



Compaq Computer Corporation - 20555 State Highway 249 - MC 110302 - Houston, TX 77070

**Government • Education • Healthcare Sales**

## **PLACING ORDERS VIA THE WEB**

First:

Look to the left side of the screen and go to the Online Store. Once you are in the Online Store, and have selected a product category (i.e. desktops, portables, etc.), you will see below each item an option that says **BUY IT**. If you click on this, you will then be routed to a page that will start a quote for you. This is also a great way to generate quotes.

You are now ready to go:

From here, you can configure a system, print out a quote, and actually place your order. To place your order, click **ORDER NOW**. You will then be routed to a screen that allows you to enter all of your purchasing information. Once you enter your information, click on **SUBMIT ORDER**, and your order will begin processing. After your order has been processed, revisit this web site for the status of the order.

If you need further information as to this process, call  
1.888.202.GOV.2 for State and Local Government or 1.800.88  
TEACH for K-12 or Higher Education.