

How to Develop a Proposal to Purchase Apple Products

1. Login to <https://ecommerce.apple.com> and sign in as a Returning Customer:

Login: appleproposals@partners.org

Password: Mgb22mac

If you are prompted by Apple Security, select **Other Options > Don't Upgrade**.

2. Use the top navigation bar to select the product(s) you'd like to purchase (Mac, iPad or accessories).

3. To accept the default configuration, enter the quantity and then click **Add to Cart**. Or to customize the configuration (such as processor, memory or disk) click **Configure**. Use the radio buttons to select your options, and once you are satisfied with your configuration, click **Add to Cart**.

4. At the **Your Cart** page, you will be presented with the option to add AppleCare to your product. Please purchase AppleCare as only Apple can warranty and repair their products, and hardware support is not available through Partners. Check the box for the extended coverage and click **Update**.

5. Return to the homepage by clicking the **Apple Store for MASS GENERAL BRIGHAM** link at the top, and select the appropriate accompanying Apple Professional Services (APSC) in yellow for your product. If you are not ordering a Mac, iPad or display and buying accessories only, no professional services are necessary.

- APSC MGB **MAC** SVCS-USA – \$38.50
- APSC MGB **IPAD** SVCS-USA – \$28.00
- APSC MGB **DISPLAY** SVCS-USA – \$28.00

6. Click **Buy Now** on the applicable service, and then click **Add to Cart**. You must select Apple Professional Services (APS) for each Mac, iPad or display being purchased. For example, if you are ordering two iPads, you must add quantity 2 iPad Services. You can update the quantity of these services at the **Your Cart** page.

7. Don't forget any accessories you would like such as a case, keyboard or adapter. You can add products directly to your cart if you know the part number via the **Add Part** option.

8. When your cart is complete, click **Send Proposal** at the bottom.

9. Populate the fields with your name and phone number, ensure appleproposals@partners.org is the Purchaser(s) Email Address, send a copy to your email address and click **Submit**. When you receive your proposal, follow the instructions at the **Purchase Apple Products** page to submit a requisition in PeopleSoft.

- A copy of your proposal will be sent to your inbox. It can take up to 15 minutes to receive your proposal.

- You can revise your proposal by navigating back to <https://ecommerce.apple.com>, click the menu drop down from the top right corner, and click **Proposals**. Enter your proposal number and modify the date if need be and click **Search**. Click your proposal number displayed and then click **Edit**. Once you've revised the proposal, click **Update** then **Save**. A new copy will be emailed to you.

- Please ensure you develop a proposal for each order, **proposals can not be re-used**.

- Please note **all sales are final for Apple products**, so ensure your proposal is accurate as you will not be able to return or exchange any products. If you have any questions or need assistance developing a proposal, contact Kevin Black, Inside Account Executive for Apple Education at kblack@apple.com or (512) 674-6823.