UMeNET Purchasing: Apple Tutorial

For printers, please visit UM Managed Print Services online to complete the MPS Equipment Ordering Form. https://umshare.miami.edu/web/wda/duplicatingservices/FORMS2/MPS-Equipment-Ordering-Form.htm.

1. First contact UMIT for a current quote http://www.miami.edu/it/index.php/services/procurement_-_hardware/
2. Log in using your CaneID.
3. Find the item needed, type a quantity and click Add To Cart.
   If “I want to include AppleCare Protection…” appears, check the box.
   This is required to comply with UM policy.
4. Shop for additional items by repeating step 3.
5. Click Send Proposal link.
6. Complete all mandatory fields with your information.
   The field “Send copy of proposals to should remain as “tpc+apple@miami.edu.”
7. Click Submit.
8. An email of the quote should appear in your email within 30 minutes.
10. From the Purchasing tab, click Purchase Requisition.
11. Complete the following fields.
   a. Title: (ex: Apple Proposal #1234567890 for Sebastian)
   b. Place Order on Behalf of: (your name)
   c. Shipping Address: (To search click the drop down, then Search for More.)
   d. Delivery Contact: (ex: Sebastian 305.284.2318)
   e. Default Account: (UM departmental account number, ex: 123456)
   f. Default Sub Object Code:
      3235 for individual line items under $2,500
      6103 for individual line items $2,500 and over

11/9/15 M.R.
12. Click the **Add Non-Catalog item** button.

13. Complete all fields as follows.
   a. Supplier Part Number: (leave blank)
   b. Full Description: (ex: Apple Proposal # 1234567)
c. Commodity Code: (ex: Computers, Computer accessories,
   Business function specific software, Special purpose telephones)
d. Supplier: Apple Computer Inc.
e. Quantity: 1
f. Price: (Total amount - Apple Care)
g. Unit of Measure: Lot
h. Click **OK** to add the item to the shopping cart.

14. Click the **Add Non-Catalog item** button again.

15. Complete all fields as follows.
   a. Supplier Part Number: (leave blank)
b. Full Description: (ex: Apple Care)
c. Commodity Code: (ex: Computers, Computer accessories,
   Business function specific software, Special purpose telephones)
d. Supplier: Apple Computer Inc.
e. Quantity: 1
f. Price: (This should match the Apple Care amount on the Apple Proposal.)
g. Unit of Measure: Lot
h. Click **OK** to add the item to the shopping cart.

16. Edit the sub object code for the Apple Care line item to 3540.
17. If needed, type comments for UM approvers.

18. Click **Add Attachment** to attach the proposal document.
   Note create a separate Purchase Requisition for each proposal.

19. Check **Visible to Supplier** and click **OK**.
20. Review requisition details and click **Submit** to begin the approval process.

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Questions?
Contact the UMeNET helpdesk at 305.284.4989