How to Purchase New Dell Computers through Ok Corral

1. Open a web browser and go to okcorral.okstate.edu.
2. Use your okey information to login to the Ok Corral.
3. If this is the first time you have logged into Ok Corral you will be taken to the profile page as shown in figure 1, you may fill out the information boxes if you choose to. After filling out the profile information click the save button.

![Figure 1](image)

4. In the upper left hand corner, under the Ok Corral logo is the home/shop button. Click this button to begin shopping.

   **Important Note:** If you receive a pop up message asking you to enable content click yes, otherwise the Ok Corral site will not function properly.

5. The home / shop screen is shown in figure 2. This screen is where you will choose which vendors you wish to purchase items from.

![Figure 2](image)
6. To view the products available from Dell, click CONTRACT #: OS- 950240-DLR located directly under the Dell logo, then click “punch out” from the menu that appears. Both links are shown in figure 3.

7. On this page you will see the products that Dell offers through the Ok Corral program. The top section is the standard desktop models. The upper-middle section is the standard laptops. The lower-middle section is the monitors available, and the bottom section is printers that are available.

8. Once you have decided on which item you would like to purchase, there are two options available. The first option is to just directly add the item to your cart via the “add to cart” button. The other option is to customize the item via the customize button.

Note: The standard configuration of the Dell products listed might not meet the College of Arts and Sciences Technical Services minimum standards. Our standards can be found on our webpage support.okstate.edu, or via the phone at 744-6844.

9. After adding all of the items you wish to purchase to the cart, open the cart via the "My Cart" button at the top right of the screen as shown in figure 4.
10. Click the green button labeled create order requisition as shown in figure 5.
11. Select whether you intend to export the order outside of the country or not and click the green continue button.

12. Review your order one last time and then click the green submit order requisition button. This will redirect you back to Ok Corral.

13. Here, if you have Requester permissions you can click the “Proceed to Check Out” button, or you can assign the cart to someone with requester permissions.

14. Once you are finished with your order do not forget to logout via the button in the top left side of the screen, as shown in figure 6.

Figure 6