



Ordering Notebooks (GSLs fellows)

Should you decide to purchase a notebook using your research grant, please do keep in mind that you are bound by the University's agreement with certain computer manufacturers (i.e. DELL and Apple). Please contact Dr. Gabriele Blum-Oehler (gabriele.blum@uni-wuerzburg.de or by phone) to discuss the notebook order. The order shall be placed online via the Webshop of the Rechenzentrum, University of Würzburg and is supposed to be made exclusively by the GSLs personnel in charge of accounting. To guarantee a smooth order processing, we would like to ask for your support by adhering to the following procedure:

1. Ask the systems administrator or another person competent in computer matters in your institution to help you make a decision when choosing a notebook.
2. Consult the Webshop, Rechenzentrum, University of Würzburg (<https://webshop.rz.uni-wuerzburg.de/cgi-bin/webshop/webshop.pl>) to obtain the required items and details. Put the items in the webshop's shopping basket and send the generated PDF to gabriele.blum@uni-wuerzburg.de.
3. We will order the notebook for you and will notify you once the notebook has been delivered to the GSLs office.
4. The notebook will be inventoried by the GSLs office and handed out to you. The invoice will be directly sent to the GSLs office and the amount will be deducted from your research grant.

Please note:

With purchasing a notebook using grant funds you will not gain the ownership of this equipment; rather does the notebook become part of the University's inventory at the end of your scholarship.

Software order

Should you need special software, please also check the Webshop for availability. If you find the requested software, please contact Dr. Blum-Oehler for software order.