eVA APPLE ORDERING INSTRUCTIONS

Apple Computer is a registered eVA vendor, but does not have an eVA eMall catalog or a punchout catalog to their Education website. In order to place an order to Apple through eVA, it will be necessary to first visit the Apple Education website for JMU to select the items wanted, and then place the order in eVA as a Non-Catalog order. Unfortunately, Apple will not accept your SPCC as payment. If you want to purchase Apple products using your SPCC, then you will need to request a quote from one of our other verified vendors. IT Savvy or CDWG are recommended. For help in accessing or navigating the Apple Store, you may call Procurement Services: Jimmy Foltz x87523.

Apple maintains two internet sites, one with retail pricing and one with discounted educational pricing. It is recommended that you bookmark the link found on the Procurement page, http://www.jmu.edu/procurement/departmental-guide/07.shtml#apple

Creating your account in the new Apple Store

To access the new Apple store you need to have an Apple ID. It is recommended that you do no use your personal Apple ID if you have one. If you do have a personal Apple ID, you should create a separate Apple ID and associate with your JMU email address.

- If you already have an Apple ID

If you already have a work-related Apple ID, go to http://myaccess.apple.com to associate your Apple ID with the new Apple store. Click on the **Sign In** button if you have an Apple ID already.

- If you do not have an Apple ID

If you do not have a work-related Apple ID, go to http://myaccess.apple.com to create your Apple ID for the new Apple store. Click on the **Sign Up** button if you do not have an Apple ID already.

(See screenshots (Appendix A) for how to complete the sign up/in process.)

Once you are logged in to the Apple Education website – http://ecommerce.apple.com, you should see "Apple Store for JAMES MADISON UNIVERSITY" in the upper left corner of the of the web page.

Below the Apple Store for James Madison University text, there will be different categories of Apple equipment that you can select for purchasing. Hovering over each category will display subcategories of Apple products. The shopping experience is similar to what you might experience with other online retailers.

When you find an item that you want to add to your cart, enter the appropriate quantity in the quantity box and click on the green Add To Cart button. Every time you add an item to the cart, the site will display a summary page of the items in your cart. To add additional items, just repeat the process of using the drop down menus to find the items you want and continue adding them to your cart until all of your selections have been made.

Once you have selected all of the items you want, click on the "**Send Proposa**l' link that is just below the green Checkout button. **DO NOT** click on the Checkout button. James Madison

University only uses the Apple Store for Education to create proposals and does not purchase items directly through the site.

In approximate 5 -10 minutes you will receive an email with a copy of your web proposal.

Once you have your web proposal:

1. Log into eVA / Shop Now. Create a requisition and complete the Header Page.
2. Save and add a line under item details.
3. Enter the web proposal number and descriptive information in the item description box.
4. Search and select the NIGP Commodity Code.
5. Search and select Apple for the Supplier.
6. Select the vendor contact with the **Austin, TX** address (like the picture below).
7. Enter the quantity as one and price. NOTE: the quantity will always be ONE, for one quote. Only one line is needed, even if there are multiple items in your Proposal.

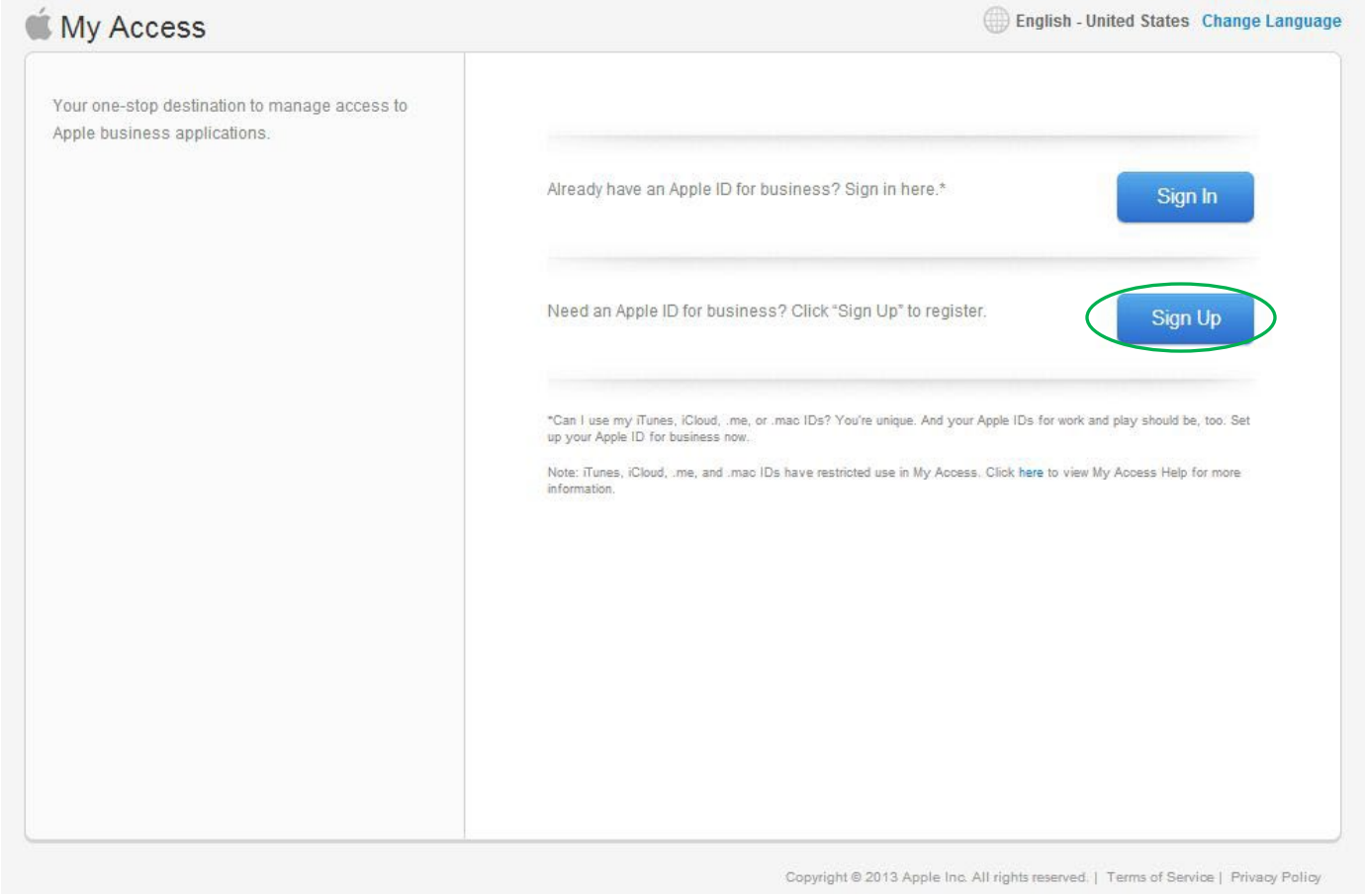
Apple should send a confirming email which will include the Apple order number. You may track your order with this number at www.apple.com/OrderStatus . James Madison University's Apple inside sales rep is Mike Garcia, mgarcia@apple.com, 512-985-3614.
In completing the eVA order, you will need to fill in the Account Code. These Expenditure Codes can be found at www.jmu.edu/finprocedures/2000/2015.shtml#_Toc459453576. The most frequently used technology codes are listed below. These codes can change each fiscal year and should be checked each July.

221100 – Desktop Computer
221200 – Notebook Computer, Handheld Computer
221400 – Mainframe Computer
221500 – Network Server
221600 – Network Components
221700 – Peripherals, Other Computer Equip.
221800 – Software
221900 – Software Development Tools

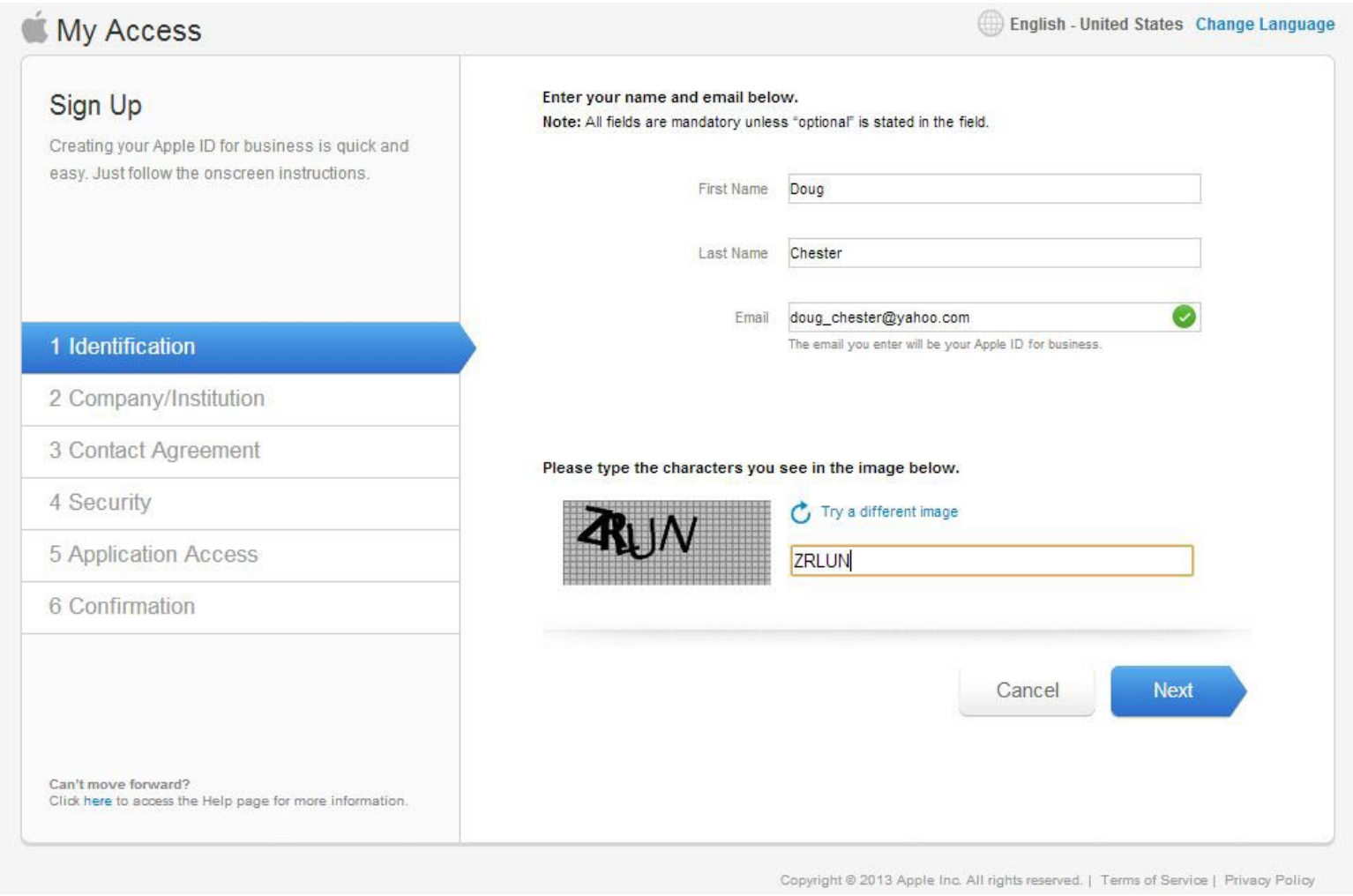
NOTE: Apple is normally an electronic vendor in eVA, i.e. when you submit your order, eVA sends it electronically to Apple. However, if you choose the wrong address, your order will not be sent electronically.
When this situation occurs, the person who enters the Apple requisition will be responsible for ensure that Apple receives the order. Once the order is approved, it is necessary to email a copy of the purchase order to Mike Garcia at mgarcia@apple.com.

Appendix A

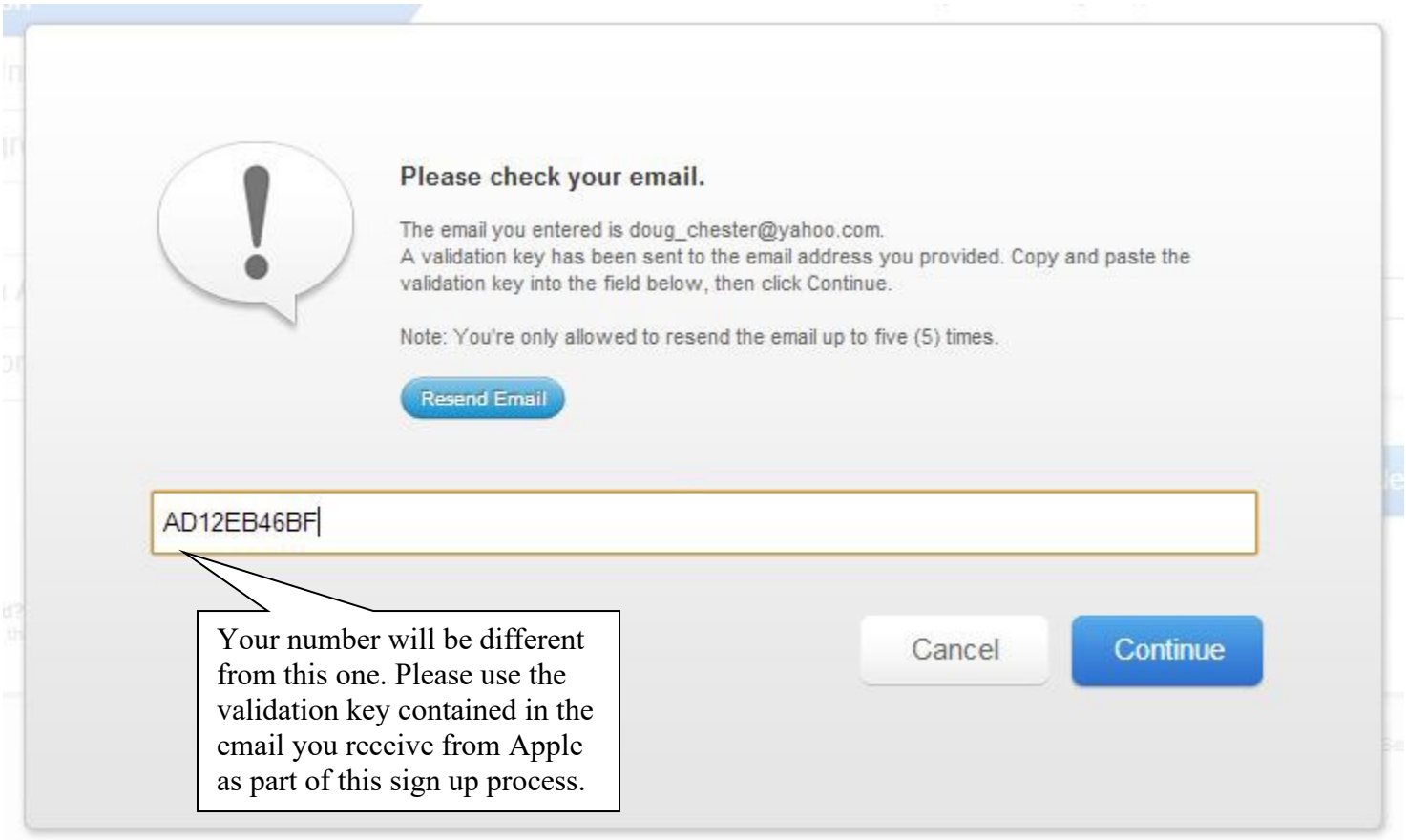
Registering with the new Apple store (if you do not already have an Apple ID) -



1. Click on the **Sign Up** button

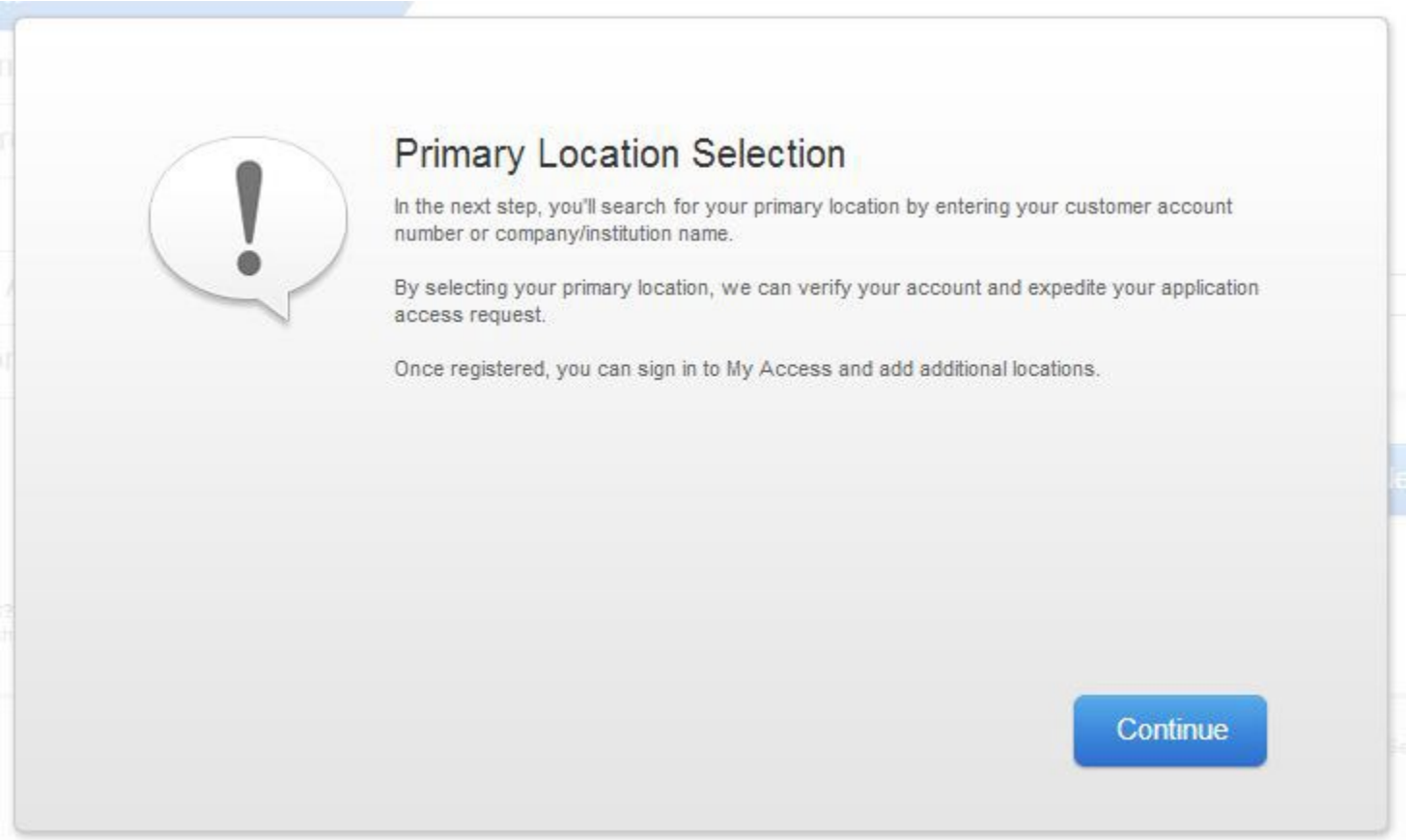


2. Enter your first and last name and email address in the appropriate fields. Also, enter the characters shown (should be five characters) in the field next to the image.

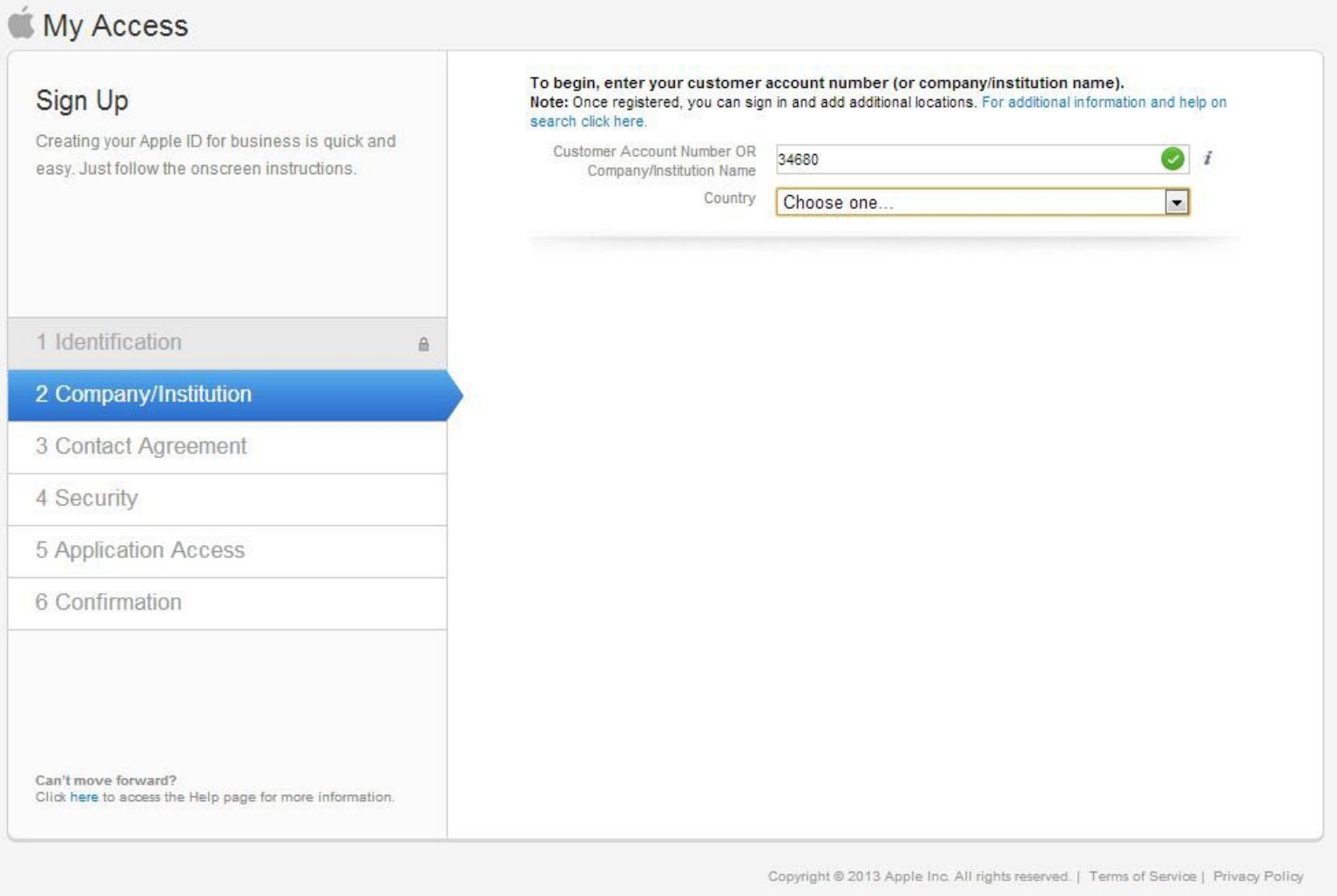


3. Upon completing the previous step, you should receive a validation code. Copy and paste this code in the field on the screen. If you don't receive the email, click the **Resend Email** button. Also, make sure to check your Junk Email folder in case it was marked as junk mail.

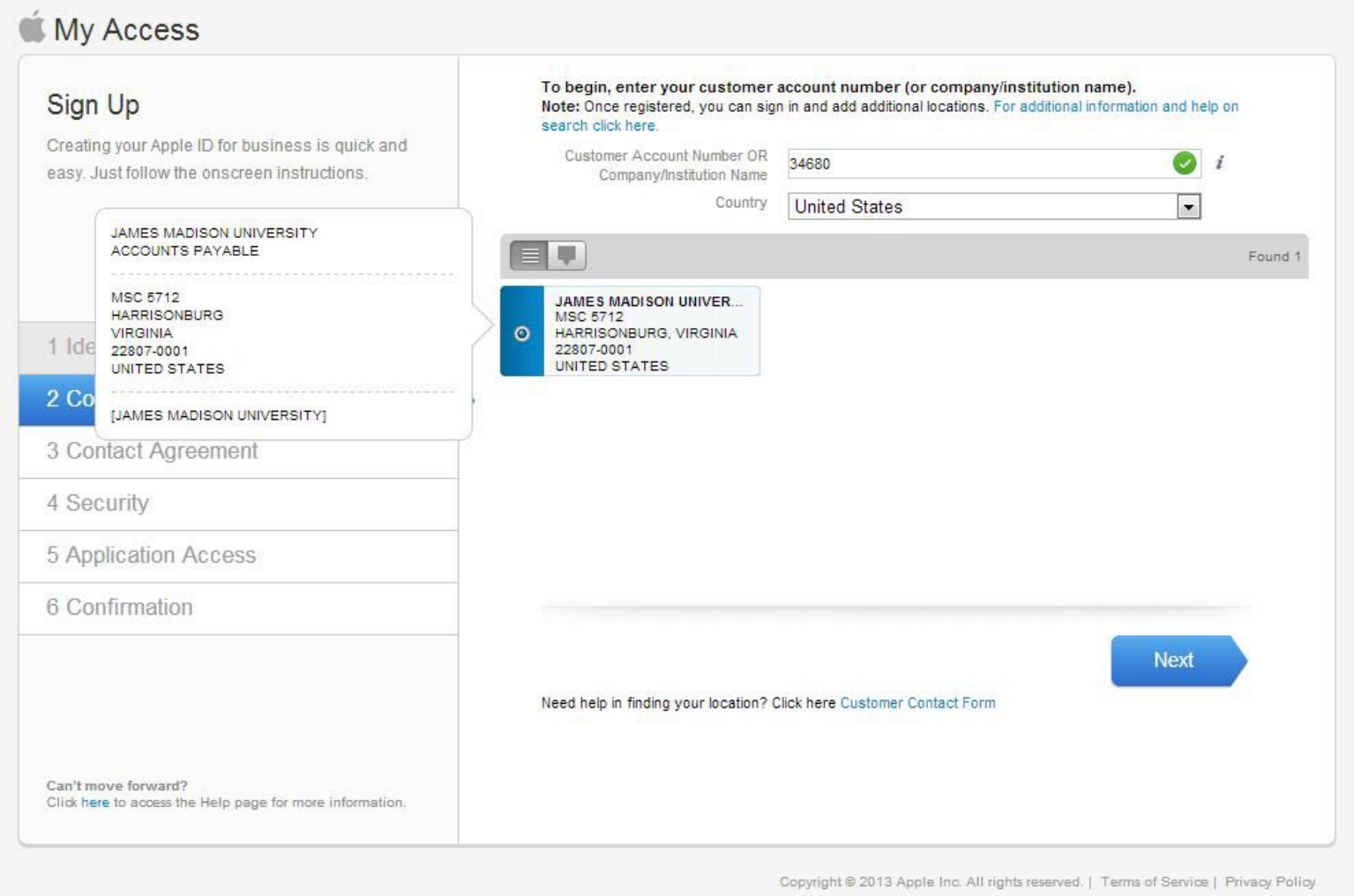
   The code in the field above is just for demonstration purposes. Please use the validation code that you receive via email.



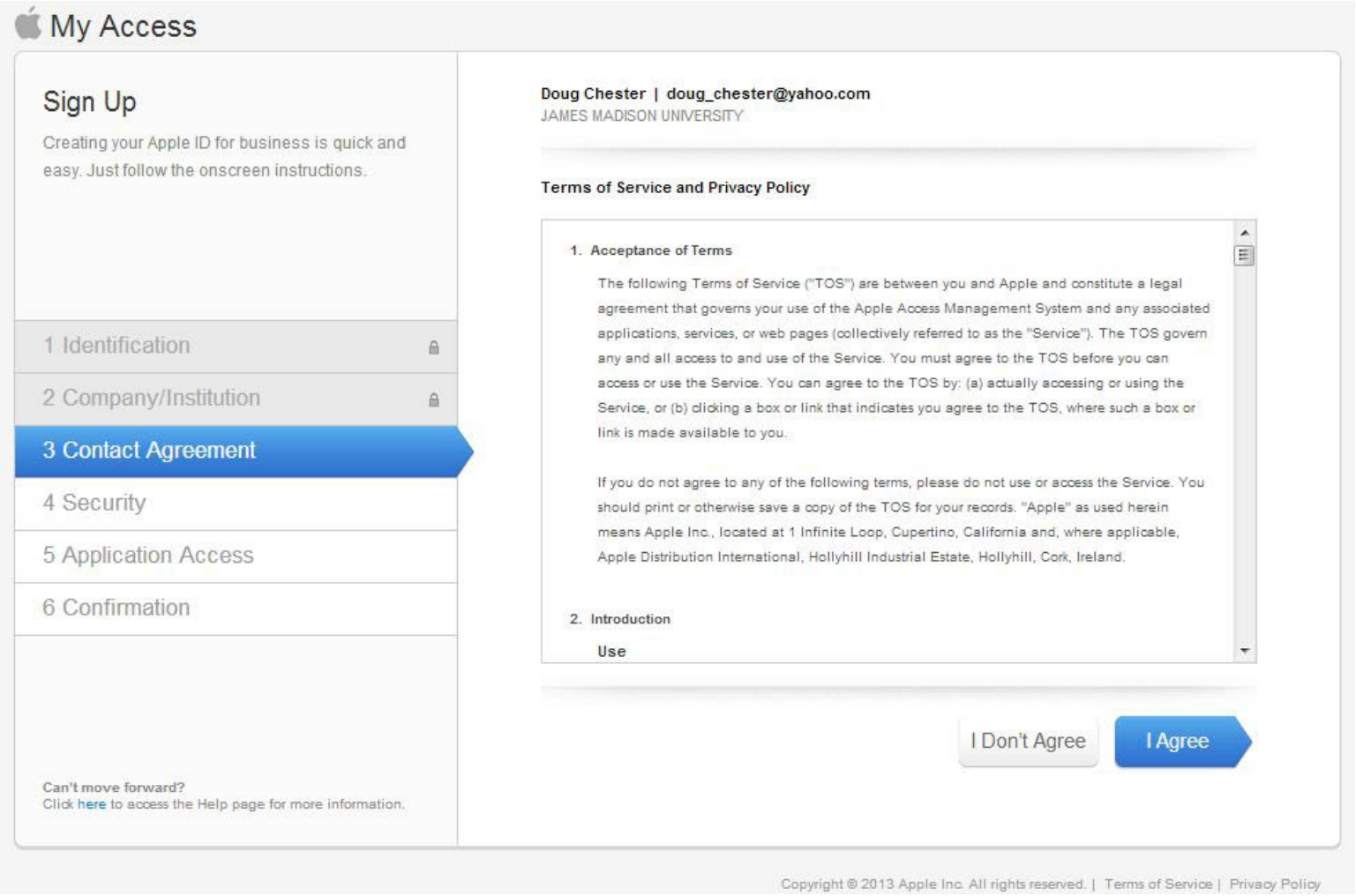
4. Click **Continue** to proceed to the next step in the sign up process.



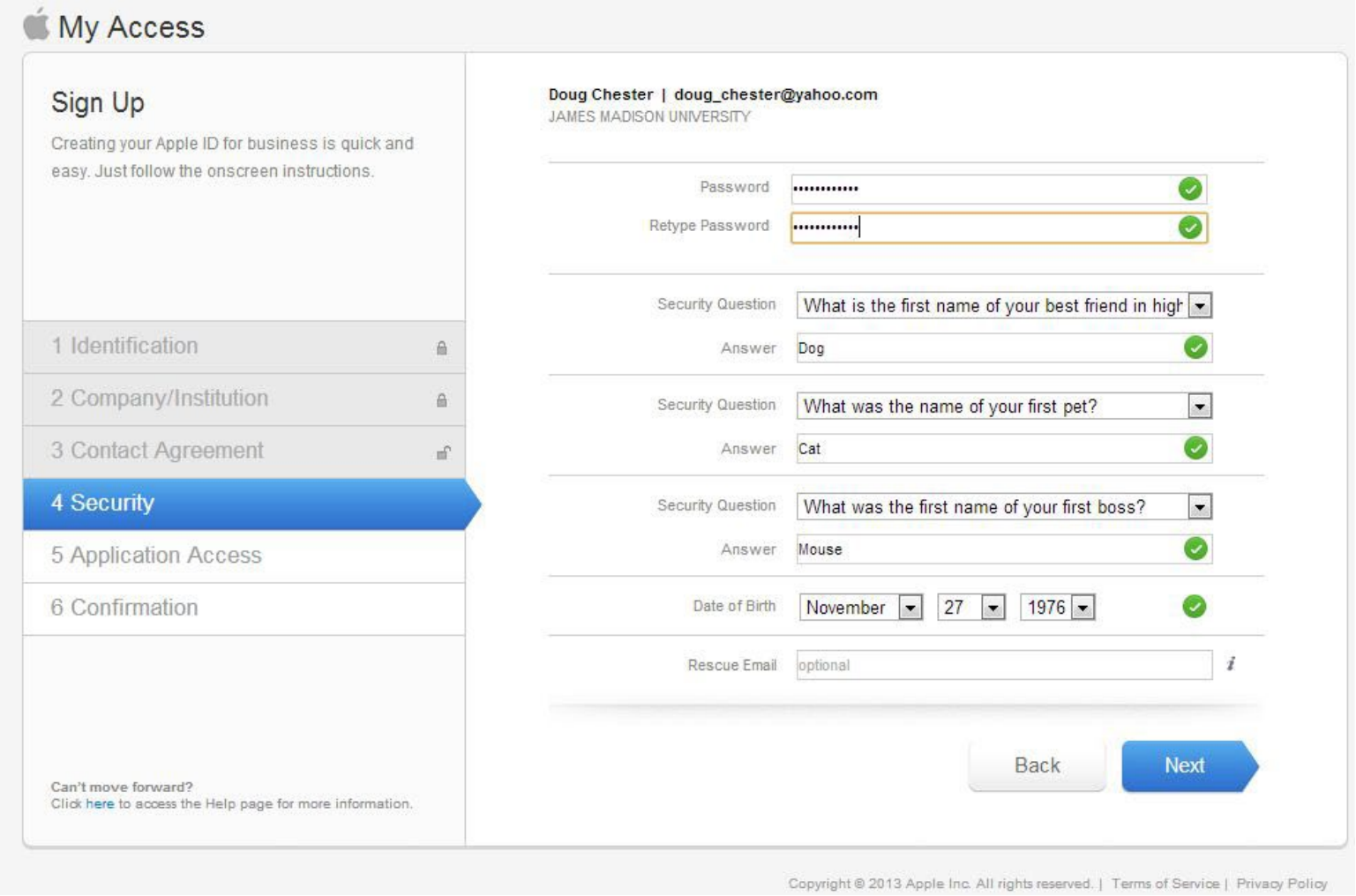
5. In the Customer Account Number or Company/Institution Name, enter **34680**. This is James Madison University's customer account number. Choose United States from the Country drop down box.



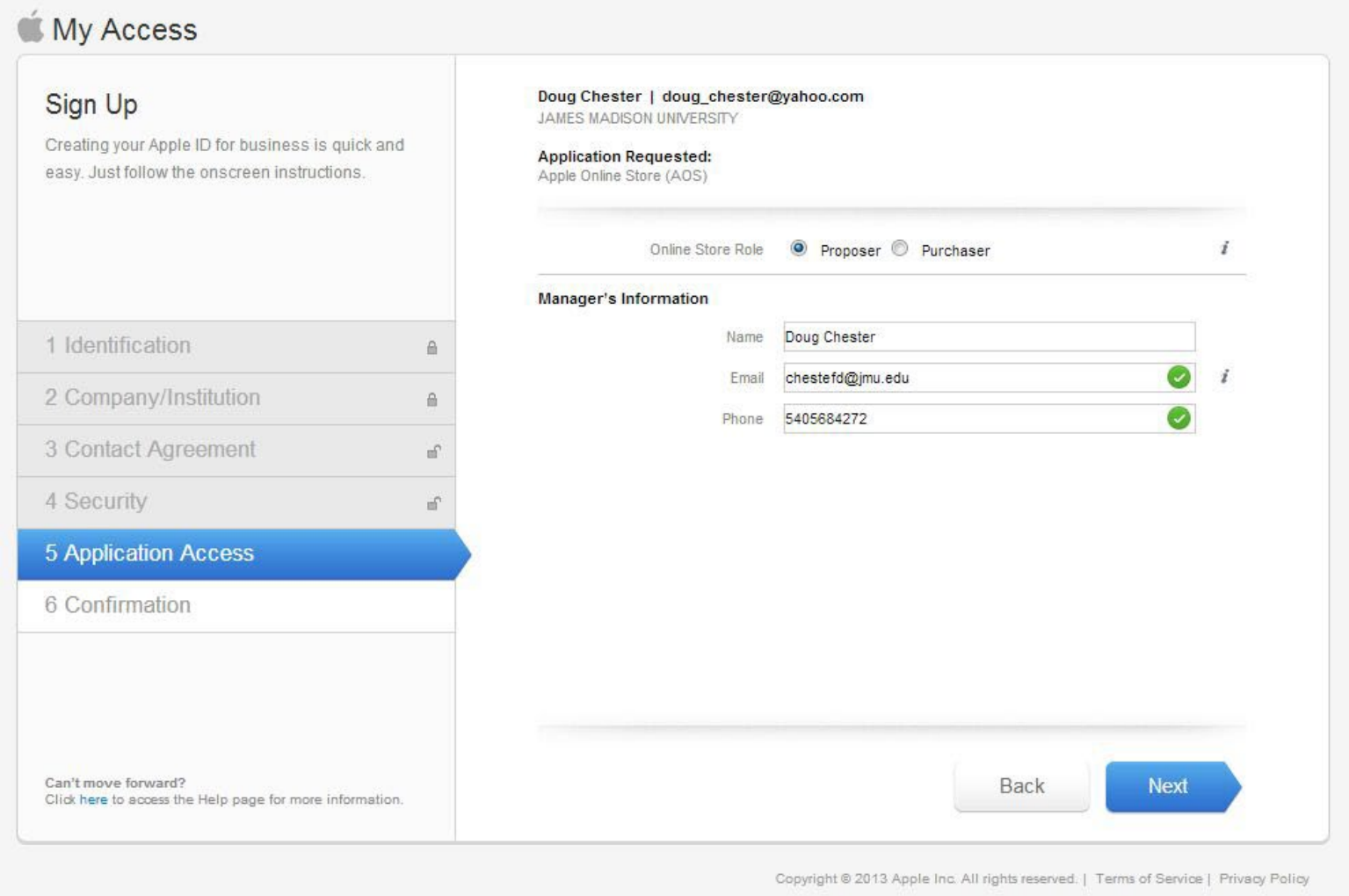
6. Select James Madison University Accounts Payable as the bill to address. There may be multiple addresses to choose from. If there are, choose the one with JMU's AP address, which has the 5712 MSC in its address.



7. Click the **I Agree** button to proceed to the next step. Apple's various agreements have already been reviewed by the University's attorney.



8. Create a password, select your secret questions and answers, and enter your date of birth. You can also enter a rescue email. This is an optional requirement and would only be used in the case of a password reset scenario.

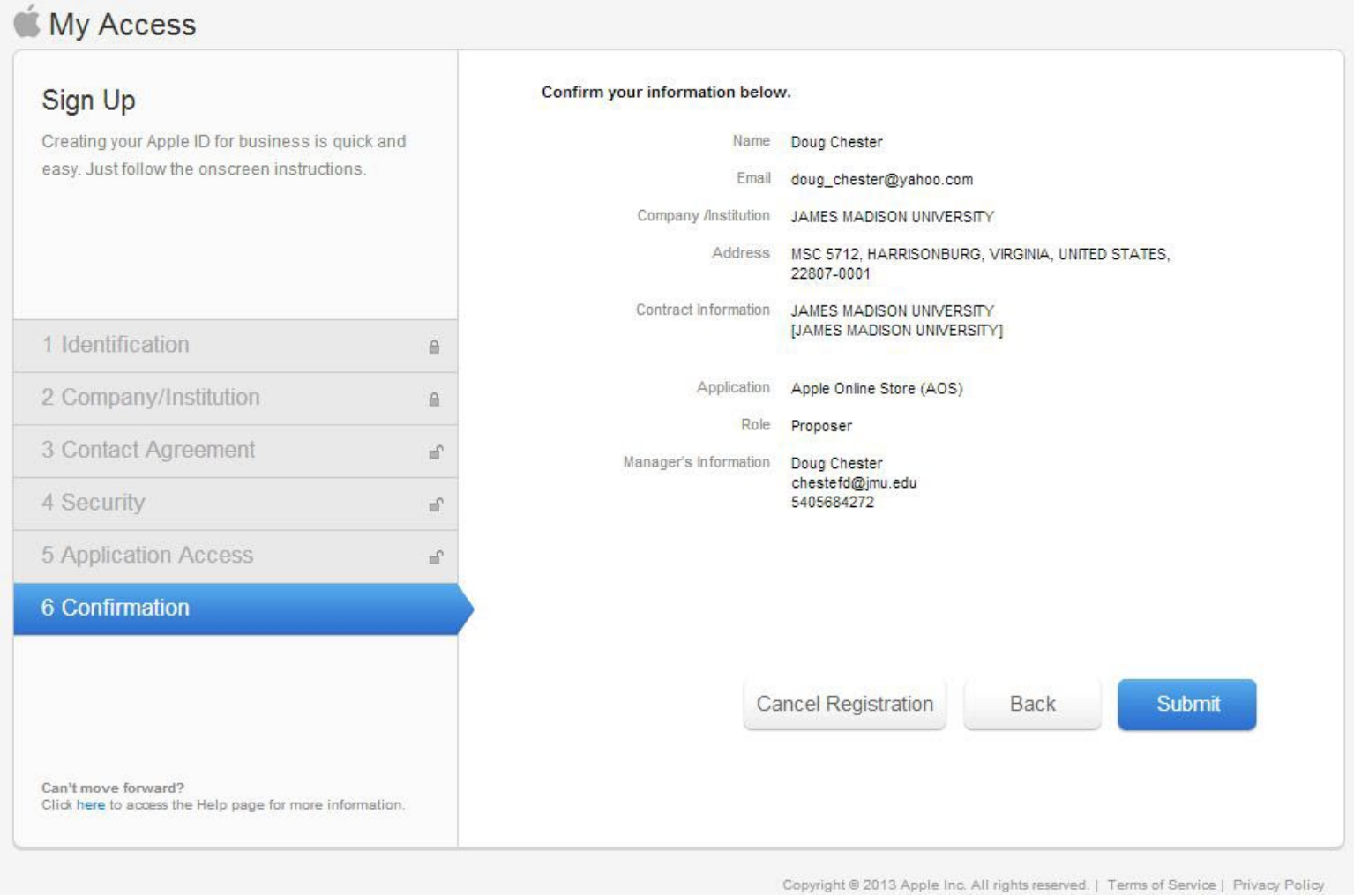


9. On the Application Access screen, enter the following information in the appropriate fields:

   Select **Proposer** as your online store role. JMU only uses this site to create proposals. Orders **<u>are</u> <u>not</u>** to be placed through the Apple online store.

   Manager's Information

   Name: Doug Chester
   Email: chestefd@jmu.edu
   Phone: 540-568-4272



10. Verify that all of the information you entered is correct on the Conformation screen. If any of the information is incorrect, use the back button to return to the appropriate screen and correct the necessary information. Once all of the information is correct, click the **Submit** button to complete the registration process.

Your registration will take approximately one business day to process. If after one business day you do not receive an email stating that your registration has been successfully processed, call 1-800-800-2775, option 6 to access Apple's dedication online store support line. They should be able to access your information and see what steps are necessary to complete the registration.