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: shorM5uQ

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 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 PARTNERS HEALTHCARE link at the top, and select the appropriate accompanying box for Apple Professional Services (APSC) for your product. If you are not ordering a Mac, iPad or display and buying accessories only, no professional services are necessary.
   - APSC PARTNERS HEALTHCARE MAC SVCS – $38.50
   - APSC PARTNERS HEALTHCARE IPAD SVCS – $28.00
   - APSC PARTNERS HEALTHCARE DISPLAY SVCS – $28.00

6. Click Buy Now on the applicable APS, 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 PDF 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.