After you receive a quote for computers and peripherals from UTech, click to open the Campus Store UTech Quote Submission form in UShop.

This form is located in the Place an Order section on the Shopping Dashboard.

**Required fields:**

1. Provide your UTech Quote Number and Quote amount
2. Select either Delivery or Pickup.

If you select Pickup, please note the address of the Campus Store.

![UTech Quote Submission Form]

3. Attach the UTech quote. This quote should be saved to your desktop.

Click on the Add Attachments button and follow prompts to search for and attach document.

![UTech Quote Submission Form]
Optional field: Additional Information.

A text box is provided to allow for additional information or notes for UTech, as needed.

When the form is complete, select Add and go to Cart in the upper right corner of the form, and click Go

Complete this transaction as with all UShop orders.