Submitting an Order (Standards)

- In the **Technology Standardization** category, select **Computing Purchases** to begin to place an order.

- Select the appropriate Business Unit, check the device(s) that you would like to order, and click **Choose Options**.

- You will see a tab for each item you selected on the first page. For each device, you must specify who it is requested for (you may identify multiple users if necessary).
- Once you have finished customizing your items, click the Checkout button to move to the summary page for final review and totals.

- Click Checkout once again to place your order and generate a request number (if you are the approver for the entered Business Unit, you will be taken to the approval page at this stage).