

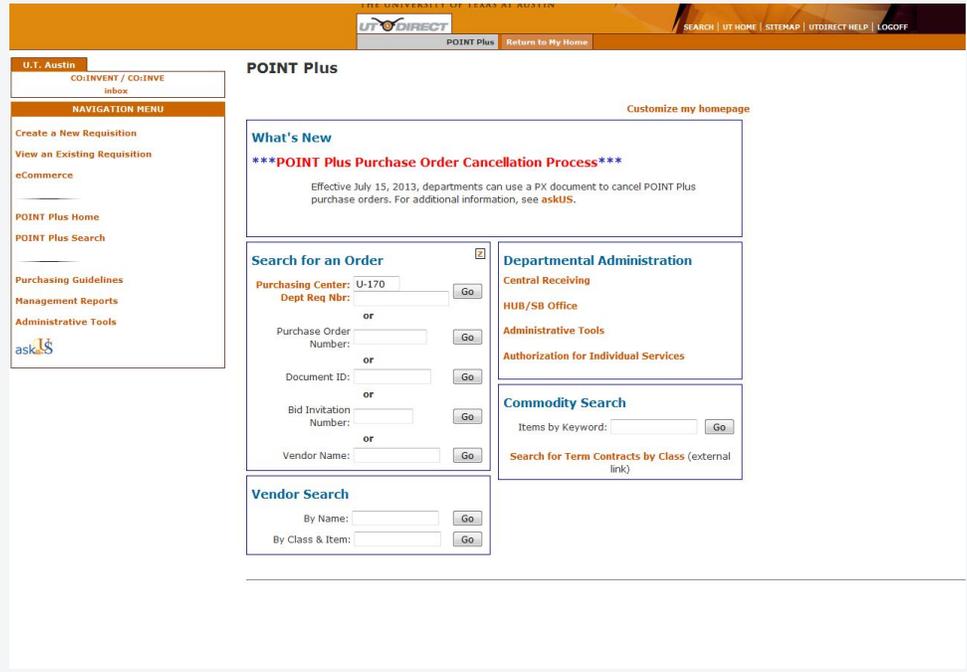
Purchasing Computers through Campus Computer Store

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

Step 1: Log in to POINT PLUS

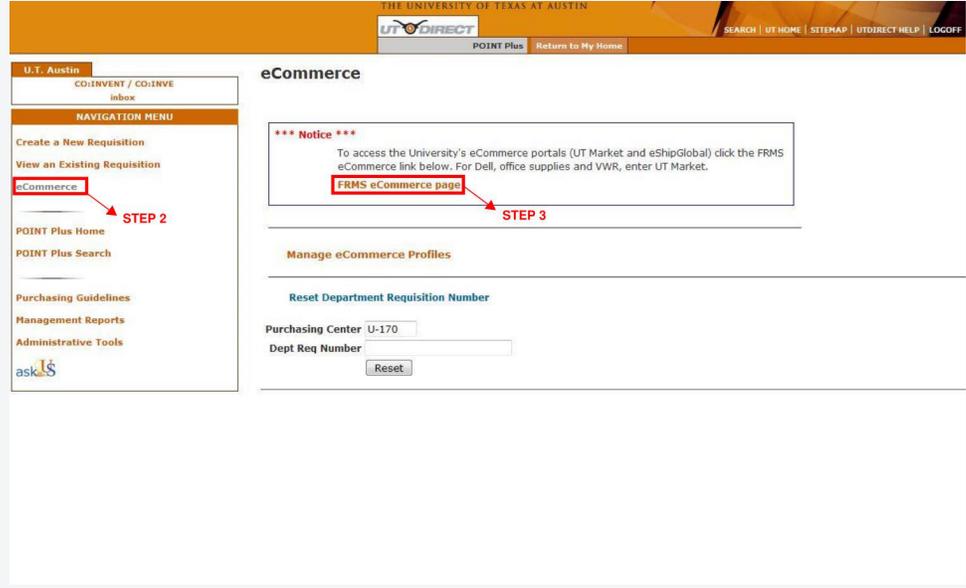
Website: <https://utdirect.utexas.edu/pointplus/index.WBX>

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

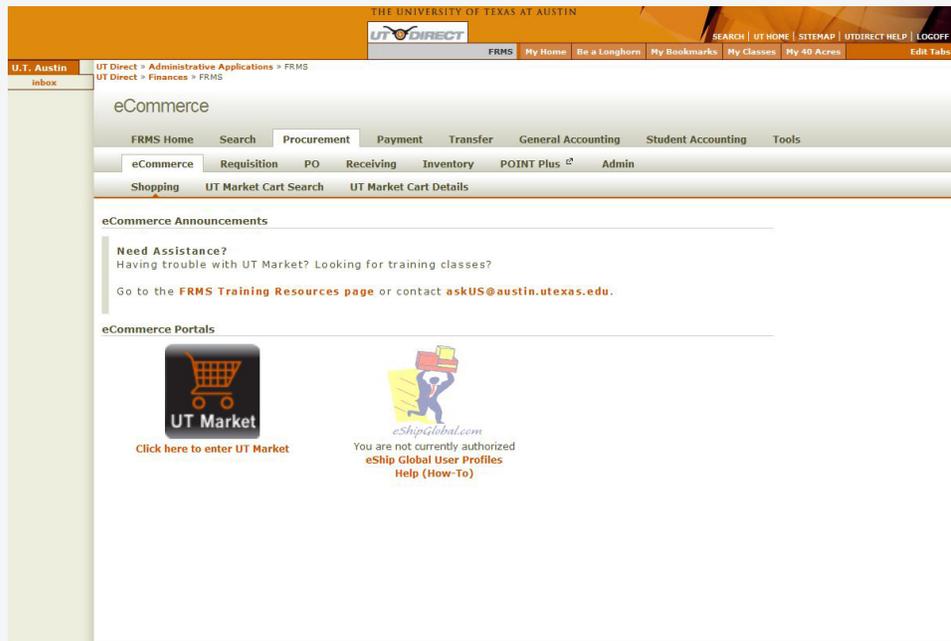
Once the page appears, select the "FRMS" eCommerce page" button indicated as 'STEP 3' in the picture to the right.



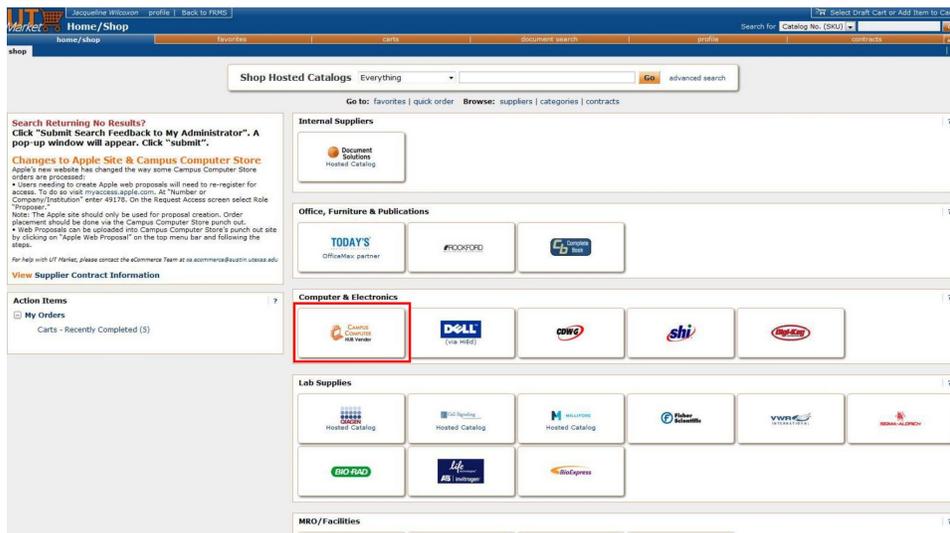
Step 3: Enter into UT Market

The UT Market page will feature a list of

vendor icons, as seen in the image to the right.



From these vendor S, 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"

Welcome JACQUELINE WILCOXON.

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...

<p>Checkerboard Clear w/Black Keyboard Cover f/ MB/MB Air/MB Pr...</p> <p>STK# 10802697</p> <p>\$18.99</p> <p>Select Item</p>	<p>Toshiba Canvio HDTCR10XS381 1 TB External Hard Drive - Silver...</p> <p>STK# 11006315</p> <p>\$89.99</p> <p>Select Item</p>	<p>Parallels Desktop 8 for Mac Student w/Free OS DataTraveler...</p> <p>STK# 11160253</p> <p>\$39.99</p> <p>Select Item</p>	<p>Mini DisplayPort to VGA Adapter.</p> <p>STK# 11073163</p> <p>\$26.99</p> <p>Select Item</p>
<p>Adobe Photo & Premier Elements 11 Mac/PC Bundle w/ addition...</p> <p>STK# 11148715</p> <p>\$39.99</p> <p>Select Item</p>	<p>Thule BackPack Bundle - Save \$14.</p> <p>STK# 11189685</p> <p>\$69.99</p> <p>Select Item</p>	<p>Mac on your TV Bundle - Save \$7.</p> <p>STK# 11189687</p> <p>\$29.99</p> <p>Select Item</p>	<p>Apple AppleCare Protection Plan - 3 Year.</p> <p>STK# MD014LLA</p> <p>\$183.00</p> <p>Select Item</p>

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
STK# MD101LLA
\$999.00

Est. Cart Total: \$999.00

Proceed to Checkout

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.

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
<p>Apple MacBook Pro MD101LL/A 13.3" LED Notebook - Intel Core i5 2.50 GHz.</p> <p>STK# MD101LLA</p>	\$999.00	1	\$999.00

Shipping Method : Please Choose

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.

2013-08-07 jm4288 02 | 1 Item(s), 999.00 USD

active cart | draft carts | assigned carts | favorites | my recent requisitions | my requisitions

Shopping Cart for Jacqueline Wicsson

1 Item(s) for a total of 999.00 USD

Back to FRMS or Assign Cart

Need to review your request details? Click here.

Cart Name: 2013-08-07 jm4288 02 | Pay-from comments (100 characters): | Instructions for buyer: Add notes... | Save

UT Market Cart Description (not in FRMS): | Deliver-to comments (100 characters):

Supplier / Line Item Details

note line details | For selected line items: Add To Favorites | Save

Campus Computer Store more info...

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

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. more info...	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

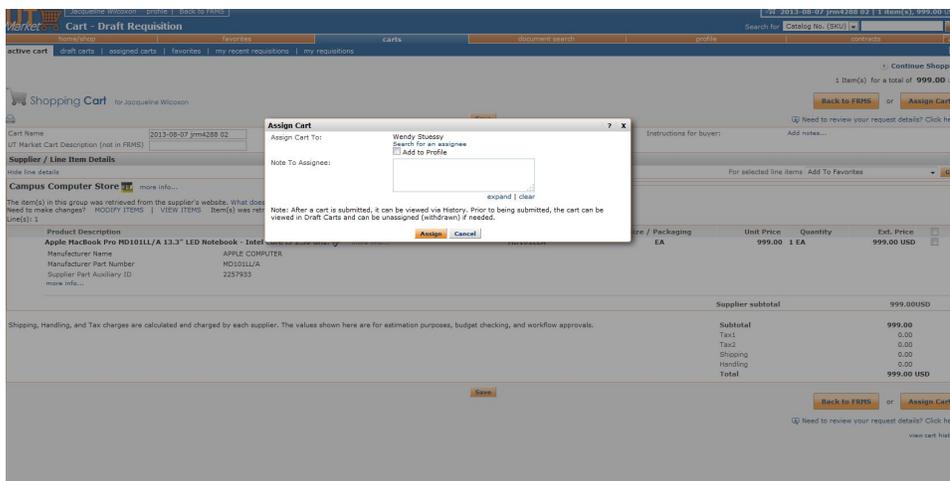
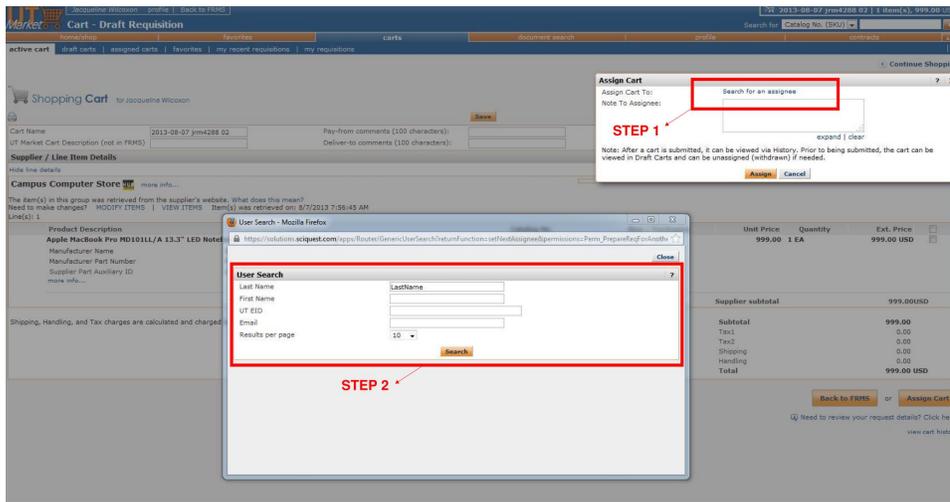
the information for the person who

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"

