



Open a Purchase Order for an Apple Device

This tip sheet guides you through the process of purchasing Apple equipment.

Step 1: Create an Apple Proposal

Follow the instructions in this article to create an Apple Proposal:

<https://rc.partners.org/support-training/getting-started/get-hardware#purchase-apple-products>

Step 2: Use the Apple Proposal to open a Requisition (REQ) in eBuy

You must have completed eBuy training and been given access to open a PeopleSoft REQ. If you do not have access, please check with your department administrator to see who can open the REQ for you.

- I. Login to **PeopleSoft > eBuy > Requisition**
- II. Complete the next screen: **REQUISITION SETTINGS**
 - a. **Supplier:** 0000002558 (Apple Inc.)
 - b. **Ship To:** Enter the address for your location
 - c. **Attention:** Enter Purchaser's Name
 - d. Click **OK**. Then, click **Special Requests**

The screenshot shows the 'Requisition Settings' form in the eBuy system. The form is divided into several sections: 'Requisition Settings', 'Line Defaults', and 'Shipping Defaults'. In the 'Requisition Settings' section, fields for Business Unit (0100), Requester (JMB70), Currency (USD), Mass General Brigham, Requisition Name, and Priority (Medium) are visible. The 'Line Defaults' section includes a note about defaults and fields for Supplier (0000002558), Supplier Location (01), Category, Unit of Measure, and Buyer. The 'Shipping Defaults' section includes fields for Ship To (PREV), Due Date, Ship Via (STANDARD), Attention (Joan Swift), and Freight Terms (DESTPHS). Annotations with yellow boxes and arrows highlight specific fields: '0000002558' in the Supplier field, 'Select Ship To Address' pointing to the Ship To field, and 'Add Recipient' pointing to the Attention field.

III. Complete the next screen: **SPECIAL REQUESTS**

- a. Complete the * required fields: Item Description, Price Quantity, Category and Unit of Measure.
- b. Click **Add to Cart**.
- c. If you have additional items, continue to enter each item. When finished entering all items, click **Checkout**.

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description: Apple MBP 14

*Price: 2775.00

*Quantity: 1

*Category: COMPE

*Currency: USD

*Unit of Measure: EA

Due Date: [Calendar Icon]

Supplier

Supplier ID: 0000002558

Supplier Name: APPLE INC

Item ID: [Field]

[Suggest New Supplier](#)

☐ Send ... ☐ Show ... ☐ Show ...

[Add to Cart](#)

IV. Complete the next screen: **CHECKOUT – REVIEW and SUBMIT**

- a. In the Requisition Lines section, under **Comments**, click **Add**.

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments
1	Apple MBP 14		APPLE INC	1.0000	EACH	1225.0000	1225.00	[Icon]	[Icon] Add

- b. In the **Comments** field, enter the **Apple Proposal Number**.
- c. Click **Add Attachments** and **upload the proposal**.

Line Comment

Business Unit: 0100 Requisition Date: 06/26/2023 Status: Pending

Line: 1

Comments

Entered On:

1 Proposal 12345678

☒ Send to Supplier ☐ Show at Receipt ☒ Show at Voucher

[Add Attachments](#)

[OK](#) [Cancel](#)

- d. Click **OK**. Then, click **Save & submit**.

Check the Status of your Order

To check the status of your order, open a ticket with the [Digital Service Desk](#). Please include the PO number.