Open a Purchase Order for an Apple Device
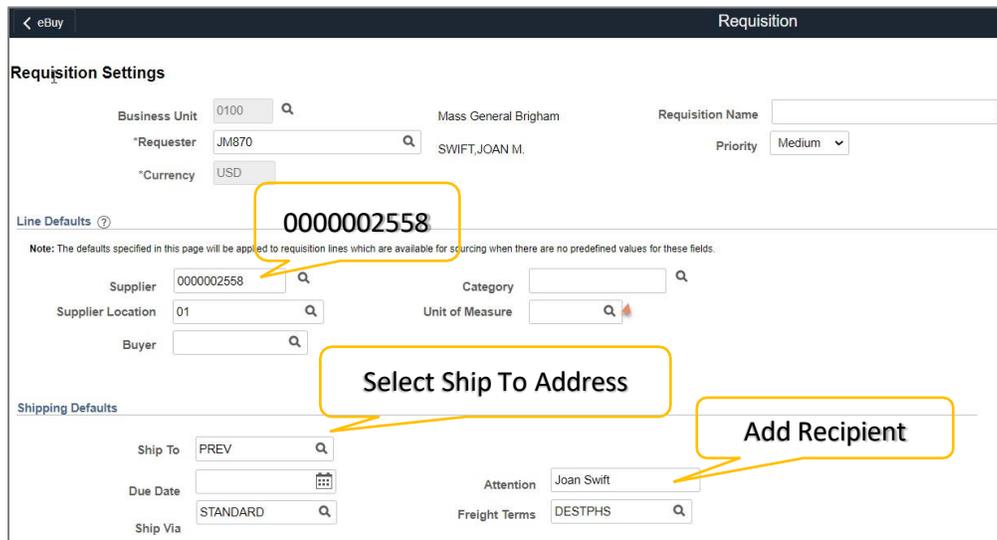
This tip sheet guides you through the process of purchasing Apple equipment.

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**

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**.

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

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

    b. In the **Comments** field, enter the **Apple Proposal Number**.

    c. Click **Add Attachments** and **upload the proposal**.

    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.