

# ITES Mobile Procurement Made Easy

## Place an order

Complete the relevant form on the CP&I intranet  
<http://onsite.capitasymonds.co.uk/IT-Support/Pages/Mobile-Phones.aspx>

Ensure the form is sent to the appropriate approver (details within form)

Once approved forward, with approval with the completed form to [Procurehelp@capita.co.uk](mailto:Procurehelp@capita.co.uk)

## Get an Order Update

You can call 0844 826 0288 or email [procurehelp@capita.co.uk](mailto:procurehelp@capita.co.uk)

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## Device Configuration

### Real Estate

Once you received your device please raise a case via the Service Desk to have it configured for email/mobile iron

### Non-Real Estate

Complete the "CAPITA Mobile Secure" form on the CP&I intranet  
<http://onsite.capitasymonds.co.uk/IT-Support/Pages/Mobile-Phones.aspx>

Ensure the form is sent to the appropriate approver (details within form)

Once approved forward, with approval with the completed form to SCTO@capita.co.uk

More information on device configuration and guides are available here:  
<http://capitaconnections.capita.zone/my-capita/my-it-and-office-support/phones-and-tablets/capita-mobile-secure.aspx>