Purchasing Computers through Campus Computer Store

This page addresses the process and procedures on ordering standard equipment through the UT Market FRMS System.

Step 1: Log in to POINT PLUS

Website: https://utdirect.utexas.edu/pointplus/index.WBX

Step 2: Click on the eCommerce button in the menu on the left

Once the page appears, select the "FRMS eCommerce page" button indicated as "STEP 3" in the picture to the right.

Step 3: Enter into UT Market
The UT Market page will feature a list of vendor icons, as seen in the image to the right.

From these vendors, select "Campus Computer Store"

Step 4: When the Campus Computer Store web page appears, search or browse for the item(s) to be ordered.

PLEASE SEE THESE PAGES ON STANDARDS FOR ORDERING MAC/WINDOWS COMPUTERS, LAPTOPS, AS WELL AS PRINTERS, AND TABLETS:

1. Mac Laptop Wiki Link
2. Windows Laptop Wiki Link
3. Mac Desktop Wiki Link
4. Windows Desktop Wiki Link
5. Buying a Printer Wiki Link
6. Buying a Tablet Wiki Link

Step 5: After items have been added to the cart, go through the Punchout Process outlined below
When you are ready to checkout your cart, select the “Proceed to Checkout” button located below the “Est. Cart Total”.

You will then be taken to another view of the cart, which then you will confirm the checkout of the cart. Finally, you will be prompted to select the shipping method. Following the designation of Shipping, you must then click the “SUBMIT ORDER” button.
Your order will then be routed to the UT Market Punchout system, which will allow you to assign a cart to someone who is authorized to make the purchase.

To do this select the "Assign Cart" button located in the upper and lower right hand corners of the page.
First select "Search for an Assignee" as indicated by "STEP 1" in the image to the right.

A dialog box will pop-up asking for a User Search. This is where you will enter in the information for the person who is to approve and make the purchase.

Finally, after you have found the authorized buyer on the list, you MUST select "Assign" to send this cart to the designate Assignee.

Step 6: You will receive a confirmation email stating you have assigned a cart. You will also receive follow up emails regarding the order that was placed.

Step 7: Receive your items and follow the "Inventory Procurement Guidelines"