

All:

Effective immediately, Apple has changed their ordering methods. Please follow the instructions below before a requisition is entered:

1. Create your Apple Store Account (Instructions are attached)
2. Entering your Apple Proposal (Instructions are attached)
3. Please note the approved categories to select from the Apple Store: Mac, iPad and Accessories **ONLY (REVISED TO INCLUDE Mac Books) 3/27/23**

The ordering process will flow as follows:

1. Create Apple Proposal
2. Enter requisition and **attach the Apple proposal** (Example of correct requisition attached)
3. Submit in Nextgen approval routing as normal
4. Once approved, Purchasing will locate the proposal in the Apple Store and assign the purchase order number to release the proposal.
5. At any time, you can sign in in the Apple Store to view the status of your order