

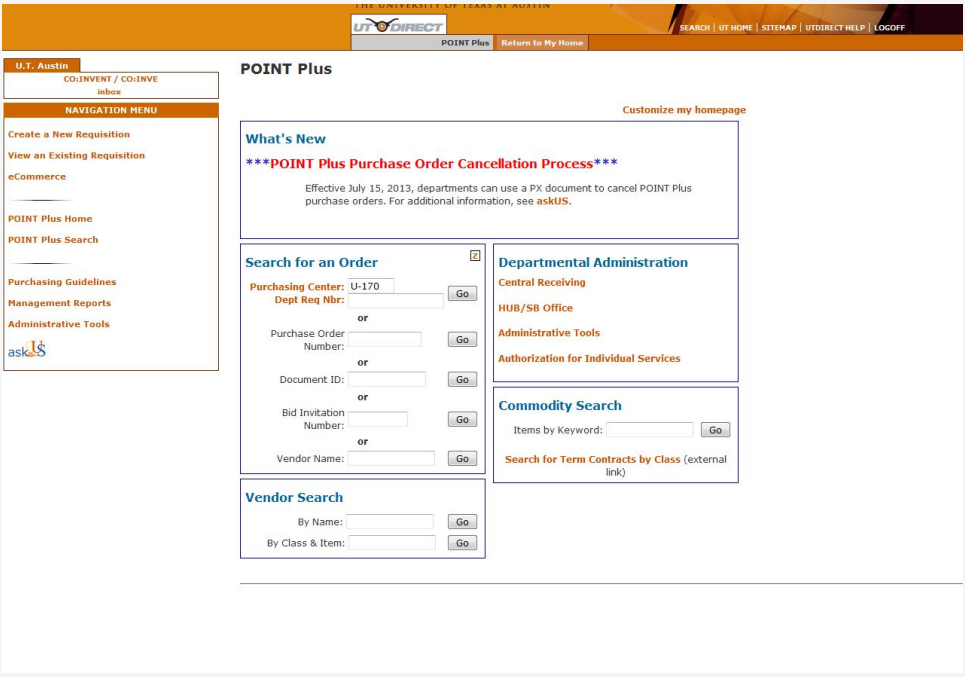
# Purchasing Computers through Campus Computer Store

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

## Step 1: Log in to POINT PLUS

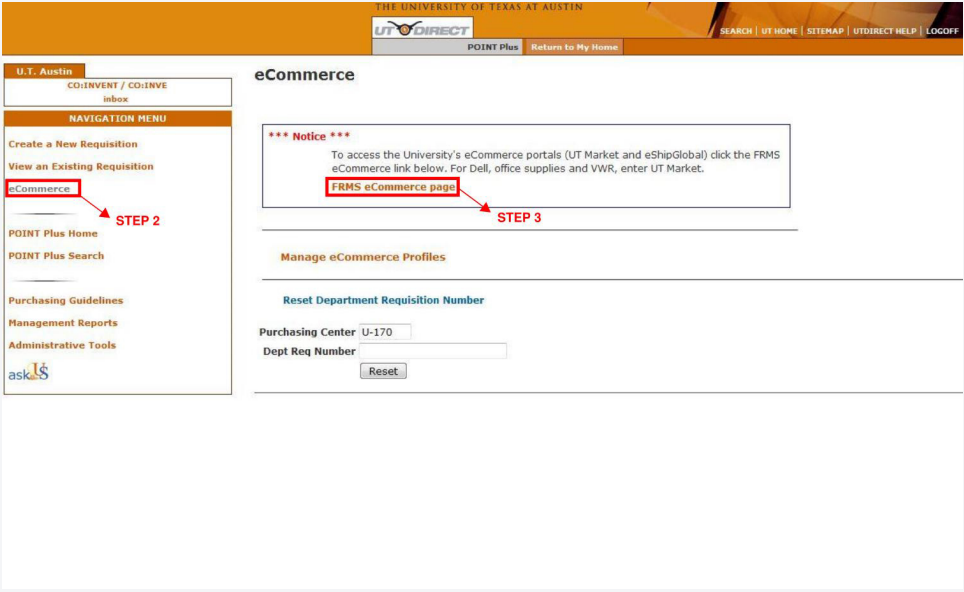
Website: <https://utdirect.utexas.edu/pointplus/index.WBX>

Copy and paste the above link to access the purchasing forum "eCommerce". Log in with your UTEID.



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

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



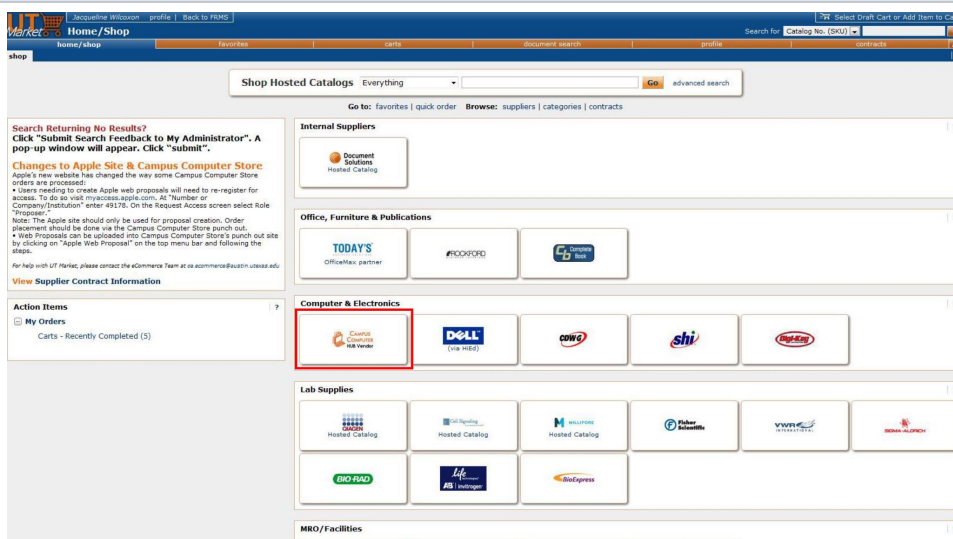
## Step 3: Enter into UT Market

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.

Welcome JACQUELINE WILCOXON.

**CAMPUS COMPUTER STORE**  
Another service of ITS at The University of Texas at Austin.

Home Products Request a Quote Apple Store Proposal How to Order Your Account View Cart ( 1 )

Continue Shopping Add Selected To Cart Proceed to Checkout

Customers also bought...

Checkerboard Clear w/Black Keyboard Cover (7' NB/NB Air/NB Pr... STKP 10802697 <b>\$18.99</b> <input type="checkbox"/> Select Item	Toshiba Canvio HDTC610XS381 1 TB External Hard Drive - Silver... STKP 11006315 <b>\$89.99</b> <input type="checkbox"/> Select Item	Parallels Desktop 8 for Mac Student w/Free 5GB DataTraveler ... STKP 11160253 <b>\$39.99</b> <input type="checkbox"/> Select Item	Mini DisplayPort to VGA Adapter. STKP 11073163 <b>\$26.99</b> <input type="checkbox"/> Select Item
Adobe Photo & Premier Elements 11 Mac/PC Bundle w/ addition... STKP 11148715 <b>\$39.99</b> <input type="checkbox"/> Select Item	Thule BackPack Bundle - Save \$14. STKP 11189685 <b>\$69.99</b> <input type="checkbox"/> Select Item	Mac on your TV Bundle - Save \$7. STKP 11189687 <b>\$29.99</b> <input type="checkbox"/> Select Item	Apple AppleCare Protection Plan - 3 Year. STKP MD014LLA <b>\$183.00</b> <input type="checkbox"/> Select Item

Items in your cart:

Just added to your cart

Apple MacBook Pro MD101LL/A 13.3" LED Notebook - Intel Core i5 2.50 GHz. Quantity: 1  
STKP MD101LLA  
\$999.00

Ext. Cart Total: \$999.00  
Proceed to Checkout

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Home Products Request a Quote Apple Store Proposal How to Order Your Account View Cart ( 1 )

Review

Please independently communicate your ship-to/pickup selection to the buyer who will generate the PO. At this time, the catalog does not transmit that information electronically.

	Price	Qty.	Ext. Price
Apple MacBook Pro MD101LL/A 13.3" LED Notebook - Intel Core i5 2.50 GHz. STKP MD101LLA	\$999.00	1	\$999.00

Shipping Method :

Sub Total :	\$999.00
Shipping & Handling :	\$0.00
Tax @ 0.00% :	\$0.00
Grand Total :	\$999.00

Submit Order

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.

UT MARKET

Cart - Draft Requisition

2013-08-07 jrm4288 02 | 1 item(s) 999.00 USD

home/shop

favorites

carts

document search

profile

contracts

active cart

draft carts

assigned carts

favorites

my recent requisitions

my requisitions

Continue Shopping

1 item(s) for a total of 999.00 USD

Back to FRMS or Assign Cart

Need to review your request details? Click here.

Shopping Cart

for Jacqueline Wicson

Save

Cart Name

2013-08-07 jrm4288 02

Pay-from comments (100 characters):

Instructions for buyer:

Add notes...

UT Market Cart Description (not in FRMS)

Deliver-to comments (100 characters):

Supplier / Line Item Details

more info...

For selected line items: Add To Favorites

Save

view line details

Campus Computer Store

The item(s) in this group was retrieved from the supplier's website. What does this mean?

Need to make changes? MODIFY ITEMS | VIEW ITEMS

Item(s) was retrieved on: 8/7/2013 7:56:45 AM

Line(s): 1

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
Apple MacBook Pro MD101LL/A 13.3" LED Notebook - Intel Core i5 2.50 GHz	MD101LLA	EA	999.00	1 EA	999.00 USD
Manufacturer Name	APPLE COMPUTER				
Manufacturer Part Number	MD101LL/A				
Supplier Part Auxiliary ID	2287933				
more info...					
Supplier subtotal					999.00USD
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.					
Subtotal					999.00
Tax1					0.00
Tax2					0.00
Shipping					0.00
Handling					0.00
Total					999.00 USD

Save

Back to FRMS or Assign Cart

Need to review your request details? Click here.

view cart history

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

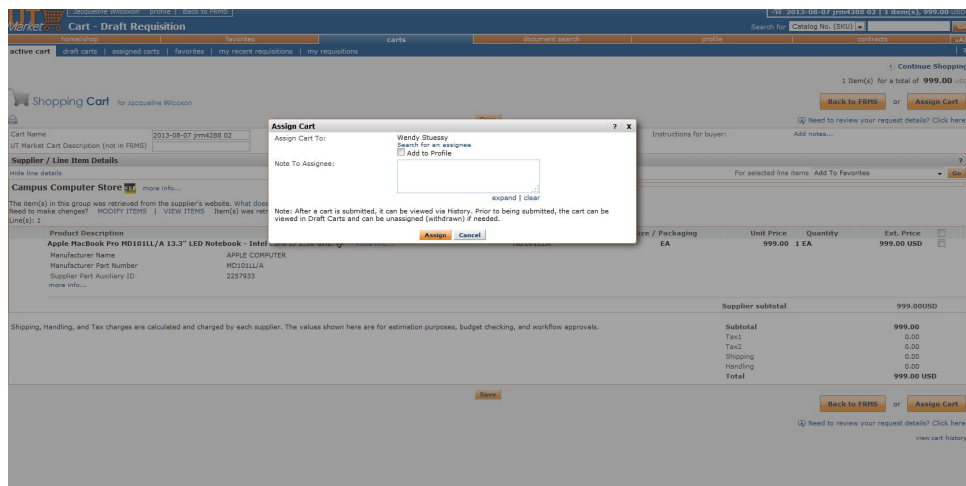
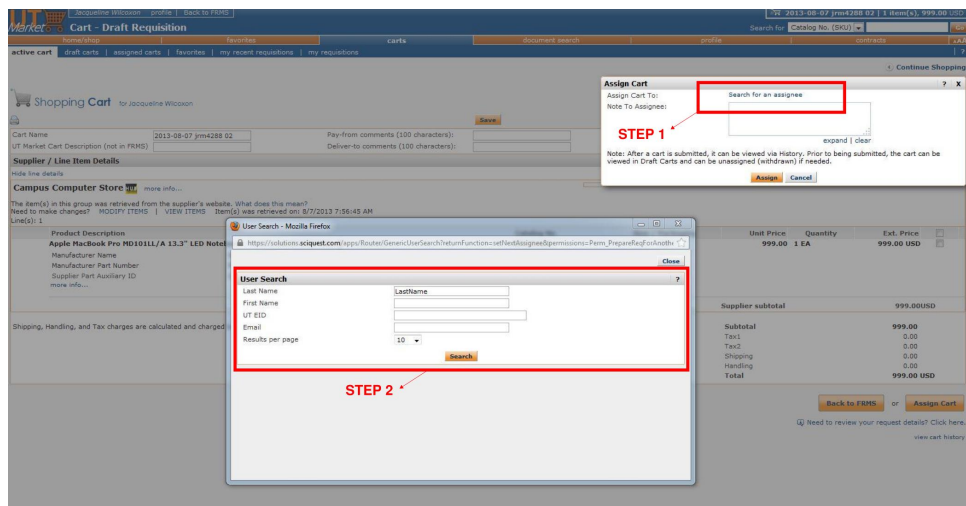
the information for the person who

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 designated 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"

