Apple eCommerce site

Site URL: ecommerce.apple.com

Begin by starting your requisition in B+ so you will have a requisition number for the engraving instructions. Then login and follow these instructions.

Sign in with your Apple ID

Apple ID
kathy.scott@yourcharlotteschools.net

Password

Login

☑ Remember me

Forgot Apple ID or password?

Don't ... ID? Create yours n...

Order by Part Num...   Proposals Pending Approval

Part Number   Quantity

Part Number   Quantity

Quantity

Add to Cart

Use the menu across the top of the screen to find the item you want

iPad

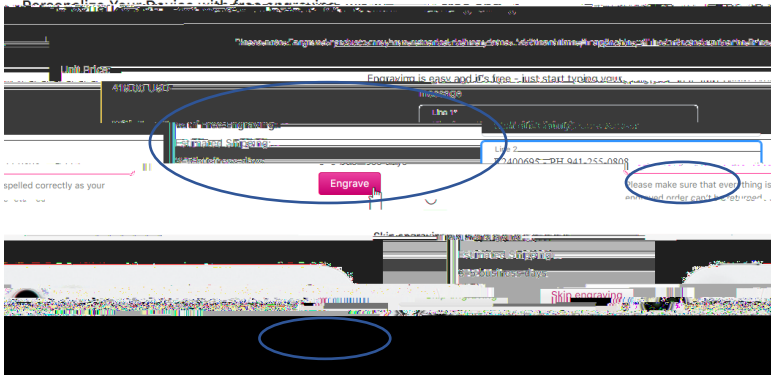Click on the model to see the options

Apple eCommerce site

x Find the device you want to purchase
x Enter the quantity
x Click "Engrave"

x Enter engraving instructions as shown in example to the left using your requisition number
x A mock up of the engraving will display in the picture of the device
x Click "Engrave"

Apple eCommerce site

xReview your order including the engraving instructions – engraving will match EXACTLY what you type – PROOFREAD
xClick "Create Proposal"
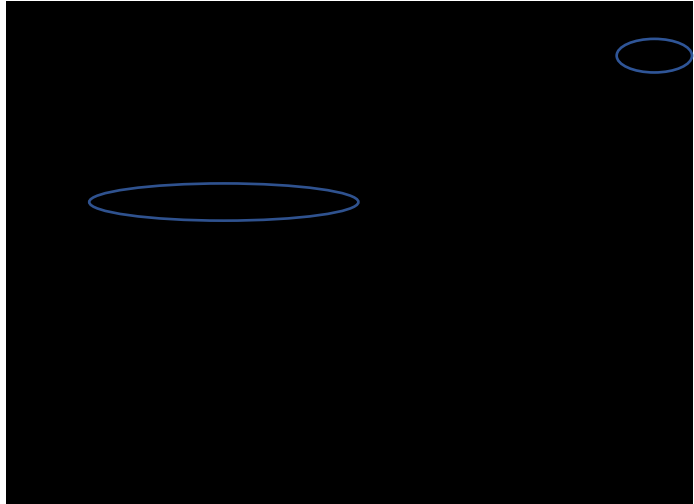
Create Proposal

Back

First Name*
Kathy

Last Name*
Scott

Proposer Phone Number
914-575-5400

Purchaser(s) Email Address*
purchasing@yourcharlotteschools.net

Send copy of proposal to
kathy.

Item Picture	Description	Total Quantity	Unit Price	Total Price
	Personalized 10.9-inch iPad Wi-Fi 64GB Silver			2,095.00 USD

Estimated Shipping: 3–5 business days

Engrave Text: Charlotte County Public Schools #A100605 ext.
0606

Please note: The text you entered

	Subtotal:	2,095.00 USD
	Estimated Tax:	0.00 USD
	Total:	2,095.00 USD

xFill in the required fields – use purchasing@yourcharlotteschools.net for email
xClick "Send Proposal"

Clicking the icon in the upper right corner in front of the shopping cart.

Apple Store for CHARLOTTE COUNTY PUBLIC SCHLS | Welcome, Kathy Scott

Mac   iPad   iPhone

Order by Part Numbers   Quotes from Apple   Proposals Pending Approval

Enter individual Part Number and quantity, or enter multiple Part Numbers and quantities

Part Number	Quantity
Part Number	Quantity
Part Number	Quantity
Part Number	Quantity
Part Number	Quantity

Copy and paste multiple or line break.

OR   Saved Cart

Add 5 M

Mass Order Requests
Search, view and up

Proposals

Quotes from Apple
Convert quotes for purchase.

Retrieve pro   Created templates.

Saved Cart
Review a cart created on the public store.

Order Status
Check the status of orders and returns.

Invoices
Search, view, and reprint duplicate invoices.

Sign Out

Log out here

Apple eCommerce site

Complete your requisition as follows:

Vendor: Apple, Inc. – V000374
Bid Number – PEPPM 535802-01
Req Codes – EV
Ship To ID – WHSE

ITEMS Tab
1. Enter Quantity, Units, Unit Price
2. Enter Description – start with the noun but the description does not have to be real specific since the information for the order is coming from the eCommerce portal. For example, iPad Pro, iPad Air, etc. Be sure to include the proposal # from the eCommerce portal.
3. Enter your account code
4. Select Non-Asset Associate Code at the very bottom of the page
5. Attach a PDF copy of your proposal
6. Approve your order
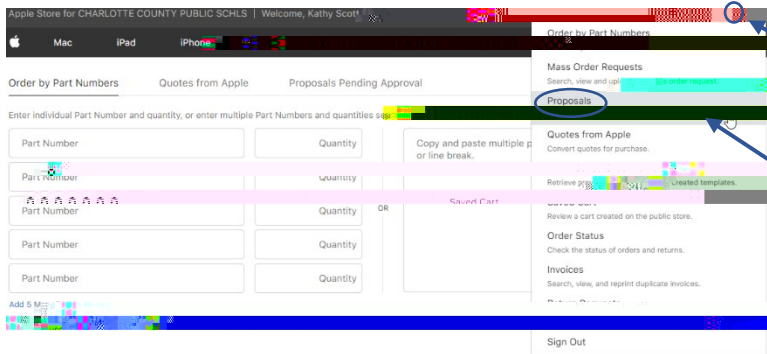
To check the status of your proposal, click on icon at the top of the page and select Proposals

x The status displays to the right of the proposal information
x Click on the Blue proposal # to view order details