



## Computer Ordering Widget (COW) user guide

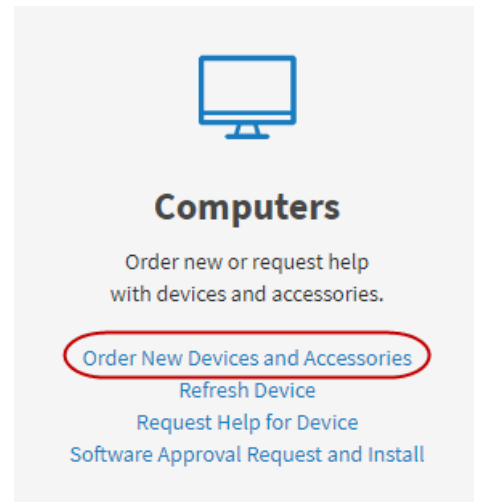
### Overview

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.

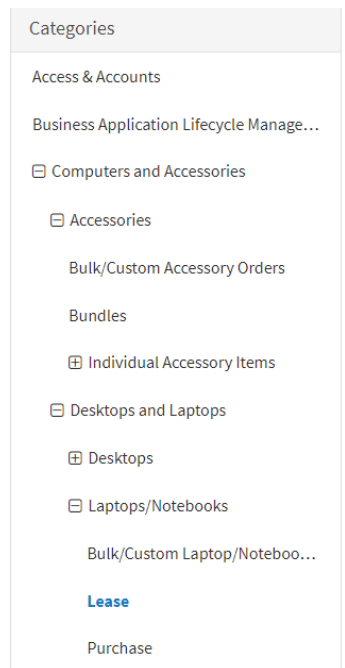
### Procedure

#### 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.

Laptops/Notebooks




Desktops and Laptops Sub-category

<p><a href="#">Bulk/Custom Laptop/Notebo...</a></p> <p>Dell Purchase items - Bulk or Custom order request</p> <p>View Details</p>	<p><a href="#">Lease   Basic Precision 3580 (...)</a></p>  <p>i5, 16GB (2x8GB), 256GB SSD, Nvidia A500 4GB, Non-Touch</p> <p>View Details <b>\$1,527.00</b></p>	<p><a href="#">Lease   Premium Latitude 744...</a></p>  <p>i7, 16GB (2x8GB), 256GB SSD, Intel Iris XE Graphics, Touch Screen</p> <p>View Details <b>\$1,712.00</b></p>
<p><a href="#">Lease   Developer Precision 7...</a></p>  <p>i7, 32GB (2x16GB), 1TB SSD, Nvidia T1000 6GB, Non-Touch</p> <p>View Details <b>\$2,846.00</b></p>	<p><a href="#">Lease   Economy Latitude 344...</a></p>  <p>i5, 16GB (2x8GB), 256GB SSD, Intel Iris Xe Graphics, Non-Touch</p> <p>View Details <b>\$1,159.00</b></p>	<p><a href="#">Lease   Rugged 5430   36 Mont...</a></p>  <p>i5, 16GB (2x8GB), 256GB SSD, Outdoor Viewable, Non-Touch</p> <p>View Details <b>\$1,793.00</b></p>
<p><a href="#">Purchase   Developer Precisio...</a></p>  <p>i7, 32GB (2x16GB), 1TB SSD, Nvidia T1000 6GB, Non-Touch</p> <p>View Details <b>\$3,076.16</b></p>	<p><a href="#">Purchase   Economy Latitude ...</a></p>  <p>i5, 16GB (2x8GB), 256GB SSD, Intel Iris Xe Graphics, Non-Touch</p> <p>View Details <b>\$1,095.15</b></p>	<p><a href="#">Purchase   Mobile Basic Precis...</a></p>  <p>i5, 16GB (2x8GB), 256GB SSD, Nvidia A500 4GB, Non-Touch</p> <p>View Details <b>\$1,498.24</b></p>

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 A300 4GB, Non-Touch



\* Indicates required

### Requestor Information

Requestor  
Deann Romine

Requestor First Name: Deann  
Requestor Last Name: Romine


Requestor Email Address: Deann.Romine@omea.oh.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

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Required information

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**.

The screenshot shows a web interface for a service catalog. The breadcrumb trail is: Home > Service Catalog > Computers and Accessories > Accessories. On the left, a 'Categories' sidebar is expanded to 'Accessories'. The main content area displays a grid of nine accessory items, each with a product image, title, description, and price. At the bottom, it indicates 'Showing 9 Items' and a 'Show More Items' button.

Item Name	Description	Price
APC Back-UPS 600VA UPS Battery Backup (BE600M1)	APC Back-UPS 600VA UPS Battery Backup (BE600M1)	\$84.15
BUFFALO MediaStation Portable DVD Writer - Disk drive - DVD±RW	BUFFALO MediaStation Portable DVD Writer - Disk drive - DVD±RW	\$35.90
Bulk/Custom Accessory - Pur...	Dell Purchase items - Bulk or Custom order request	View Details
C2G 10ft DispalyPort to HDMI Adapter Cable	C2G 10ft DispalyPort to HDMI Adapter Cable	\$31.72
C2G 10ft Mini DisplayPort to DisplayPort Adapter Cable	C2G 10ft Mini DisplayPort to DisplayPort Adapter Cable	\$12.52
C2G 10ft Select High Speed HDMI Cable with Ethernet	C2G 10ft Select High Speed HDMI Cable with Ethernet	\$15.02
C2G 6ft Cat5e Ethernet Cable - Snagless Unshielded (UTP) - Blue - patch cable - 6 ft - blue	C2G 6ft Cat5e Ethernet Cable - Snagless Unshielded (UTP) - Blue - patch cable - 6 ft - blue	\$9.18
C2G 6ft DisplayPort to HDMI Adapter Cable	C2G 6ft DisplayPort to HDMI Adapter Cable	\$24.21
Dell 14 Portable Monitor - P1424H, 35.56 cm (14.0")	Dell 14 Portable Monitor - P1424H, 35.56 cm (14.0")	\$239.99

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

The screenshot shows a 'Request for Information' form for a 'Latitude and Precision 3xxx and 5xxx Series Best Peripherals Bundle'. The form includes fields for 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), and Requestor Employee Number (126404). There is a 'Quantity' dropdown set to 1, a 'Price' of \$688.52, and a 'Delivery Time' of 0 Days. An 'Add to Cart' button is visible. Below the form, there is a 'Requested For Information' section with a dropdown for 'Employee Type' (set to -- None --) and a dropdown for 'Agency (aka Affiliate)' (set to Office Of Management And Enterprise Serv). An 'Add attachments' link is at the bottom right.

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

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:

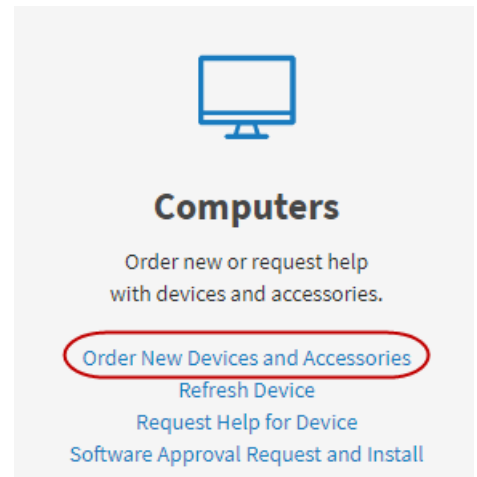
- <https://cow.omes.ok.gov/>.
- [oklahoma.gov/servicedesk](https://oklahoma.gov/servicedesk).

## Bulk or custom orders

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

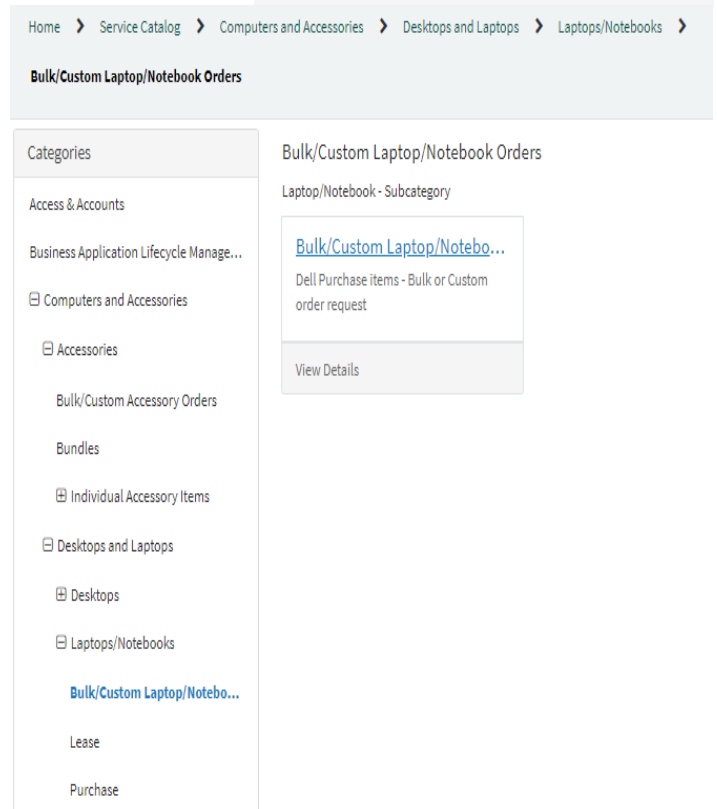
1. Go to the following website: <https://oklahoma.service-now.com/sp>.

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.

Requestor

Requestor: Deann Romine

Requestor First Name: Deann | Requestor Last Name: Romine

Requestor Email Address: Deann.Romine@gomes.ok.gov | Requestor Phone: +1 (405) 365-5578

Requestor Employee Number: 129404

Agency (aka Affiliate): Office Of Management And Enterprise Serv

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**Bulk Order Details**

Are you requesting bulk order or for bulk users? if more than 9 items are requested or this item is requested for more than 9 users, please check "Yes":

Yes

\* Select Item for Bulk Order

Add more details for the selected item

\* Please mention the quantity (in numbers)

Bulk Order Template - Please Download, Complete, and Attach

\* Please Upload the Attachment with Bulk Order Details. To comply with the process, please download the provided template, complete the fields and attach the template to the request.

[Required: Upload](#)

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**Ship to Location Information for Order**

Multiple shipping address location needed

Please select the above checkbox if you want to get your items delivered at multiple locations. The assigned team will contact you to collect more details on the same.

\* Ship to Location: 3115 Lincoln Blvd, OKC, OK 73102 (Data Center) | \* Country: United States of America

Location Not Listed

Add attachments

Delivery Time: 0 Days

Add to Cart

Submit

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**Required Information**

**Detail Item for Bulk Order** | Please mention the quantity (in numbers)

Please Upload the Attachment with Bulk Order Details. To comply with the process, please download the provided template, complete the fields and attach the template to the request.

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

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

**Requestor**

Requestor:

Requestor First Name:  Requestor Last Name:

Requestor Email Address:  Requestor Phone:

Requestor Employee Number:

Agency (aka Affiliate):

**Bulk Order Details**

Are you requesting bulk order or for bulk users? If more than 9 items are requested or this item is requested for more than 9 users, please check "Yes".

Yes:

\*Select item for Bulk Order:

Add more details for the selected item:

\*Please mention the quantity (in numbers):

[Bulk Order Template - Please Download, Complete, and Attach](#)

\*Please Upload the Attachment with Bulk Order Details. To comply with the process, please download the provided template, complete the fields and attach the template to the request.

**Ship to Location Information for Order**

Multiple shipping address location needed

Please select the above checkbox if you want to get your items delivered at multiple locations. The assigned team will contact you to collect more details on the same.

\*Ship to Location:  \*Country:

Location Not Listed

Add attachments

Delivery Time: 0 Days

**Required Information**

**Select item for Bulk Order** **Please mention the quantity (in numbers)**

**Please Upload the Attachment with Bulk Order Details.** To comply with the process, please download the provided template, complete the fields and attach the template to the request.

- 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
<a href="#">Bulk/Custom Laptop/Notebook - Lease/Purchase</a> Dell Purchase items - Bulk or Custom order request	-- <span style="float: right;">✕</span>
<a href="#">Bulk/Custom Laptop/Notebook - Lease/Purchase</a> Dell Purchase items - Bulk or Custom order request	-- <span style="float: right;">✕</span>



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.