

Completing a UT Market Purchase

1. Introduction

After you have configured the computers you need to purchase—following either the [Ordering Apple Products](#) or [Ordering Dell Products](#) guide—follow the steps below to complete your purchase in UT Market.

[UT Market](#) is the primary place to begin the purchasing process and assign purchases for checkout. After creating the UT Market cart, follow the procedures listed below to complete your order.

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2. UT Market

Locate Shopping Cart

2.1 [Navigate to UT Market.](#) On the left side bar, select **Shop My Carts and Order** **Open My Active Shopping Cart**

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2.2 Fill out the following fields in the cart:

- a. **Cart name and UT Market Cart description** [Department Code] - [Brief description of items] - [End user/group]
 - i. The Cart Name and & UT Market Cart Description should always be the same.
 - ii. Example: COLA - MacBook Air - Jane Smith
 - iii. Example: ENGL - Mac mini/Latitude - John Smith
 - iv. Example: MDSC - Latitude - John Smith
- b. **Pay-From Comments:** [10-digit account number without spaces]
- c. **Deliver-To Comments:** [2109 San Jacinto Blvd. L. Theo Belmont Hall Rm. 232, Austin, TX 78712]
- d. **Instructions for Buyer:** A brief description of the order, including:
 - i. Summary of items
 - ii. End user(s) (Full name and EID)
 - iii. End user(s) office location



Examples

- Apple iMac for Jane Smith (js1234). Office: MEZ 2.304.
- Dell Precision, monitor, and HDMI cable for _____. Office: _____.
- Dell Latitudes, 1 Dell OptiPlex, and accessories for FRIT Admin Staff. Latitudes to be used by _____ (office: _____) and _____ (office: _____). OptiPlex to be used by _____ (office: _____).
- Dell Latitude for _____ (office: _____), Dell OptiPlex for _____ (office: _____).
- Apple MacBook Pro 16" and magic keyboard for _____ (office: _____). Apple MacBook Pro 14" for _____ (office: _____).

2.3 Select **Review and Check Out.**

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2.4 Select **Check Out**

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2.5 Enter in the **Dept REQ Number**. This will be an internal reference number to organize purchases in the department.
Then, select **Create Requisition**.

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2.6 Then, select **View Requisition**

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2.7 Review all the previously entered information and the Internal Delivery information.

Note: All orders should go through Campus Distribution Services.

Ship To: U-110 <small>(supplier delivers here)</small> Name: CAMPUS DISTRIBUTION SERVICES Address: 2706 MONTOPOLIS DR AUSTIN, TX 78741	* Internal Delivery Dept: LAITS COMPUTER SUPPORT * Building: BEL * Room: 232
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2.8 Confirm that the field highlighted in red is correct. This person will be contacted when the asset arrives and provided with inventory information. Click **Save & Continue**

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2.9 Enter the 10 digit account number and select **Add Account**. Select **Funds Distribution**.

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2.10 Distribute funds accordingly and select **Distribute Funds**.

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2.11 Review the information for accuracy then click **Continue**—account numbers have been removed from the image.

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2.12 Click **Verify Document**, followed by **Approve Document**.

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3. Helpful tips

3.1 See who the document routes to in case you need to follow up with that person to ensure they give the next person the document ID number (40PBUXXXXXX) to review and route the document forward.

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3.2 You can use the drop down under Document Notes if you want to send an FYI Use the new drop down to choose **EID** Put in **EID**, then click **Go** This will send a copy to UT Direct inbox for your own records.

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3.3 For general questions about how to use **UT Market**, contact the User Services team at askUS@austin.utexas.edu. To speak with a User Services team member, call **512-471-8802**. Help line hours are 9 a.m. to noon and 1 p.m. to 4 p.m. Monday through Friday. At other times of the day, leave a message. Calls received in the morning will be returned the same day; calls received in the afternoon may not be returned until the following business day, depending on the time the message was received