

Ordering Computer Hardware



We, as an organization, offer the opportunity to procure 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, and it is not possible to deviate from this unless you have a very good reason to do so. You can discuss this with the Institute Manager.
- Delivery times are longer than you might be used to, so please order well in advance to prevent any issues. We will specify these delivery times for each product group so you know what to expect.
- All hardware purchased through us remains property of Leiden University. This means that you must return the hardware when you leave the university for another job. The hardware needs to be brought back to us (HL406) and will be re-used by your group or elsewhere.
- LION: Orders@physics.leidenuniv.nl
- Institute Lorentz: Orders@lorentz.leidenuniv.nl
- Sterrewacht: Orders@strw.leidenuniv.nl

(currently the person associated with this role is Eric van der Kraan, HL406, tel 8444)

Ordering a laptop



If you would like to order a laptop, it's best to take a look at the websites listed below. These are our suppliers and they offer a wide range of laptops. If a laptop is in stock, it will take approximately 1 or 2 weeks maximum to be delivered. If the laptop is not in stock it will take way longer! For BTO (Build to order) laptops delivery will take 1 or 2 months! And for new Apple models it will take even longer before the laptop will arrive at the university! So it is really important to reconsider your choice and decide if it is worth to wait or to go for an other model or brand.

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

If you found the laptop you would like to buy, send the link along with the right SAP number to the email mentioned above.

Desktop or Workstation



If you are in need of a desktop or a workstation, we are able to provide you with a standard desktop or workstation. Feel free to inform about the configuration to see if this workstation will suit your needs.

However, if you need a special configuration, please try to be as specific as possible in the specifications of your required product. It is very difficult for us to know precisely what we have to order if you do not provide the necessary information. "I need a computer for my work" won't do. We need information about the CPU, GPU amount of RAM or storage.

Servers and storage



These are specialist pieces of hardware and you should discuss in detail your requirements with us. In such cases we will try to translate your functional requirements IT computer hardware, get an offer from the preferred vendor, have you confirm or modify it and we'll get another offer, until you are satisfied.

The current EU-preferred reseller for servers is Computacenter

Note that

- Any IT related hardware needs to be ordered through our acquisition officer if you want to pay for it using University related money. You can buy such equipment privately, but then cannot declare the spent money from the University.
- Delivery times for Apple equipment can be noticeably long. This is because Apple service de consumer market in preference to the business market.
- You will receive a form that is related to the 'WKR-regeling' in which you declare that the equipment you bought using University finances is predominantly in use for you work and not for private use.
- All equipment bought this way stays the property of the University. This means, that whenever you leave the University for another job elsewhere, the equipment has to be returned to the acquisition officer. He will refurbish the hardware for re-use within the institute or prepare it for

disposal. There is no legal way to buy this equipment for personal use or take it home after the official depreciation period has past.

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<https://helpdesk.physics.leidenuniv.nl/wiki/> - **Computer Documentation Wiki**

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