

# Digital Service Hub: Ordering Dell Equipment

This guide is designed to assist Department Purchasers in placing computer orders for all Dell products including laptops, desktops and other peripherals.

## Pro Tips

**1**

There are **2 ordering systems**:

- Use **Ergonomics** to order printers, scanners and non-Dell equipment.
- Use **Digital Service Hub** for Dell laptops, printers, and monitors.

**2**

Use **Google Chrome** to place an order in the Digital Service Hub.

**3**

You can split costs across **multiple cost centers**!

**4**

There is a maximum of **4 computers per order**. To order 5 or more, open a request for a project manager.

**5**

Orders over **\$1,000** automatically route to PeopleSoft for approval by the cost center approver.

**6**

**Plan Ahead!** Delivery time for computers can take 3-5 weeks.

**7**

**Good to know:** Once you place your order, the **Req** and **Purchase Order** numbers can help you track your order.

**8**

Department purchasers receive **email notifications** at key points during the process including order submitted, purchase order dispatched, order received by Dell, and order shipped.

**9**

All new computers come standard with **Windows 10, Office 365** and are configured for the Mass General Brigham computer network.

**10**

If you frequently lookup items in the catalog, **bookmark the catalog** page for quick and easy access.