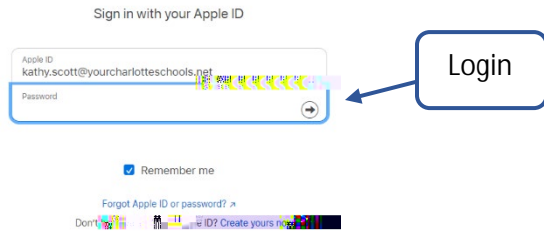


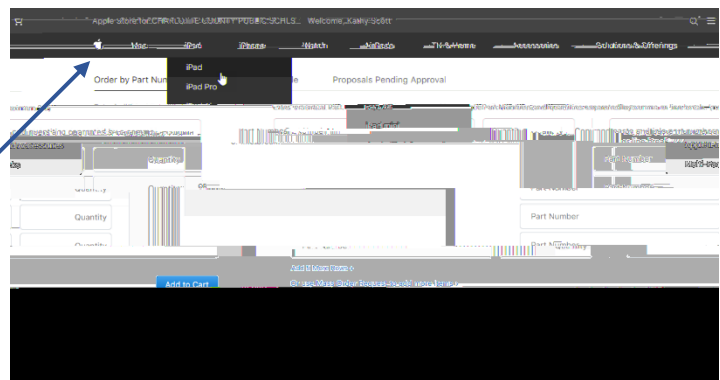
# Apple eCommerce site

Site URL: [ecommerce.apple.com](https://ecommerce.apple.com)

Begin by starting your requisition in B+ so you will have a requisition number for the engraving instructions. Then login and follow these instructions.



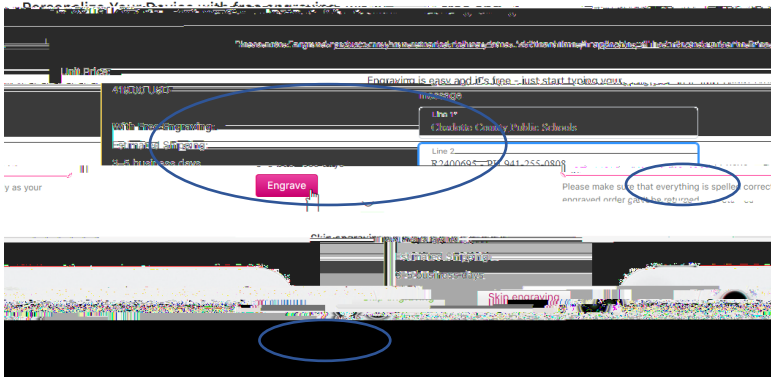
Use the menu across the top of the screen to find the item you want



# Apple eCommerce site



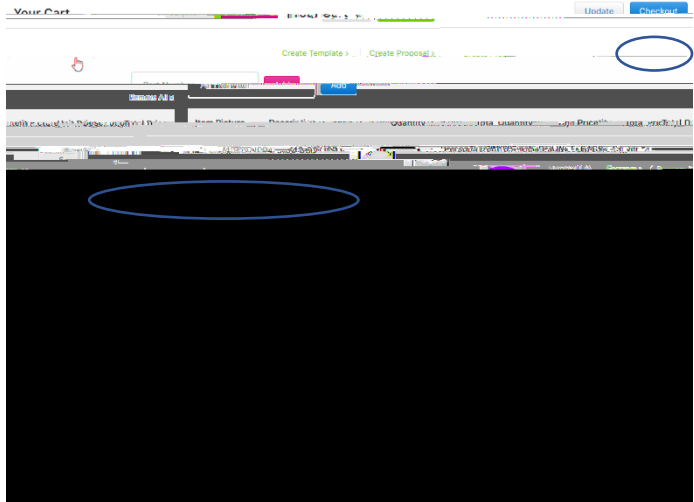
xFind the device you want to purchase  
xEnter the quantity  
xClick "Engrave"



xEnter engraving instructions as shown in example to the left using your requisition number  
xA mock up of the engraving will display in the picture of the device  
xClick "Engrave"

# Apple eCommerce site

xReview your order including the engraving instructions – engraving will match EXACTLY what you type – PROOFREAD  
 xClick “Create Proposal”



**Create Proposal**

First Name\*  
Kathy

Last Name\*  
Scott

Proposer Phone Number\*  
914-575-5400

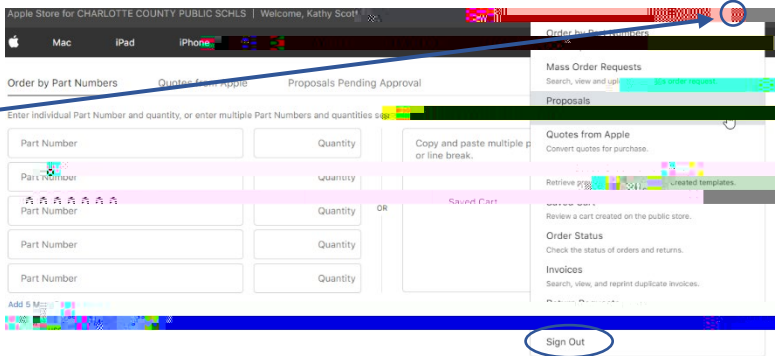
Purchaser(s) Email Address\*  
purchasing@yourcharlotteschools.net

Send copy of proposals to  
kathy.scott@yourcharlotteschools.net

Item Picture	Description	Total Quantity	Unit Price	Total Price
	Personalized 10.9-inch iPad Wi-Fi 64GB, Silver	1	2,095.00 USD	2,095.00 USD
	Estimated Shipping: 3-5 business days			
	Subtotal:		2,095.00 USD	
	Estimated Tax:		0.00 USD	
	<b>Total:</b>		<b>2,095.00 USD</b>	

xFill in the required fields – use [purchasing@yourcharlotteschools.net](mailto:purchasing@yourcharlotteschools.net) for email  
 xClick “Send Proposal”

Clicking the icon in the upper right corner in front of the shopping cart.



Log out here

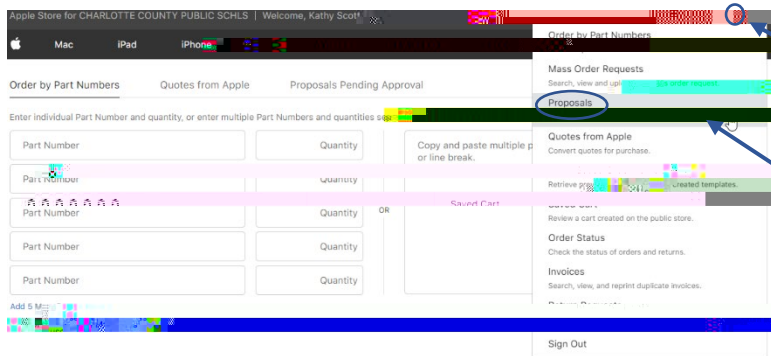
# Apple eCommerce site

Complete your requisition as follows:

Vendor: Apple, Inc. – V000374  
Bid Number – PEPPM 535802-01  
Req Codes – EV  
Ship To ID – WHSE

## ITEMS Tab

1. Enter Quantity, Units, Unit Price
2. Enter Description – start with the noun but the description does not have to be real specific since the information for the order is coming from the eCommerce portal. For example, iPad Pro, iPad Air, etc. Be sure to include the proposal # from the eCommerce portal.
3. Enter your account code
4. Select Non-Asset Associate Code at the very bottom of the page
5. Attach a PDF copy of your proposal
6. Approve your order



To check the status of your proposal, click on icon at the top of the page and select Proposals

xThe status displays to the right of the proposal information  
xClick on the Blue proposal # to view order details

