

# 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: Mgb23mac

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**. 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 Mass General Brigham. 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 Apple Services for your product (Mac or iPad). If you are only ordering accessories or a display monitor, no services are necessary.
    - **Mac** Asset Tagging and Setup – \$53.00
  6. Click **Buy Now** on the applicable service, and then click **Add to Cart**. You must select Apple Services (APS) for each Mac 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**.
  10. When you receive your proposal, follow the instructions at the Purchase Apple Products page to submit a requisition in Workday.
    - **If your order needs to be asset tagged (MacBook or iPad), the items cannot be shipped to a residential address.**
    - Peripherals can be shipped to residential addresses.
- A copy of your proposal will be sent to your inbox. It can take up to 15 minutes to receive your proposal.
  - To revise a proposal, navigate to the <https://ecommerce.apple.com>. Login and click the drop-down menu in the top right corner and click **Proposals**. Enter your proposal number, modify the date if needed and click **Search**. Click the proposal number, then click **Edit**. Revise the proposal, click **Update** then **Save**. A new copy will be emailed to you.
  - Please ensure you develop a proposal for each order, proposals cannot 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, [kblack@apple.com](mailto:kblack@apple.com) or (737) 291-2618.