Ordering Computer Hardware

We offer the opportunity to acquire IT hardware that you may require for your work. This can vary from ordering a USB flash drive to a high-end server. When ordering hardware, there are several things to keep in mind

- We work with specific suppliers. For certain product categories, we are bound by European tendering regulations, which means it is not possible to deviate from these suppliers. In exceptional cases where a strong justification exists, you may discuss this with the Institute Manager.

- Delivery times are longer than you may be used to, so please order well in advance to avoid issues. We will specify delivery times per product group so you know what to expect.

- All hardware purchased through us remains the property of Leiden University. This means you must return the hardware when you leave the university. The hardware should be returned to HL406 or Gorlaeus Building BM.4.20 and will be re-used within your group or elsewhere. It is not legally possible to purchase this equipment for personal use or to take it home after the official depreciation period has passed.

- When collecting the equipment, you will be required to sign a form related to the WKR-regeling, confirming that the equipment purchased with University funds is predominantly used for your work and not for private purposes.

- LION: Orders@physics.leidenuniv.nl
- Institute Lorentz: Orders@lorentz.leidenuniv.nl
- Sterrewacht: Orders@strw.leidenuniv.nl

Ordering a laptop

 If you would like to order a laptop, please consult the websites below. These are our official suppliers and they offer a wide range of models.

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If a laptop is in stock, delivery will take approximately 1–2 weeks.
If a laptop is not in stock, delivery will take significantly longer.
For BTO (Build-to-Order) laptops, delivery usually takes 1–2 months.
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For newly released Apple models, delivery may take even longer.
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It is therefore important to carefully reconsider your choice: decide whether it is worth waiting, or whether it would be better to select an alternative model or brand.

- Apple: https://www.dustin.nl
- Dell,Lenovo,HP ect: https://www.arp.nl

Once you have found the laptop you would like to order, send the link along with the correct budget number (AFAS cost center and project number) to the email address listed above. Budget numbers can be obtained from your supervisor or budget holder.

Desktop or Workstation

If you require a desktop or workstation, we can supply a standard configuration. Please contact us to verify whether this configuration is suitable for your requirements.

For non-standard configurations, it is essential that you provide detailed technical specifications. At a minimum, this should include information on the CPU type, GPU, memory (RAM), and storage capacity. General requests are insufficient for us to process.

Servers and storage

Servers and storage systems are specialist hardware. Please discuss your requirements with us in detail. We will translate your functional needs into technical specifications, request an offer from the preferred vendor, and share it with you for confirmation or adjustments. This process will be repeated until you are satisfied.

The current EU-preferred reseller for servers is Computacenter.

Other Hardware

For all other hardware, such as external HDDs/SSDs, adapters, or docking stations, please provide us with a product link from a supplier that offers the required specifications. We will then determine whether the order can be placed directly with that supplier or source the same product from one of our approved vendors.

When submitting your request, please include both the product link and the corresponding budget number (AFAS cost center and project number). Budget numbers can be obtained from your supervisor or budget holder.

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Last update: **2026/01/12 13:59**