# Computer Ordering Widget (COW) user guide

Overview

New devices and accessories for state usage are ordered through the Computer Ordering Widget (COW). This guide walks users through the process of ordering devices and accessories.

Procedure

Ordering 1-9 devices

1. Go to the following website: https://oklahoma.service-now.com/sp.
2. In the Computers section, select **Order New Devices and Accessories**.
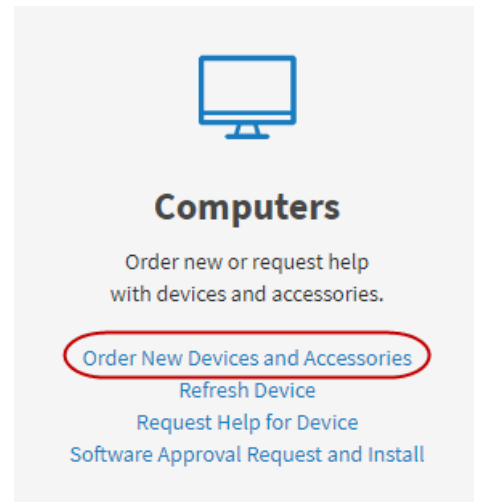
3. In the Categories menu on the left, under Computers and Accessories, there are options for **Accessories** and **Desktops and Laptops**. Both options can be expanded further by selecting the (+) sign to the left of the menu option. Expand **Desktops and Laptops** and then expand **Desktops** and **Laptops/Notebooks**.
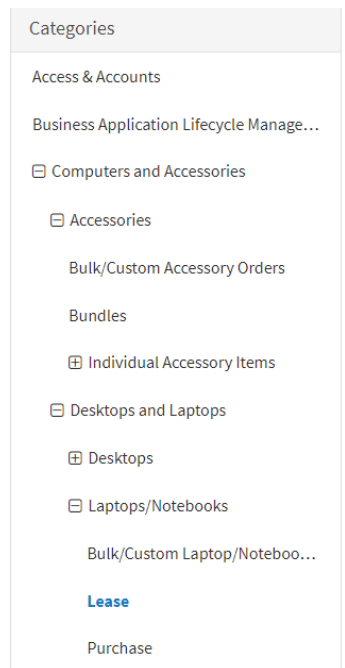
4. There are options for bulk/custom orders, lease and purchase. Bulk orders are orders of 10 or more devices. Select either **Lease** or **Purchase**. Once the category selection has been made, images for available options appear. Select the desired option to order.

Note: Some categories have more options than appear on the initial screen. Select the **Show More Items** button to see additional items.

5. An order form appears requesting additional information about the requestor, agency and type of service. Complete the required fields.

Lease | Basic Precision 3580 (10-Key) | 36 Month FMV Lease - Payment $44.47 for 36 Months

i5, 16GB (2x8GB), 256GB SSD, Nvidia A500 4GB, Non-Touch

* Indicates required

Requestor Information

Requestor

Deann Romine

Requestor First Name

Deann

Requestor Last Name

Romine

Requestor Email Address

Deann.Romine@omes.ok.gov

Requestor Phone

+1 (405) 365-3578

Requestor Employee Number

126404

Requested For Information

*Employee Type

-- None --

Agency (aka Affiliate)

Office Of Management And Enterprise Serv

*Service Type

-- None --

Add attachments

On the right side of the screen, select the desired quantity of devices and then select the **Add to Cart** button.

Quantity: 1

Price: $1,527.00

Delivery Time: 0 Days

Add to Cart

Submit

Required information
Employee Type   Service Type

If accessories are also needed, select **Computers and Accessories** at the top of the screen, then expand **Accessories** in the Categories menu and select either **Bundles** or **Individual Accessory Items**.

Select the desired accessories and quantity for each and **Add to Cart**.

6. Select the **Submit** button to complete the order. A Request Summary page appears with the assigned request number of your order.

Item	Stage	Price (each)	Quantity	Total
Lease | Mobile Premium Latitude 7430		$1,403.00	1	$1,403.00
Lease |Basic Desktop OptiPlex 7000 - i5		$1,022.00	1	$1,022.00
				Total: $2,425.00

Submitted : 03/02/2023 14:31:23
Request Number : **REQ0104591**

7. After the order is complete, the requestor's manager (or agency-wide approver) receives an email to approve or reject the request. Once approved, the agency procurement team works through the steps in PeopleSoft Financials to create the purchase order for the order to proceed. When the PO is complete, it is automatically sent to Dell for processing.

Tasks are created for:

- OMES Asset Management team to verify equipment when received.
- OMES Deployment team to deploy the equipment.

Note: You can also order equipment by going into either of the following links:

- https://cow.omes.ok.gov/.
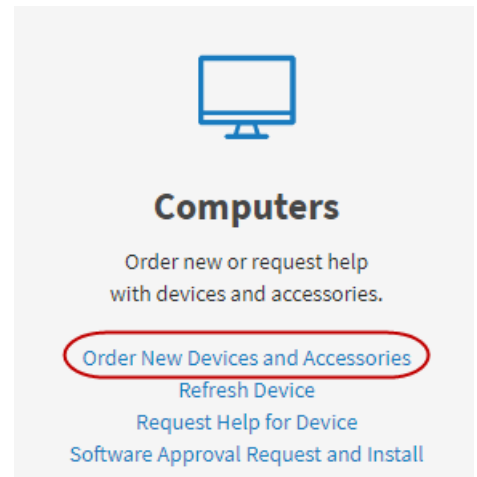- oklahoma.gov/servicedesk.

Bulk or custom orders

This section is for ordering 10 or more devices or if ordering a custom (not listed in the selection) device.

1. Go to the following website: https://oklahoma.service-now.com/sp.

2. In the Computers section, select **Order New Devices and Accessories**.

3. In the Categories menu on the left, under Computers and Accessories, expand **Desktops and Laptops** and then expand **Desktops** or **Laptops/Notebooks** by selecting the (+) sign to the left of the menu option.

4. Select either **Bulk/Custom Desktop Orders** or **Bulk/Custom Laptop/Notebook Orders**. Once the category selection has been made, select the **Bulk/Custom** order option to the right.
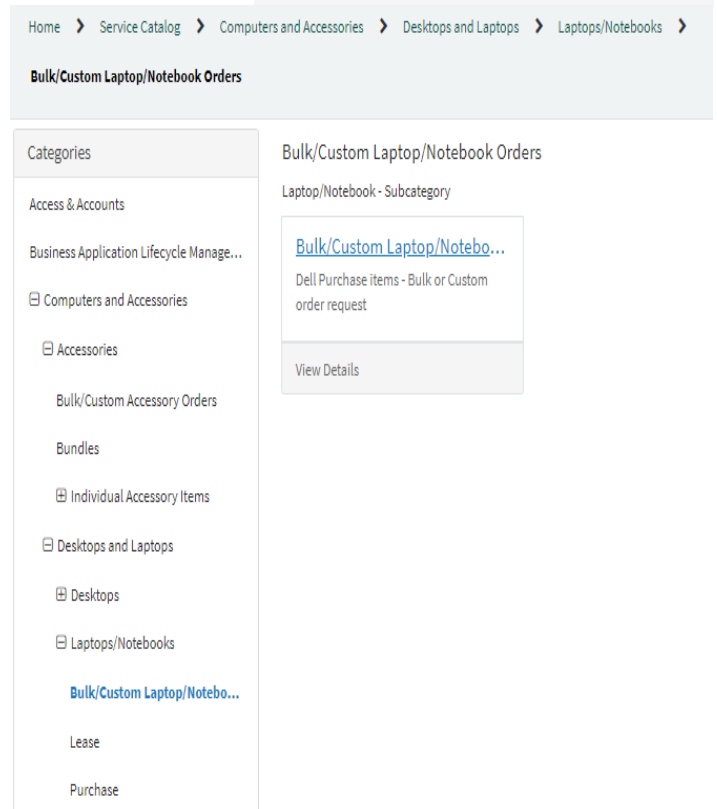
5. Complete the order form that appears, selecting the requestor, agency, type of service, bulk order information and ship to location information for order. For custom orders, enter the custom information in the **Add more details for the selected item** field.
   a. Enter the quantity in numbers.
   b. Download the Bulk Order Template. This template needs to be completed and submitted with the order of bulk devices.
   c. Upload the completed Bulk Order Template once completed.

6. When the form is completed, select the **Add to Cart** button on the right.

7. If accessories are needed, select **Bulk/Custom Accessory Orders** and complete the form.

8. When all items have been added to the shopping cart, select **View Cart** and then **Proceed to Checkout**.

Your item has been added to your Cart. To make changes to the items in your cart, click **View Cart** ✖

Item	Quantity
Bulk/Custom Laptop/Notebook - Lease/Purchase Dell Purchase items - Bulk or Custom order request	-- ⊗
Bulk/Custom Laptop/Notebook - Lease/Purchase Dell Purchase items - Bulk or Custom order request	-- ⊗

Continue Shopping   Save as Bundle   Clear Cart   Proceed to Checkout

9. Select the **Checkout** button on the Order Confirmation page.

| Order Confirmation | ✕ |

Request for ⓘ

[ ] ▾

⊞ Delivery Information (Optional)

⊞ Special instructions (Optional)

Add attachments 📎   Cancel   Checkout

10. The Request Summary page appears showing the details of the order.

Home > **Request Summary**

Search Catalog 🔍

Submitted : 03/02/2023 14:31:23
Request Number : **REQ0104591**

Item	Stage	Price (each)	Quantity	Total
Lease | Mobile Premium Latitude 7430		$1,403.00	1	$1,403.00
Lease |Basic Desktop OptiPlex 7000 - i5		$1,022.00	1	$1,022.00
				Total: $2,425.00

Bulk orders are sent directly to Dell and Dell emails a quote to the requestor of the bulk order. Once approved by the agency, the agency creates a PO and emails it back to Dell for processing.

Tasks are created for:

- OMES Asset Management team to verify equipment when received.
- OMES Deployment team to deploy the equipment.