

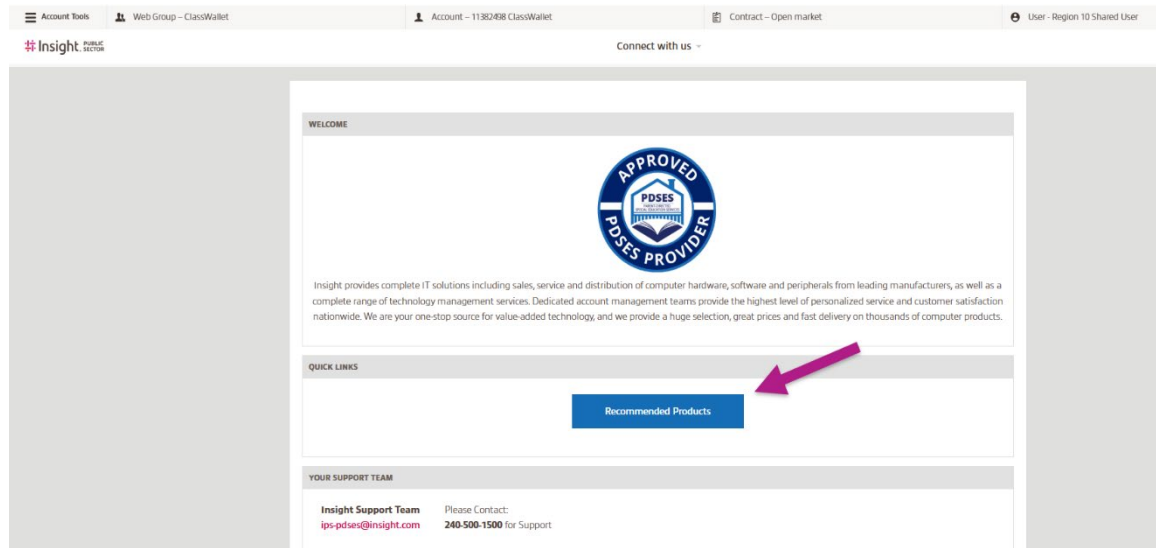
# Welcome to the PDSES Insight Portal

## Accessing the site

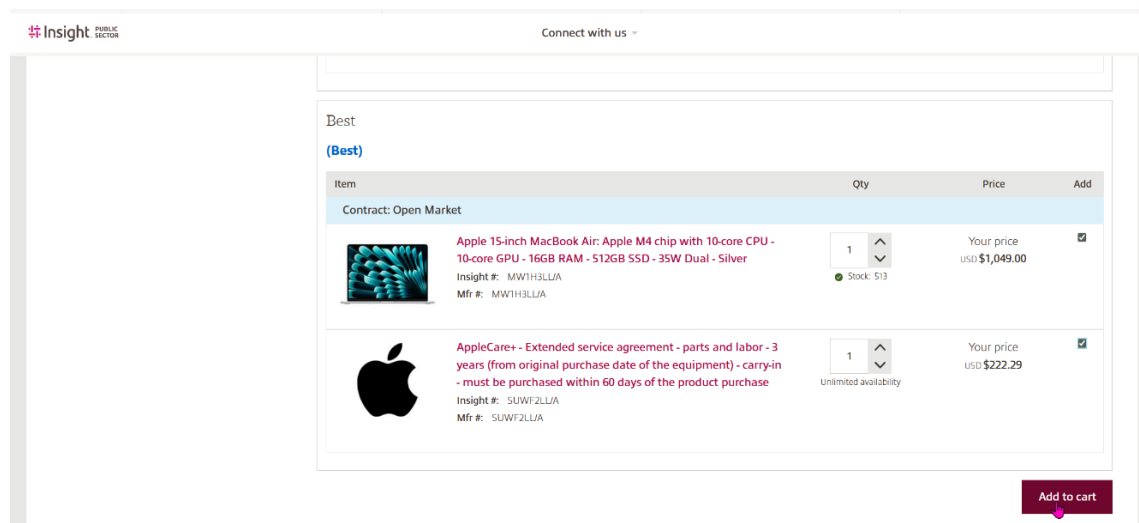
- Click on the following link: <https://www.insight.com/insightweb/endUser/sharedUser?authKey=qxu6EXwY%2Bso%3D>.
  - You will be taken directly to the **PDSES Welcome Page** section.

## Ordering

- Choose **Recommended Products**.

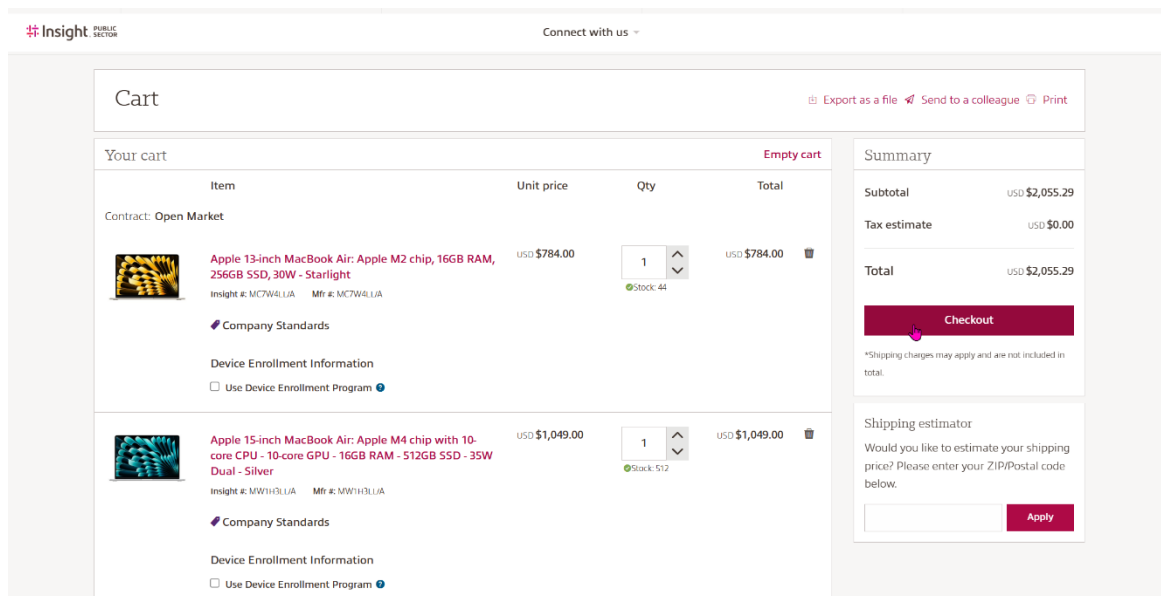


- Once you have selected all your items Click the red **Add to cart** button.



- The Page will refresh and will give you a **Continue to checkout** button. Click **Continue to checkout** at the bottom of the page. This will take you to the cart's checkout page.

- Click **Checkout** to proceed.



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### Cart

Export as a file Send to a colleague Print

#### Your cart

Empty cart

Contract: Open Market

Item	Unit price	Qty	Total
 <b>Apple 13-inch MacBook Air: Apple M2 chip, 16GB RAM, 256GB SSD, 30W - Starlight</b> Insight #: MC7W4LL/A Mfr #: MC7W4LL/A Company Standards Device Enrollment Information <input type="checkbox"/> Use Device Enrollment Program	USD \$784.00	1	USD \$784.00
 <b>Apple 15-inch MacBook Air: Apple M4 chip with 10-core CPU - 10-core GPU - 16GB RAM - 512GB SSD - 35W Dual - Silver</b> Insight #: MW1H3LL/A Mfr #: MW1H3LL/A Company Standards Device Enrollment Information <input type="checkbox"/> Use Device Enrollment Program	USD \$1,049.00	1	USD \$1,049.00

#### Summary

Subtotal USD \$2,055.29

Tax estimate USD \$0.00

Total USD \$2,055.29

**Checkout**

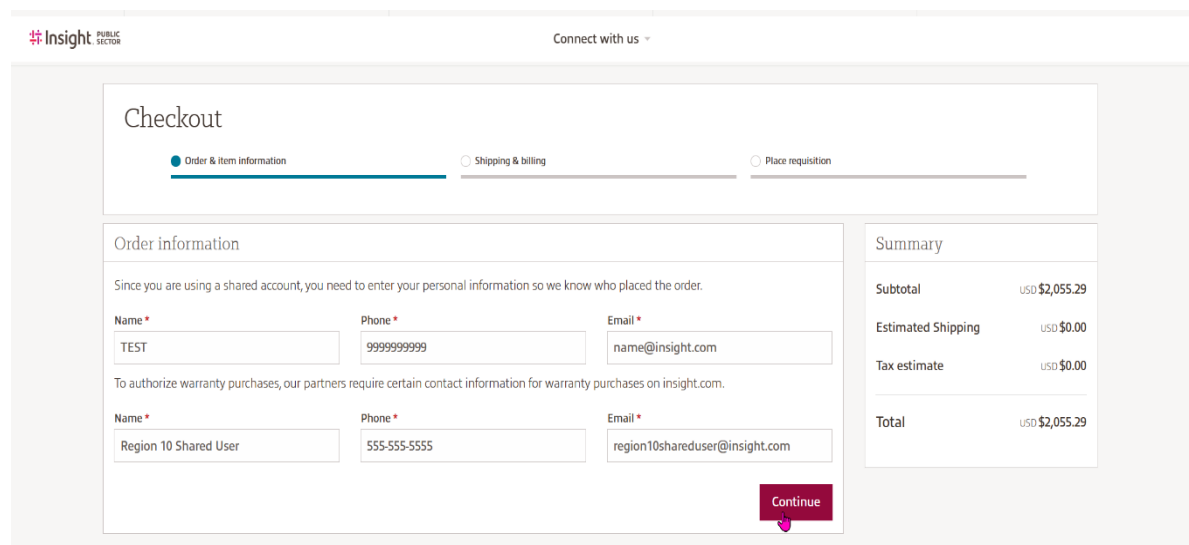
\*Shipping charges may apply and are not included in total.

#### Shipping estimator

Would you like to estimate your shipping price? Please enter your ZIP/Postal code below.

**Apply**

- Enter your name, phone number, email address and click **Continue**.



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### Checkout

Order & item information Shipping & billing Place requisition

#### Order information

Since you are using a shared account, you need to enter your personal information so we know who placed the order.

Name \* Phone \* Email \*

TEST 9999999999 name@insight.com

To authorize warranty purchases, our partners require certain contact information for warranty purchases on insight.com.

Name \* Phone \* Email \*

Region 10 Shared User 555-555-5555 region10shareduser@insight.com

**Continue**

#### Summary

Subtotal USD \$2,055.29

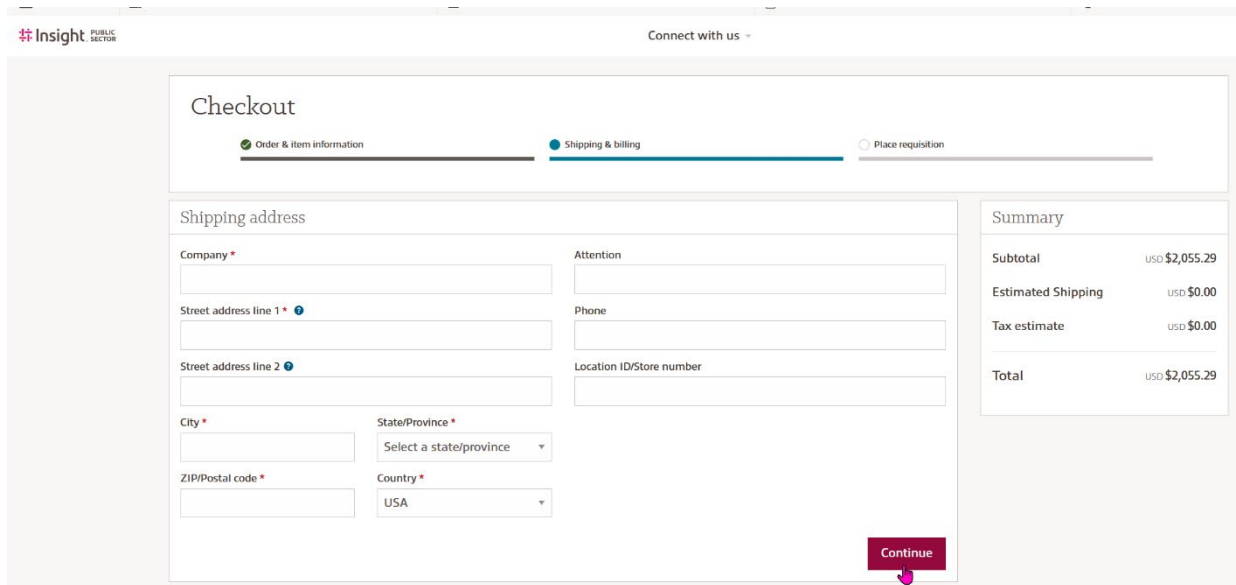
Estimated Shipping USD \$0.00

Tax estimate USD \$0.00

Total USD \$2,055.29

## Entering Delivery Information

6. Enter your address details and click **Continue**.



Checkout

Order & item information Shipping & billing Place requisition

Shipping address

Company \*

Attention

Street address line 1 \*

Phone

Street address line 2 \*

Location ID/Store number

City \*

State/Province \*

Select a state/province

ZIP/Postal code \*

Country \*

USA

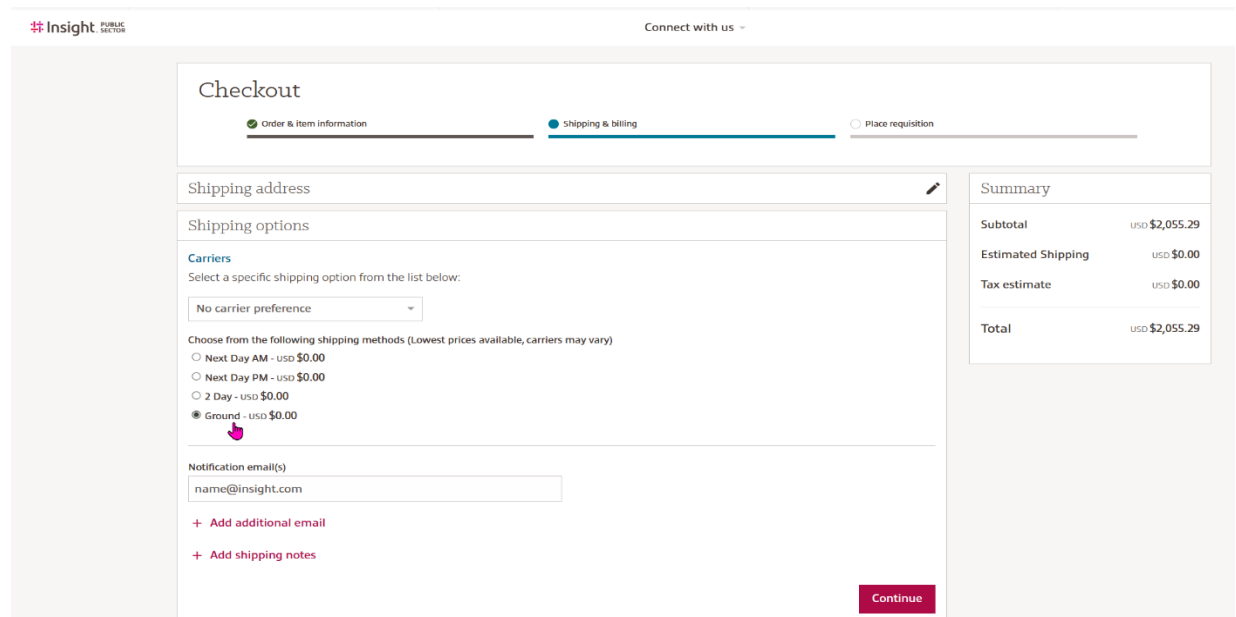
Continue

Summary

Subtotal	USD \$2,055.29
Estimated Shipping	USD \$0.00
Tax estimate	USD \$0.00
<b>Total</b>	<b>USD \$2,055.29</b>

- **Carrier Option** under the **Shipping Options** will have **No Carrier Preference** as the default option.

7. **Notification Email** will default to your email address. Click **Continue**.



Checkout

Order & item information Shipping & billing Place requisition

Shipping address

Shipping options

Carriers

Select a specific shipping option from the list below:

No carrier preference

Choose from the following shipping methods (Lowest prices available, carriers may vary)

Next Day AM - USD \$0.00

Next Day PM - USD \$0.00

2 Day - USD \$0.00

Ground - USD \$0.00

Notification email(s)

name@insight.com

+ Add additional email

+ Add shipping notes

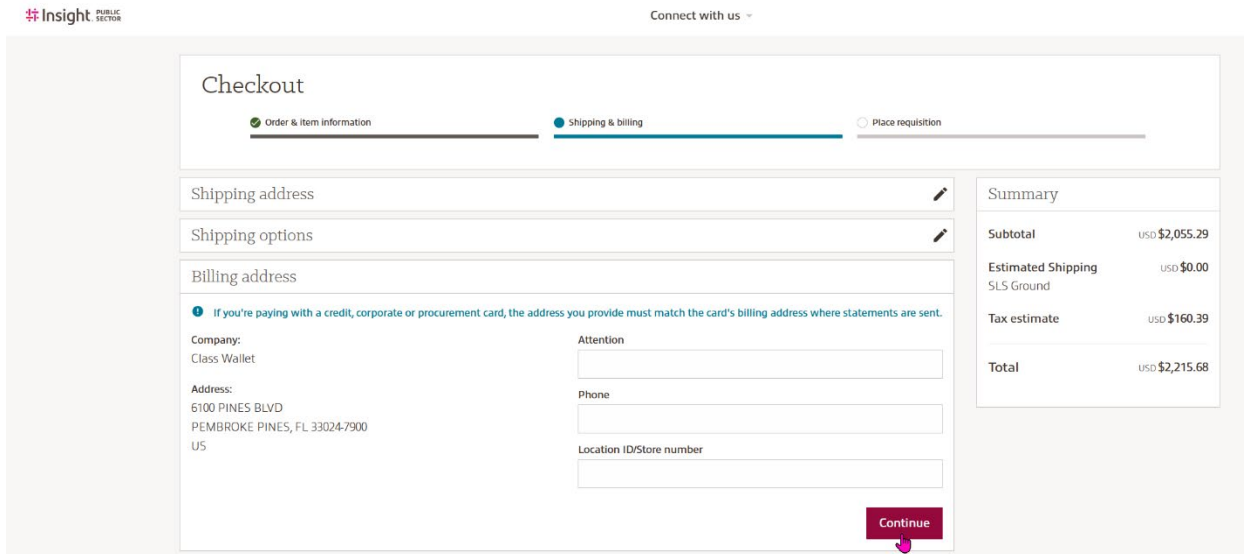
Continue

Summary

Subtotal	USD \$2,055.29
Estimated Shipping	USD \$0.00
Tax estimate	USD \$0.00
<b>Total</b>	<b>USD \$2,055.29</b>

## Billing Information

- Enter information in blank fields (not required). Click **Continue**.



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### Checkout

Order & item information Shipping & billing Place requisition

Shipping address

Shipping options

Billing address

If you're paying with a credit, corporate or procurement card, the address you provide must match the card's billing address where statements are sent.

Company:  
Class Wallet

Address:  
6100 PINES BLVD  
PEMBROKE PINES, FL 33024-7900  
US

Attention

Phone

Location ID/Store number


Continue

### Summary

Subtotal	USD \$2,055.29
Estimated Shipping SLS Ground	USD \$0.00
Tax estimate	USD \$160.39
<b>Total</b>	<b>USD \$2,215.68</b>

## Completing the Ordering Process

- Select Payment method and click **Place Requisition**.



Place requisition

- Your quotation will be submitted to your Insight support team for processing. After the quotation has been reviewed, you will receive an order confirmation via email. Please upload this order confirmation email to the direct pay site for payment.
  - For additional guidance on the PDSES order process please visit:  
<https://bit.ly/PDSESSubmitInvoice>