

Open a Purchase Order for an Apple Device

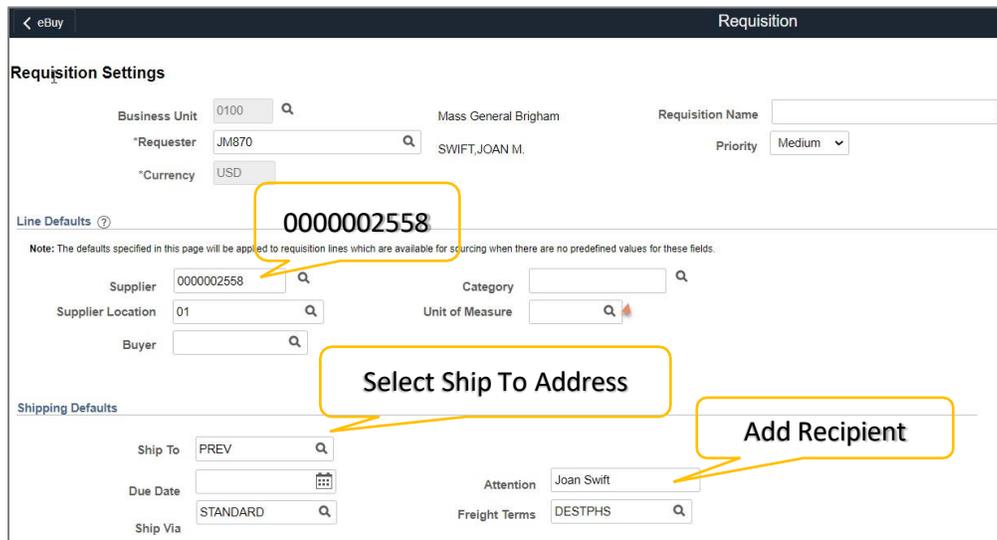
This tip sheet guides you through the process of purchasing Apple equipment.

Step 1: Create an Apple Proposal

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 include Business Unit (0100), Requester (JM870), Currency (USD), Mass General Brigham, Requisition Name, and Priority (Medium). In the 'Line Defaults' section, the Supplier field is highlighted with a yellow box and contains the value '0000002558'. Other fields include Supplier Location (01), Buyer, Category, and Unit of Measure. In the 'Shipping Defaults' section, the 'Ship To' field is highlighted with a yellow box and contains 'PREV'. A yellow callout box points to the 'Ship To' field with the text 'Select Ship To Address'. Another yellow callout box points to the 'Attention' field, which contains 'Joan Swift', with the text 'Add Recipient'. The 'Attention' field is also highlighted with a yellow box.

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

- a. Complete the * required fields: Item Description, Price Quantity, Category and Unit of Measure.
*If your order needs to asset tagged (MacBook or iPad), the items **cannot** be shipped to a residential address.*
- 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

APPLE INC

Suggest New Supplier

Send [Icon] Show [Icon] Show [Icon]

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]	Add [Icon]

- 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.