

CNM TXStore Quick Start Guide



TXStore Main Page

This is the main page of the CNM Online Store. You will use this page to find the equipment you used by selecting the location of the equipment. Equipment is organized and grouped by the floor that it is located on.

How to find the Online Store

1

<http://www.cnm.utexas.edu/>



click on billing

2



then click e-billing

<http://www.cnm.utexas.edu/billing.html>

or



click on CNM

<http://utdirect.utexas.edu/txshop>



www.nano.utexas.edu

Center for Nano and Molecular Science and Technology NST Third Floor Equipment

- CATEGORIES:**
- NST Fourth Floor Equipment
 - NST Third Floor Equipment
 - NST Second Floor Equipment
 - Corporate
 - Supplies
 - Training
 - Meetings

Quick Add	Description	Price
	Angstrom Engineering Glove-Box - 1hr - Angstrom Engineering Glove-Box located in NST 3.132.	\$ 10.00
	Asylum Research AFM - 1 hr - Asylum Research AFM located in NST 3.110.	\$ 7.50
	AFM - 1 hour - Digital Instruments AFM located in NST 3.110.	\$ 7.50
	Cary UV/VIS NIR - 1/2hr - Cary UV/VIS NIR located in NST 3.112.	\$ 5.00
	Denton Thermal Evaporator - 1hr - Denton Thermal Evaporator located in NST 3.132.	\$ 10.00
	FIB/SEM - 1 hour - FIB/SEM - 1hr - located in NST 3.110.	\$ 30.00
	Mbraun Inc. Glove-Box - 1hr - Mbraun Inc. Glove-Box - 1hr - located in NST 3.132.	\$ 10.00
	Suss Probe Station - 1 hour - Suss Probe Station - 1hr - located in 3.112.	\$ 5.00
	Thermo Mattson FTIR - 1hr - Thermo Mattson FTIR - 1hr - located in 3.112.	\$ 5.00



Items 1-9 of 9.

You can see equipment from different areas by clicking here

Here is a list of the equipment on the third floor.

- CATEGORIES:**
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AFM - 1 hour
 Digital Instruments AFM located in NST 3.110. Must record 1 hour minimum charge. Tips may be purchased as separate items listed under supplies.



per hour: \$7.50

Item not subject to sales tax.

Quantity:

Optional Items:

AFM - 1/2 hour \$3.75 Quantity:

For more information, please call (512) 232-3695.

[ADD TO CART](#) [CONTINUE SHOPPING](#)

1/2 hours

whole hours

Here I have selected the AFM and entered 2 in the quantity for hours. I have added an additional 1/2 hour to the purchase to make 2.5 hours total.



Cart Center
View/Update cart content

Center for Nano and Molecular Science and Technology

- CATEGORIES:**
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No.	Item	Item Price	Quantity	Item Total	Remove Item
1	AFM -1 hour	\$ 7.50	<input type="text" value="2"/>	\$ 15.00	REMOVE
	AFM - 1/2 hour	\$ 3.75	1	\$ 3.75	UPDATE
Standard Shipping Total:				\$ 0.00	
Shopping Cart Total: (excluding tax and discount)				\$ 18.75	

NOTE: Please see our [shipping and tax information](#).

[UPDATE CART](#) [EMPTY CART](#) [CONTINUE SHOPPING](#)

Checkout

An account which requires UT EID will be saved

[CHECKOUT UT EID](#)

After clicking [ADD TO CART](#) you will click [CHECKOUT](#) and the checkout screen will appear. You will then select [CHECKOUT UT EID](#) to move to the final payment screen.

If this is the first time you have used the online store, you will need to create an account. The website will automatically take you to the page where you can enter your phone number, mailing address and email address.

* You will need to enable pop-ups for utexas.edu for this website to function properly.



Order Summary	
Order subtotal:	\$ 28.75
Tax:	Unknown
Standard Shipping:	Unknown
Additional Shipping:	Unknown
<hr/>	
Total:	\$ 28.75

Address Information	
Billing Address	
<input type="text" value="RES"/>	
Title (Mr., Ms., etc.):	<input type="text"/>
First name:	<input type="text" value="Mike"/>
Middle Initial:	<input type="text" value="J"/>
Last name:	<input type="text" value="Tiner"/>
Phone number:	<input type="text" value="5122323695"/>
E-mail address:	<input type="text" value="mike.tiner@mail.utexas.edu"/>
Address Line 1:	<input type="text" value="1 University Station"/>
Address Line 2:	<input type="text" value="A5500"/>
City:	<input type="text" value="Austin"/>
USA Addresses Only:	
State Zip Code:	<input type="text" value="TX"/> <input type="text" value="78712"/>
Foreign Addresses Only:	
Country:	<input type="text" value="No Foreign Country Selected"/>
Postal Code:	<input type="text"/>
Payment Options	
<input type="button" value="IDT"/> <input type="button" value="PREPAY"/>	

At the bottom of the order summary there will be a button for Pre-pay and for most people a button for IDT. You will only use the pre-pay if there is no IDT button or you have special instructions by CNM Staff.

Order Summary	
Order subtotal:	\$ 28.75
Tax:	0.00
Standard Shipping:	0.00
Additional Shipping:	0.00
<hr/>	
Total:	\$ 28.75

Inter-Departmental Transfer Information	
Enter IDT Information	
Enter your 10 digit IDT account number: (Do NOT enter dashes with the number.)	<input type="text"/> <input type="button" value="Pay"/>
<small>Note: The account contact and office manager will be notified of a purchase on this account.</small>	

After clicking the IDT button you will enter your account number on this screen and press "Pay" to complete your transaction. You will be sent a confirmation by email.

Reminders

1. Pay for all of your time.
2. After the first hour round up to the nearest ½ hour.
3. You will need a valid account number every time to complete your order.
4. Pay for your time the same day you use equipment, if you use several different items you can consolidate them to one purchase.
5. If your account number is invalid or does not have enough funds your cart will be saved and you can open it up and pay after you get a valid account number. You must still try to purchase so that I know you are not forgetting.
6. If you make a mistake send me an email, we can fix it even if the purchase has been completed.
7. Do not use the paper logbooks any more.
8. Do not use pre-pay unless you have been instructed by CNM Staff to do so.
9. There are computers in the FIB room, the cleanroom and the shop outside my office on the fourth floor to make purchases. Additionally you may use any web enabled PC to reach the website.
10. Equipment fees are listed on the CNM website under the “billing” tab.