Multiport Ad
- Dell Inc. 24" Standard Monitor
- Dell Inc. AC511 SoundBar
- Dell Inc. D6000 Universal Docking Station -
- Dell Inc. DisplayPort to DVI Adapter
- Dell Inc. DisplayPort to VGA Adapter
- Dell Inc. E-Port Docking Station (Not compa
- Dell Inc. KB216 Wired Keyboard
- Dell Inc. KM636 Wireless Keyboard & Mous
- Dell Inc. Laptop Bag 15"
- Dell Inc. MS116 Wired Mouse
- Dell Inc. WD15 Docking Station (May need
- HP LaserJet Pro M402dne
- HP LaserJet Pro M402dne
- Logitech B525 HD Webcam - Skype Certifie

Model categories Consumable

Display name Dell Inc. AC511
SoundBar

Model number AC511

Price \$22.74

Other accessory

Selected

--None--

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>

<

Order this Item

Price \$0.00

Quantity

Subtotal \$0.00

Add to Cart

Catalog Item Drafts

Draft Name

Save a Draft of this Item

Shopping Cart

Empty

8. Once the form is completed, select **Add to Cart**.
9. A box will appear below, select **Checkout** or **Continue Shopping** to add more items.

OR

- a. You can save a draft of the form by typing in a Draft Name.
- b. Select **Save a Draft of this Item**.

- c. If you return to the Hardware Accessories form in the future, you can select your draft under Catalog Item Drafts and pick up where you left off.

10. Select the right arrow to view the order summary.
11. Select **Edit** if the order summary is incorrect.
 - a. You will be taken to the form page.
 - b. If you need to remove items, select the item from the right Selected list and select the left arrow.
 - c. Once completed, select **Update Cart**.
12. Select **Delete** if you would like to cancel the order.
13. If the order is complete and accurate, select **Submit Order** in the top right corner or bottom right corner.

Hardware Accessories

Continue Shopping Submit Order

You must click the Submit button to complete your order.
Before you submit, please check the items below and remove/edit where appropriate.

Item	Price (ea.)	Quantity	Total
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: right;"> Delete Edit </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>▼ Hardware Accessories - Hardware Accessories</p> <p>Approved in Marketplace?</p> <p>Quote Price</p> <p>Requisition Number</p> <p>Number</p> <p>Person making this request Allison Stewart</p> <p>Name Allison Stewart</p> <p>Phone Number (314) 935-2696</p> <p>Department OCIO - Portfolio&Project Mgmt</p> <p>Title Associate Performance Support Analyst</p> <p>User Location West Campus Main Bldg-00355</p> <p>Billable Department 000284</p> <p>Fund Number</p> <p>Building</p> <p>Floor</p> <p>Room</p> <p>Temporary Billable Department</p> <p>Order Guide? No</p> <p>Please select from list of accessories (or enter other accessory not listed below)</p> <p>Dell Inc. AC511 SoundBar, Dell Inc. D6000 Universal Docking Station - Connects via USB3.0 or USB Type-C, Dell Inc. Laptop Bag 15", Logitech H570e Headset - Skype Certified</p> <p>Other accessory</p> </div> </div>	\$206.17	1	\$206.17

Continue Shopping
Submit Order

Continue Shopping
Submit Order

Total
\$206.17

