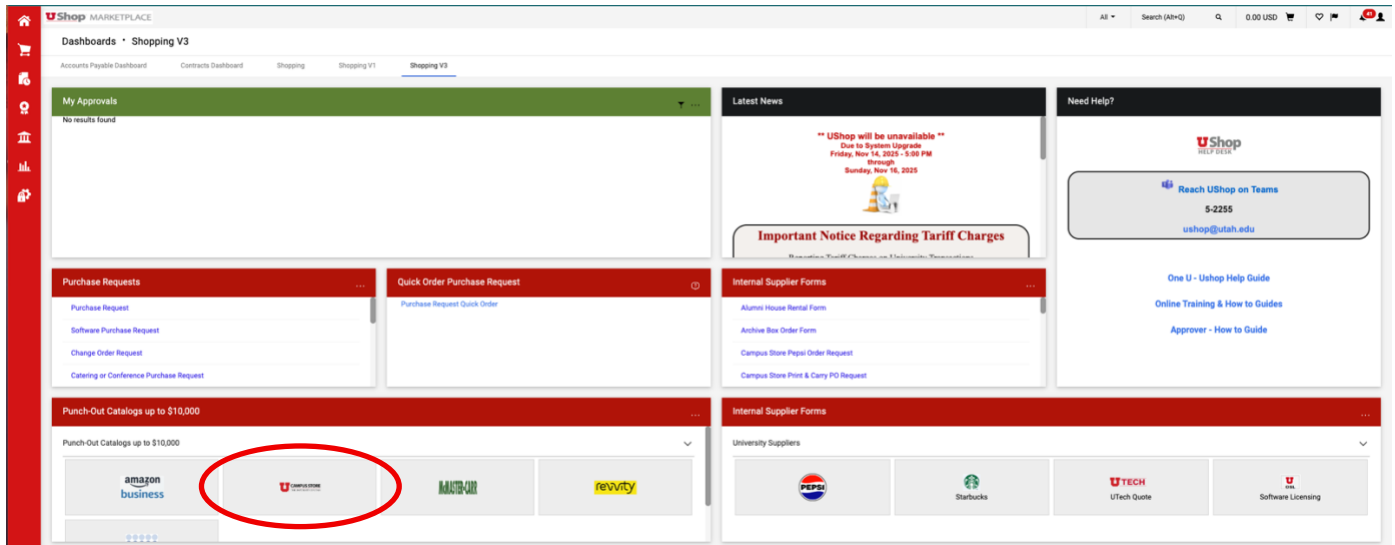


This guide will walk you through how to purchase UTech Apple and PC computers from the UShop Campus Store Punch-Out Catalog. If you have any questions, please reach out to the Campus Store Sales Team at sales@campusstore.utah.edu.

Step 1

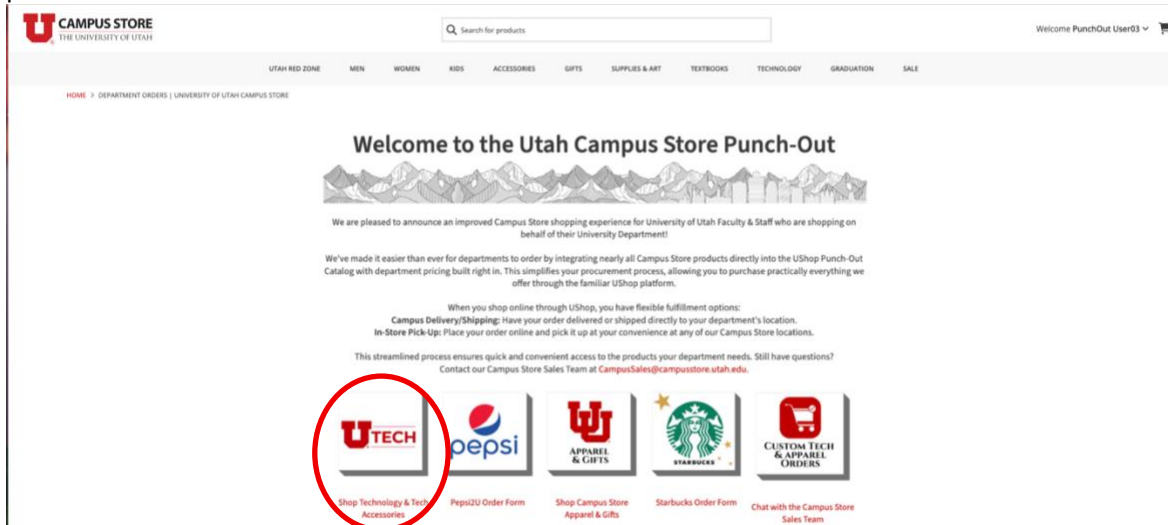
Once you have logged into UShop, click on the Campus Store Punch-Out Catalog to shop UTech Apple and PC computers that are in stock at the store or can be shipped within 1-3 weeks.

If you cannot find the technology configuration or product you are looking for on the UShop Campus Store Punch-Out, please reach out to our Campus Store Sales Team. Our Sales Representatives will be in touch with you within a few business hours to discuss your specific needs.



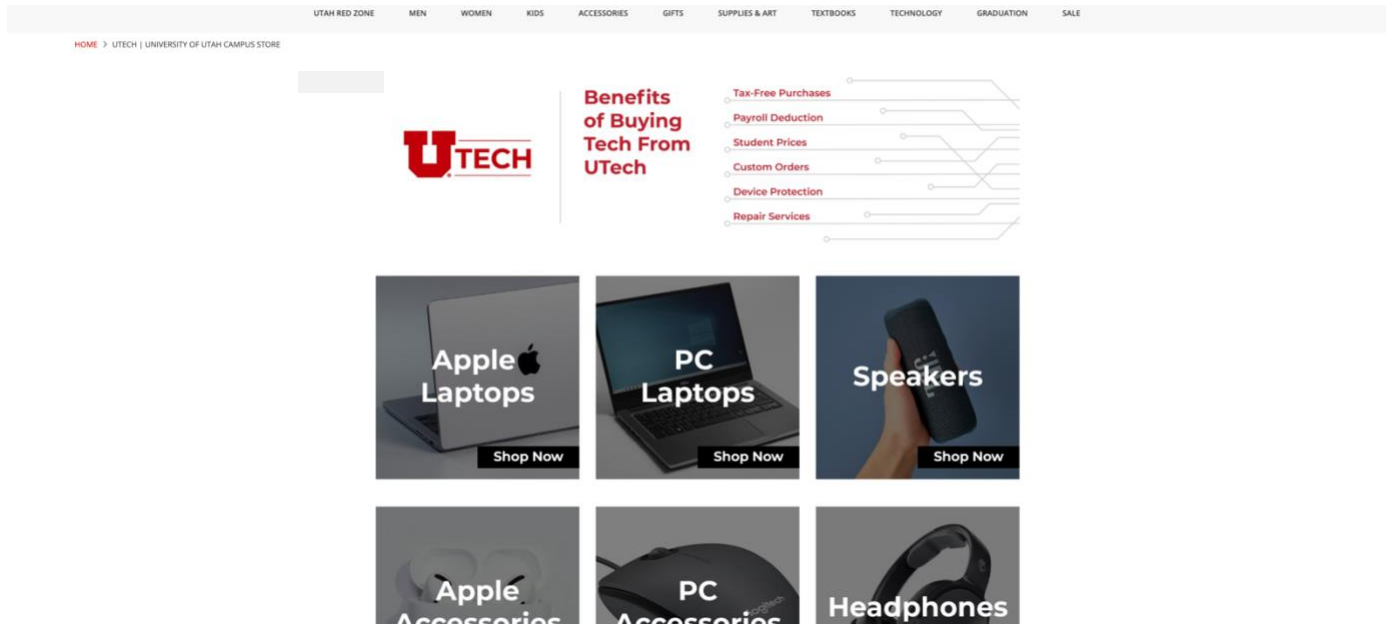
Step 2

You will then be taken to the Campus Store Punch-Out Catalog homepage. Click “Shop Technology & Tech Accessories” to shop our selection of updated selection of Apple Macs, MacBooks, iPads, and PC products.



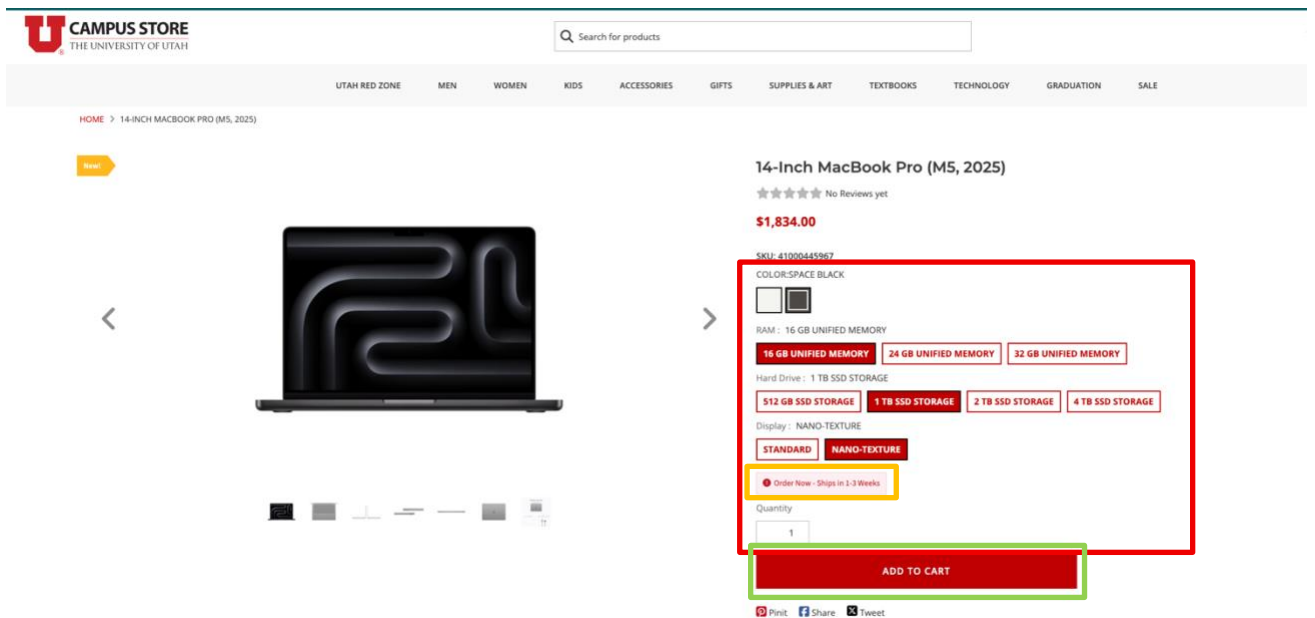
Step 3

You will be taken to the UTech homepage where you can select which product category you would like to shop.



Step 4

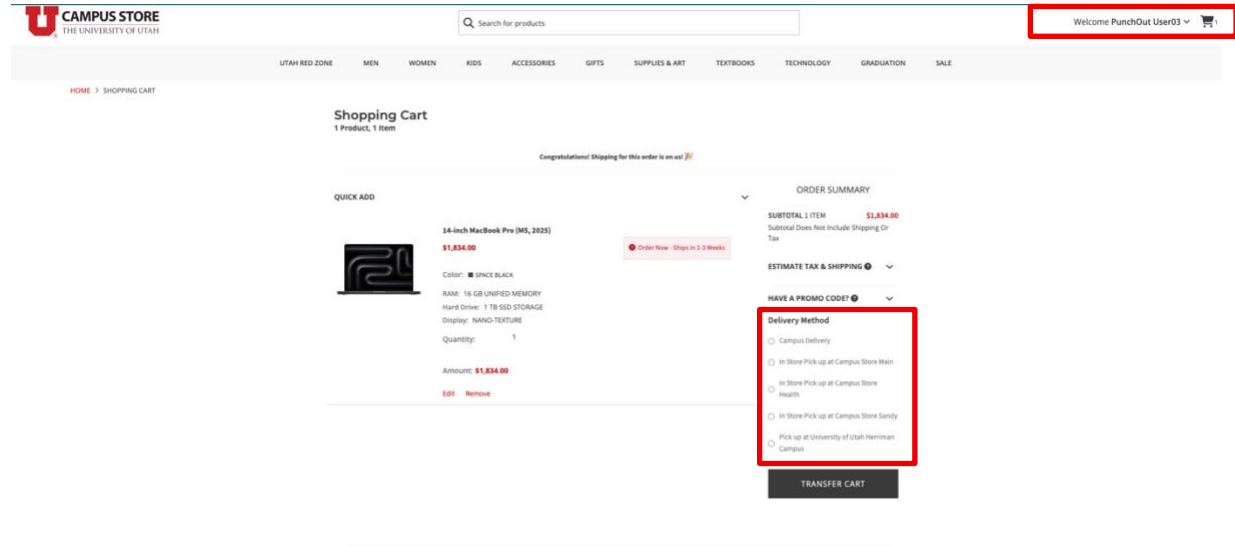
Once you have selected your base model, you can select what configuration needs work best for you. If a product is not in stock, you will see a notification that the product will ship within 1-3 weeks. This means we will need to place an order for you and have it shipped to the store. Once you have selected your product, click add to cart.



Step 5

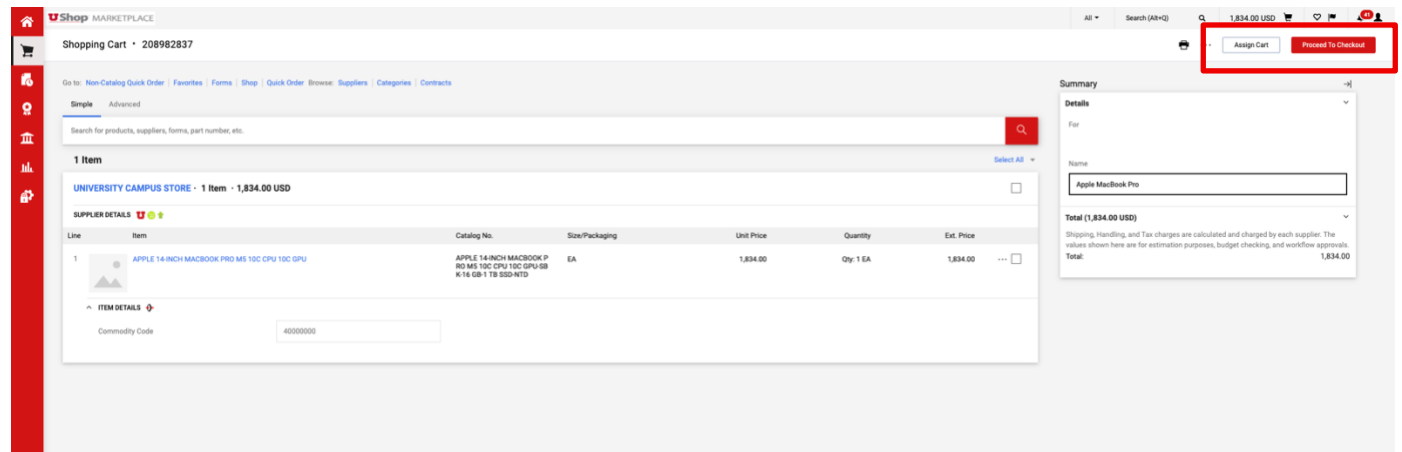
After you have completed shopping, navigate to your shopping cart at the top of the webpage. From here, you will select which delivery or shipping method you prefer. The Campus Store offers free department delivery options, or you can pick-up at any of our convenient locations.

To complete checkout, click on Transfer Cart to be taken back to UShop to complete your order delivery and/or enter chartfield information. **Please note: Tax is not applied to UShop Campus Store Punch-Out Catalog purchases!*



Step 6

After selecting "Transfer Cart", you will be taken back to UShop and can complete the required information like other UShop Punch-Out Catalogs.



Step 8

The last step will be entering the appropriate chartfield for your purchase and ensuring that the “Ship To” address is accurate for free Campus Delivery. If you have selected Campus Store pick-up, you will be sent an email when your order is ready to be picked up at the selected location.

Once all the information has been entered and checked for accuracy, you can assign the cart through your department approval process. The Campus Store will contact you with an order confirmation within 48 hours. If you do not receive a notification, please reach out to sales@campusstore.utah.edu.

If you would like you Apple device enrolled in the University of Utah Apple DEP, please make a note in the External Note section and our Sales Representatives will ensure the device is added to this program.

Please include the following information in your note:

“Please enroll these devices under our DEP ID: XXXXXXXX.”

If you aren’t sure what you’re department’s DEP IS, please make the following note:

“We need DEP enrollment. Please reach out for our ID.”

The screenshot displays the 'Shop Marketplace' interface for a requisition with ID 208982837. The page is divided into several sections:

- General Information:** Cart Name: Utah Tumblers; Description: no value; Requisitioner: no value; Shopper: no value; Department Custom Fields: SUB-AWARD #, DSS#, eAward Transaction #, FM Work Order (all no value).
- Ship To / Billing Options:** Ship To: UNIVERSITY CAMPUS STORE, 270 S 1500 E RM 111, SALT LAKE CITY, UT 84112, United States; Shipping address code: 0067001110; Billing Options: Accounting Date (no value), Ship Via (Best Carrier-Best Way), Hold Invoice for Approval (no), Handling Code Override (no value), Separate Payment Override (no value), Payment Message (no value), Require exact PO-to-Invoice match (no), Prevent automatic PO distribution (no).
- Notes/Attachments & Add'l Approvals:** External Notes and Attachments (no value), Attachments for all suppliers (Add), Internal Notes and Attachments (no value), Internal Attachments (Add), Ad-hoc Approver (Add), Ad-Hoc Approver (Add).
- Accounting Distribution:** A table with columns: Acct Dist Shortcut, BU, Org, Fund, Activity, Project, Account, A/U. The table shows 'no value' for all fields, with 'Required' and 'Empty' status indicators.