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Elaborado por: Miguel Alonso	Revisado por: Miguel Alonso	Aprobado por:	

Purchasing Process

Description

This process will apply to the purchase of computers, laptops, computers and printers, or replacement of existing, purchased with funds from any budget..

General rules

- The scope of purchasing reduced to Spanish territory. For purchases outside the country are advised to buy material, but not oversee the purchase. The expenses must directly manage administration and complete items 1, 2 and 3) the purchase procedure which calls for filling in forms and signatures.
- To replace the old equipment must have a minimum of four years of service.
- CIMNE distributors are mainly [DELL](#) (only material premier account, not accessible) and [Tronik](#) .
- The forms have been completely filling the signatures of the applicant, the responsible and economic information.
- The use of such hardware is governed by the [Acceptable Use Policy for information systems, Internet and email](#) to be read and compliance is mandatory.

Procedure

To buy a computer or computer equipment must follow the following steps scrupulous order:

1. Order

i: To purchase **computer equipment** that is neither a PC or laptop must fill out the form: [formulario material](#)

ii: To buy a **computer or a laptop** you must fill out the form: [formulario equipos](#)

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- Systems RMEECIMNE have two PCs and a laptop type. The configurations presented here are indicative, being able to vary the characteristics of each machine.

Pc: Optiplex 9020/Precisión T1700... - Processors Intel - i7, xeon E3/E5 (Calculation PC) - i5 (standard PC) -Windows 7 Professional 64 Bits Spanish y/o Ubuntu last version -Memory: -8 Gb DDR3 (Calculation PC) -4Gb DDR3 (standard PC) -HD SATA 500 Gb/1TB -NVIDIA 2 GB (similar o superior) - Monitor 22"	Laptop Dell XPS 13/ Latitude 3340... - Processors Intel i5, i7 (*) -Windows 7 Professional 64 Bits Spanish y/o Ubuntu last version - 4/ 8 Gb DDR3 -HD SATA 500 Gb - 13.3" panoramic WLED - Intel Graphics Accelerator Card HD (*)According to market price
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- To purchase **non-standard** equipment (other than published as recommended), please get in touch with the manager of computer purchases, giving the reasons why the standard equipment issued is invalid. Systems have a maximum price on computer purchases in 1000 € excluding VAT.
- The reason there are only standard PCs is because the account of such distribution systems have only one type products that are manufactured in series. Among the criteria used to select a machine has been taken into account the repair warranty "in situ" for three years, the immediate availability of spare parts, pre-installed software, etc. Any variation from the initial product makes the purchase can be delayed if it appears in the list of products we buy.
- Also, to gain some possible **improvement or expansion** of a computer is necessary to attach the form of the previous paragraph (i) with all the stuff you have to order extra.

iii: To buy a **server** must fill out the form server: [formulario servidor](#)

To clarify any technical questions about the settings and consultation on the Procurement please contact malonso@cimne.upc.edu

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2. Creating a ticket

Once received the form either live scan systems or create a ticket purchase in the ticketing system (<https://tickets.cimne.upc.edu>) where you can see the progression of the purchase.

To streamline the user can enter it in the form attached ticket

3. Approval of the purchase

Once we have already completed form, or systems will not approve using a signature in the appropriate box depending on whether it meets the above standards.

In the comments, Systems will present the outcome of their report. This report will help the project manager or the purchase value depending also on whether the project or group has allocated budget.

Note: The order of approvals must be in perfect order: first and later systems projects.

4. Buying

If positive approval of systems and projects are required to purchase, updating the ticket with additional information to the effect that the user may consult.

5. Installation

We will close the ticket when the material comes. The user will automatically receive an email informing of the closure.

The equipment will be delivered installed and basic configuration defined as standard operating systems orders in the order form.

The machines were counted in the installation process because the serial number is then required to access the Service Centre. In any case, any computer that is using a fixed network connection or not RMEECIMNE receive technical assistance, should be counted.

It is recalled that if the purchase of equipment is "substitution", the machine to replace will be removed when not installed and configured the new stop.