## **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	UT: Austin CO:INVEM CO:INVEM CO:INVEM POINT Plus POINT Plus
the purchasing forum "eCommerce". Log in with your UTEID.	NUTICATION NEURI     Create a Rew Requisition   we an Existing Requisition   commerce   POINT Plus Home   POINT Plus Search   Porchasing Guidelines   Management Reports   Administrative Tools   as definition   O'''   Bid Invitation   o''   Bid Invitation   o''   Bid Invitation   o''   Vendor Name:   o''   by State:

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

Once the page	THE UNIVERSITY OF TEXAS AT AUSTIN  UT OF IFAAS AT AUSTIN  UT OF IFAA					
appears, select the "FRMS eCommerce page" button	U.T. Austin         Control NUENT / Controls         inbox         NAVIGATION MENU         Create a New Requisition         View an Existing Requisition         eCommerce         To access the University's eCommerce portals (UT Market and eShipGlobal) click the FRMS eCommerce page         FRMS eCommerce page					
indicated as 'STEP 3' in the picture to the right.	STEP 3     STEP 3       POINT Plus Home     Manage eCommerce Profiles       Purchasing Guidelines     Reset Department Reguisition Number       Nanagement Reports     Purchasing Center U-170       Administrative Tools     Dept Req Number       askUS     Reset					

Step 3: Enter into UT Market



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

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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"