

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. Apple will pull your SPCC from eVA, if the use p-card box is selected. For help in accessing or navigating the Apple Store, you may call Procurement Services: Doug Chester x84272.

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 not 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 <https://ecommerce.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 <https://ecommerce.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 Proposal**” 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 Title Page.
2. Click NEXT to go to the ADD ITEMS page and select **Non-Catalog** order.
3. Enter the web proposal number and descriptive information in the 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).

Supplier Name	TIN	Location Name	Street	City	State	Ordering Method	Small	Minority	Woman	Micro	Reg. Type	VCUST#
<u>APPLE</u>	942404110	CUPERTINO CA APPLE	12545 Riata Vista Circle MS 198-3ED	Austin	TX	URL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-Registered	E20862

7. In the dropdown box below the vendor contact and select “Item on contract but not on list.” A box will now display below that field. Enter the contract number in that field. The contract number is 4785.

8. 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. Update and click on Checkout to continue the eVA order.

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, 512-674-6893.

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

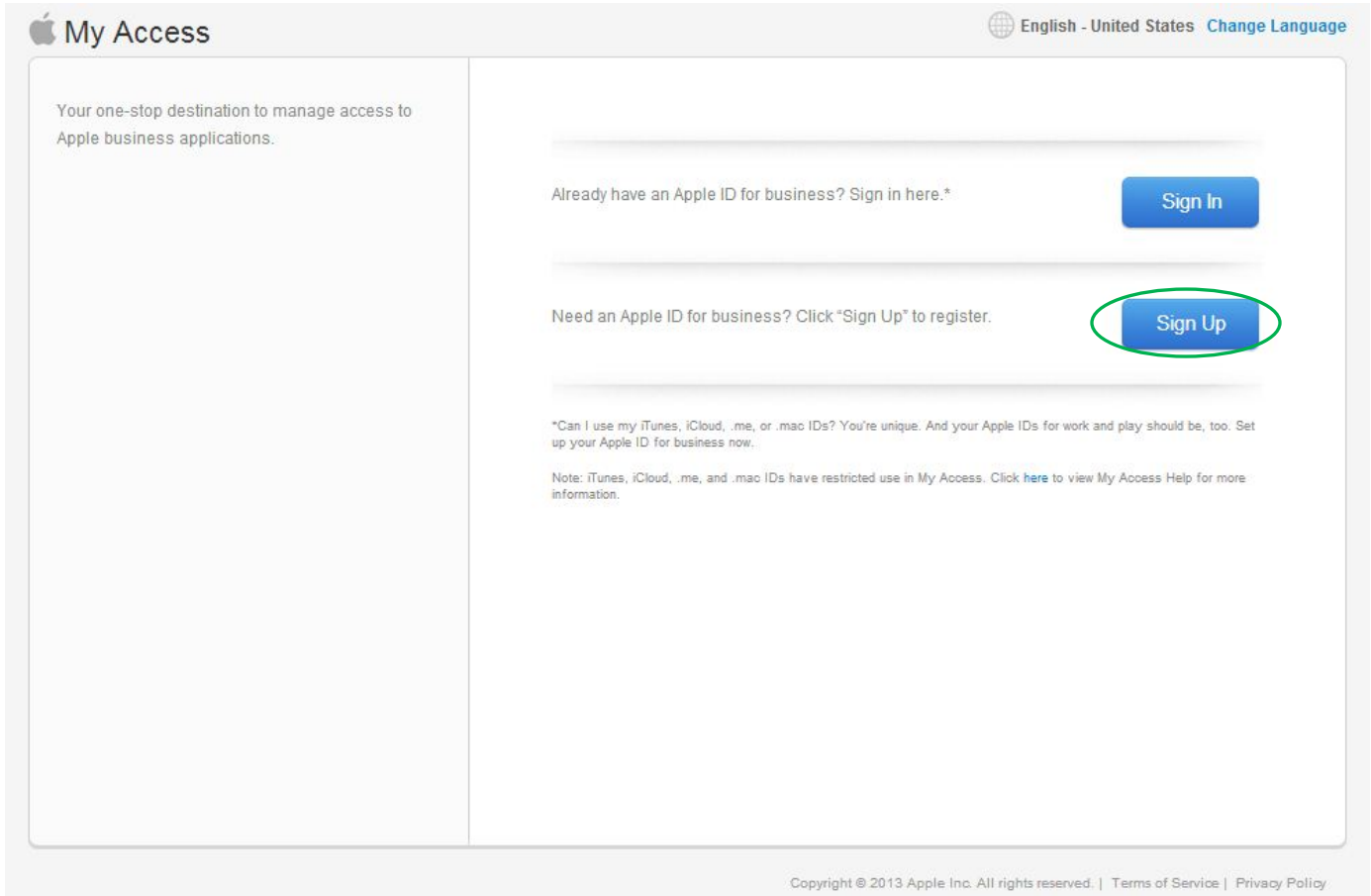
NOTE: Apple is normally an electronic vendor in eVA, i.e. when you submit your order, eVA sends it electronically to Apple. However, if you choose the wrong address, your order will not be sent electronically.

Update 9.19.19


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 Mike 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

 My Access English - United States [Change Language](#)

Sign Up


Creating your Apple ID for business is quick and easy. Just follow the onscreen instructions.

- 1 Identification**
- 2 Company/Institution
- 3 Contact Agreement
- 4 Security
- 5 Application Access
- 6 Confirmation

Enter your name and email below.
Note: All fields are mandatory unless "optional" is stated in the field.


First Name

Last Name

Email 

The email you enter will be your Apple ID for business.

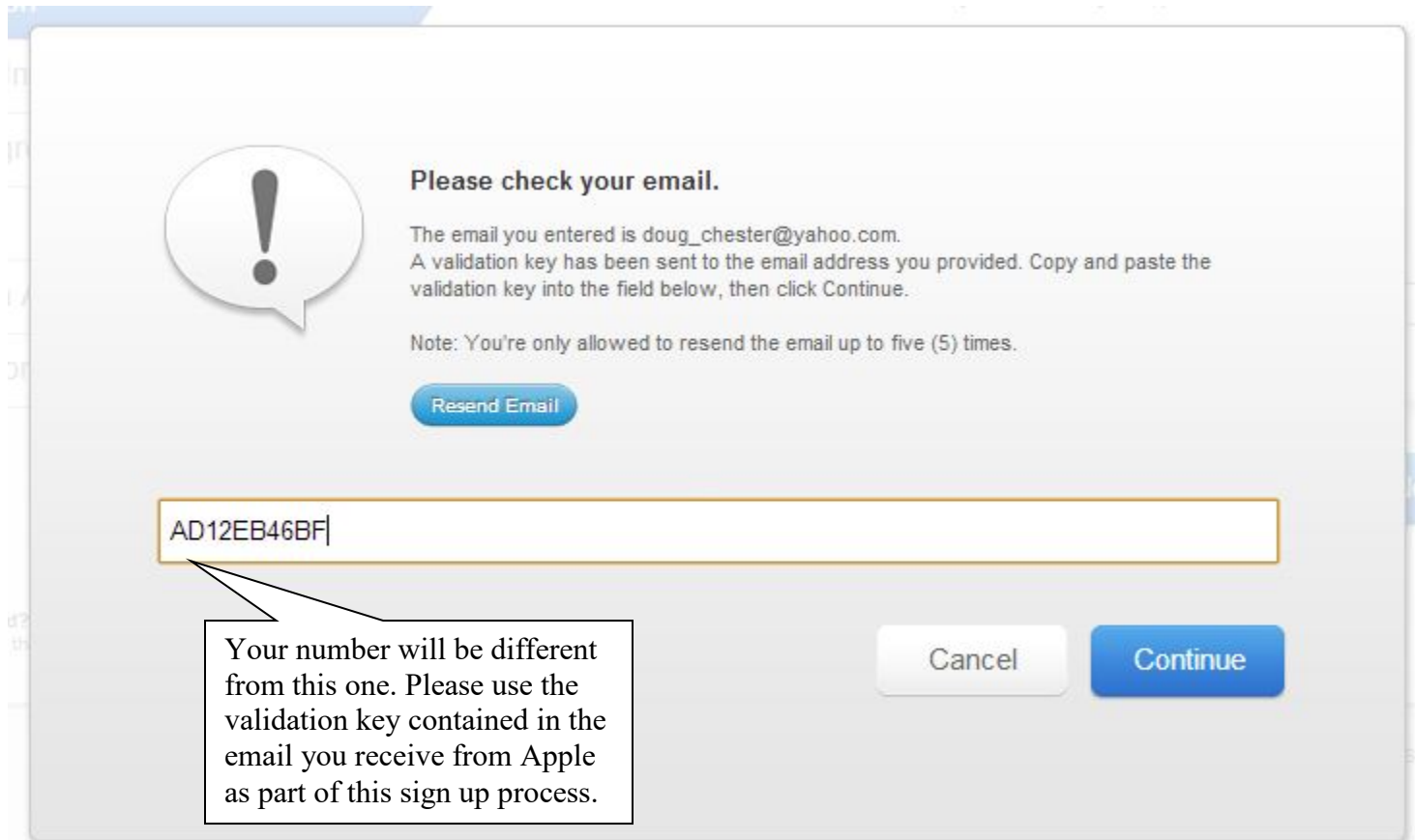
Please type the characters you see in the image below.

 [Try a different image](#)

Can't move forward?
Click [here](#) to access the Help page for more information.

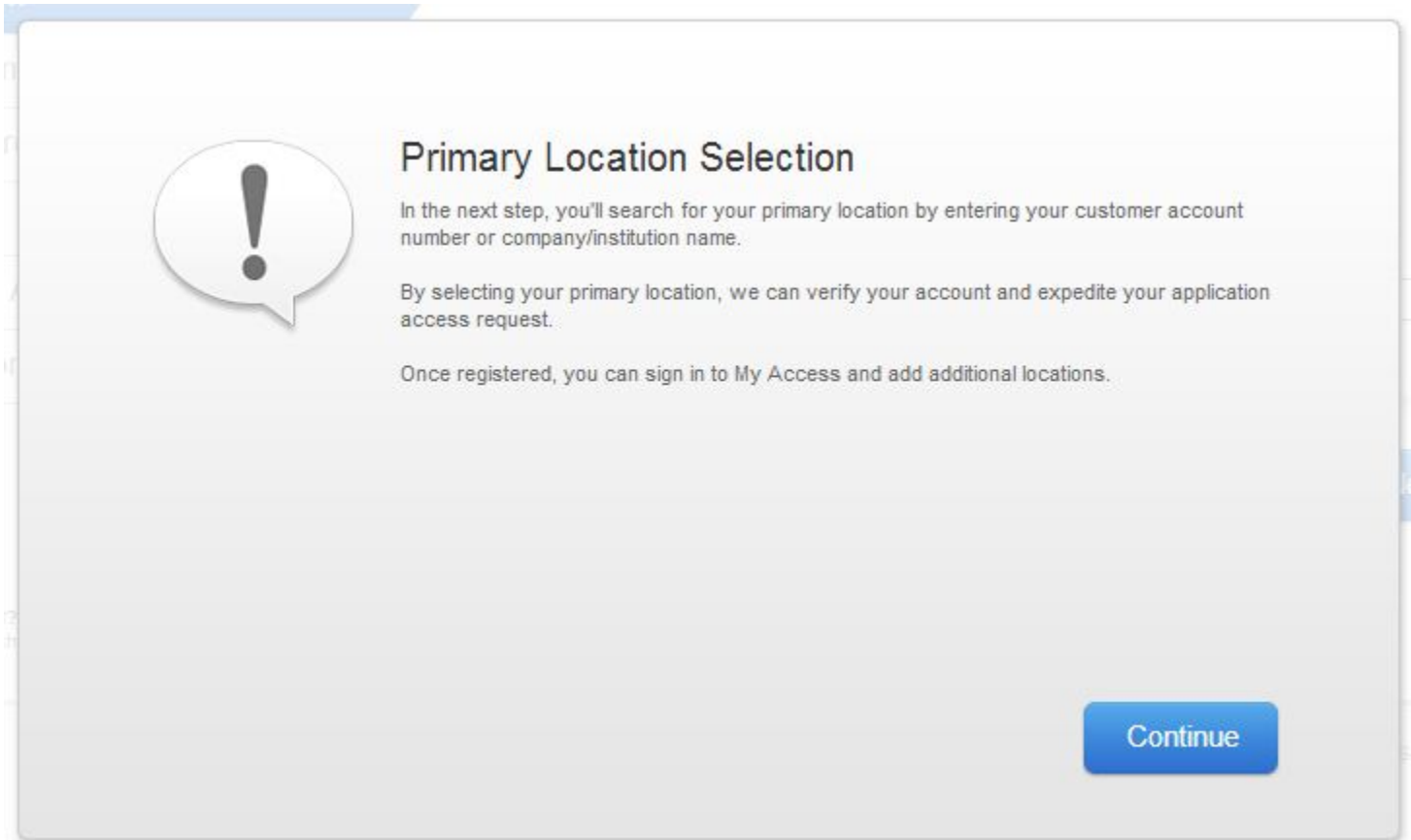
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2. Enter your first and last name and email address in the appropriate fields. Also, enter the characters shown (should be five characters) in the field next to the image.



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.

A screenshot of a software interface titled "Primary Location Selection". On the left, there is a speech bubble icon containing a large exclamation mark. To the right of the icon, the title "Primary Location Selection" is displayed in a bold, dark font. Below the title, there are three paragraphs of text: the first explains that the user will search for a primary location using a customer account number or company/institution name; the second states that selecting a primary location will verify the account and expedite the application access request; and the third notes that after registration, the user can sign in to "My Access" and add additional locations. In the bottom right corner of the interface, there is a blue button with the word "Continue" written in white text.

Primary Location Selection


In the next step, you'll search for your primary location by entering your customer account number or company/institution name.

By selecting your primary location, we can verify your account and expedite your application access request.

Once registered, you can sign in to My Access and add additional locations.

[Continue](#)



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

 My Access


Sign Up

Creating your Apple ID for business is quick and easy. Just follow the onscreen instructions.

To begin, enter your customer account number (or company/institution name).
Note: Once registered, you can sign in and add additional locations. For additional information and help on search click [here](#).

Customer Account Number OR Company/Institution Name  

Country

1 Identification 

2 Company/Institution

3 Contact Agreement

4 Security

5 Application Access

6 Confirmation

Can't move forward?
Click [here](#) to access the Help page for more information.

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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.



My Access


Sign Up

Creating your Apple ID for business is quick and easy. Just follow the onscreen instructions.

- 1 Identify your business
- 2 Choose your company**
- 3 Contact Agreement
- 4 Security
- 5 Application Access
- 6 Confirmation

To begin, enter your customer account number (or company/institution name).
Note: Once registered, you can sign in and add additional locations. [For additional information and help on search click here.](#)

Customer Account Number OR Company/Institution Name:  

Country: 

Found 1

- JAMES MADISON UNIVER...**
MSC 5712
HARRISONBURG, VIRGINIA
22807-0001
UNITED STATES

[Next](#)

Need help in finding your location? [Click here](#) [Customer Contact Form](#)

Can't move forward?
Click [here](#) to access the Help page for more information.

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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.

 My Access

Sign Up

Creating your Apple ID for business is quick and easy. Just follow the onscreen instructions.

1 Identification 2 Company/Institution 3 Contact Agreement 

4 Security

5 Application Access

6 Confirmation

Can't move forward?

Click [here](#) to access the Help page for more information.

Doug Chester | doug_chester@yahoo.com
JAMES MADISON UNIVERSITY

Terms of Service and Privacy Policy

1. Acceptance of Terms

The following Terms of Service ("TOS") are between you and Apple and constitute a legal agreement that governs your use of the Apple Access Management System and any associated applications, services, or web pages (collectively referred to as the "Service"). The TOS govern any and all access to and use of the Service. You must agree to the TOS before you can access or use the Service. You can agree to the TOS by: (a) actually accessing or using the Service, or (b) clicking a box or link that indicates you agree to the TOS, where such a box or link is made available to you.

If you do not agree to any of the following terms, please do not use or access the Service. You should print or otherwise save a copy of the TOS for your records. "Apple" as used herein means Apple Inc., located at 1 Infinite Loop, Cupertino, California and, where applicable, Apple Distribution International, Hollyhill Industrial Estate, Hollyhill, Cork, Ireland.


2. Introduction

Use

I Don't Agree

I Agree 

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

 My Access


Sign Up


Creating your Apple ID for business is quick and easy. Just follow the onscreen instructions.


- 1 Identification
- 2 Company/Institution
- 3 Contact Agreement
- 4 Security**
- 5 Application Access
- 6 Confirmation


Can't move forward?
Click [here](#) to access the Help page for more information.


Doug Chester | doug_chester@yahoo.com
JAMES MADISON UNIVERSITY


Password 


Retype Password 


Security Question 





Answer 


Security Question 

Answer 

Security Question 

Answer 

Date of Birth    

Rescue Email 

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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.

My Access

Sign Up
Creating your Apple ID for business is quick and easy. Just follow the onscreen instructions.

1 Identification

2 Company/Institution

3 Contact Agreement

4 Security

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6 Confirmation

Can't move forward?
Click [here](#) to access the Help page for more information.

Doug Chester | doug_chester@yahoo.com
JAMES MADISON UNIVERSITY

Application Requested:
Apple Online Store (AOS)

Online Store Role Proposer Purchaser

Manager's Information

Name: Doug Chester

Email: chestefd@jmu.edu

Phone: 5405684272

Back **Next**

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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 **are not** to be placed through the Apple online store.

Manager's Information

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

My Access

Sign Up

Creating your Apple ID for business is quick and easy. Just follow the onscreen instructions.

- 1 Identification
- 2 Company/Institution
- 3 Contact Agreement
- 4 Security
- 5 Application Access
- 6 Confirmation**

Confirm your information below.

Name	Doug Chester
Email	doug_chester@yahoo.com
Company /Institution	JAMES MADISON UNIVERSITY
Address	MSC 5712, HARRISONBURG, VIRGINIA, UNITED STATES, 22807-0001
Contract Information	JAMES MADISON UNIVERSITY [JAMES MADISON UNIVERSITY]
Application	Apple Online Store (AOS)
Role	Proposer
Manager's Information	Doug Chester chestefd@jmu.edu 5405684272

Can't move forward?
Click [here](#) to access the Help page for more information.

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10. Verify that all of the information you entered is correct on the Confirmation 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.