## Laptops

As a public company Metropolia has tendered and made a skeletal agreement of laptops, therefore all laptops must be purchased through IT-services. On this agreement term the suppliers are HP, Dell and Apple. IT-services/Price list .

## Laptop purchase instructions

1) Purchase request is made in hd.metropolia.fi -> Report case -> Purchase

- 2) Provide these information in the request:
- \* Laptop size
- \* Required options (Bag/Backpack, Docking station, monitor etc)
- \* Cost pool and toiminto number

\* Supervisor's name and approval \* The reason of purchase (ie. old workstation over 4y old, desktop changed to laptop..)

## **Delivery time**

Delivery time for a laptop is about 4 weeks.

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The IT-services compensation from laptop purchase:

IT-services compensates its share of a laptop, when the workstation to be replaced is over 4 years old.

## **Further information:**

Prices

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