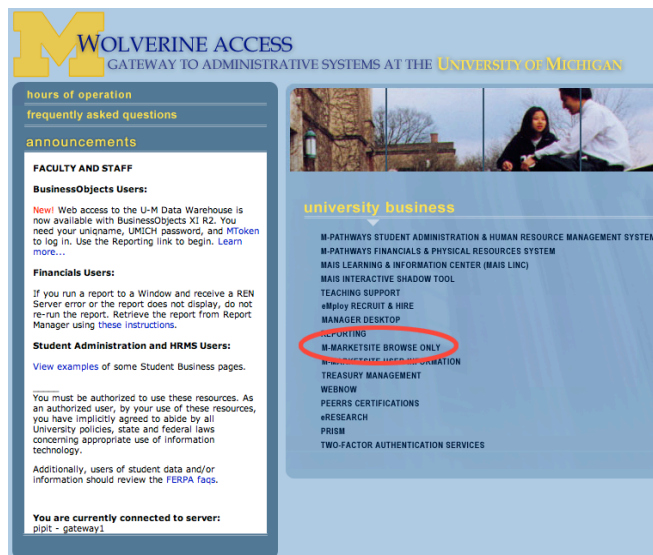
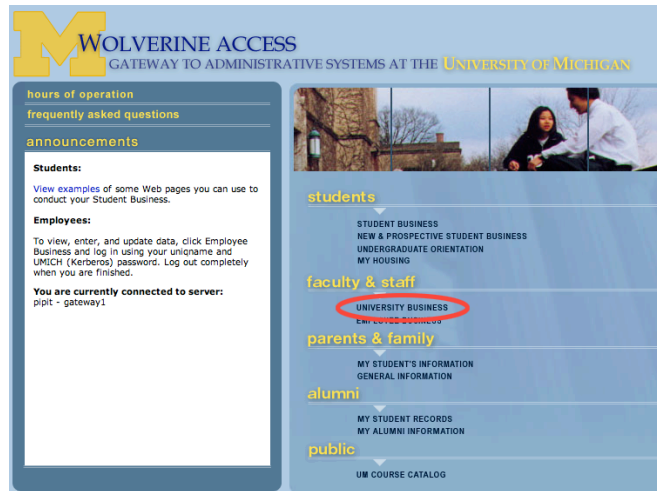


How to order from Apple at M-Marketsite

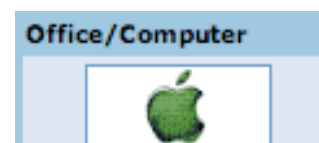
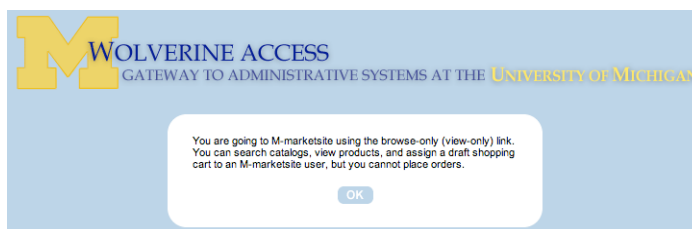
The intended audience for this document is UM employees who spec out custom Apple computer builds.

1. Go to the Apple Higher-Education M-Marketsite

- Go to <http://wolverineaccess.umich.edu>
- Click on UNIVERSITY BUSINESS
- Click on M-MARKETSITE BROWSE ONLY



- In the new window, click OK
- Under Office/Computer, click the green apple



2. Select the items you wish to purchase and create the proposal

- Select the items AND/OR configure the system you want to purchase
- Click ADD TO CART for each item OR Continue shopping for additional items
- Click EDIT YOUR CART

The screenshot shows two parts of the shopping cart interface. On the left is a 'Summary' box with a grey header. It displays 'Subtotal \$2,299.00', 'Estimated Ship: 1-2 weeks', and 'Free Shipping' in red. Below this is a blue 'Add to cart' button. On the right is the 'Your Shopping Cart' section. It has a search bar at the top, a green 'Continue' button with a right arrow, and a section titled 'Items in your cart:'. Below this is an image of a MacBook Pro. Text indicates 'Just added to your cart' and lists 'MacBook Pro, 15-inch, 2.4GHz' with 'Quantity: 1' and 'Item Price: \$2,299.00'. The 'Est. Total: \$2,299.00' is shown. Below the total are two links: 'Edit your cart' (circled in red) and 'Save for later'. At the bottom is another green 'Continue' button with a right arrow.

- Review your order
- Click CREATE PROPOSAL

The screenshot shows the 'Review your Proposal' page in the M-marketsite Punchout system. The top navigation bar includes 'M-marketsite Punchout' and a 'Cancel Punchout' button. Below this is a menu with 'Store', 'iPhone', 'iPod + iTunes', '.Mac', 'QuickTime', 'Support', and 'Mac OS X'. A secondary navigation bar contains 'Your Account', 'View Current Proposal', 'Customer Service', and '1-800-MY-APPLE'. The main heading is 'Review your Proposal.' followed by two instructions: 'Please confirm your Proposal.' and 'Click on the Create Proposal button to send this Proposal to your Apple Authorized Purchasing Agent.'

Items you have selected	Part No.	Est Ship	Qty	Unit Price	Ext. Price
MacBook Pro, 15-inch, 2.4GHz	MA89GLL/A	1-2 weeks	2 Remove	\$2,299.00	\$4,598.00

Accessory Kit
2GB 667 DDR2 SDRAM - 2x1GB
SuperDrive 8x (DVD±R DL/DVD±RW/CD-RW)
160GB Serial ATA Drive @ 5400 rpm
MacBook Pro 15-inch Widescreen Display
Backlit Keyboard/Mac OS - U.S. English
2.4GHz Intel Core 2 Duo

Subtotal Please note that your subtotal does not include sales tax or rebates. **\$4,598.00**

[Delete this cart](#)

Apple Part Number [Add to proposal](#)

[Continue shopping](#) [Save for later](#) [Update Subtotal](#) [Create proposal](#) (circled in red)

For more information about Apple products and programs, please call 800-800-2775 (Education) or 800-GO-APPLE (Government).
[Sales and Refunds](#) | [Terms of Use](#) | [Privacy Policy](#)
Copyright © 2007 Apple Inc. All rights reserved.

- Fill in the required fields for the Proposal Information

NOTE: On the “Proposal Information” screen, you must complete the required fields before you can return your items to the M-Marketsite. Browse only users should note that the name and email address fields do not automatically populate correctly. You will need to change these fields each time you create a proposal.

*** Required Fields:**

First Name
Last Name
School
Daytime Phone Number
Your Email Address

Optional Fields:

Title
Department
CC – input an e-mail address of a person you would like to be carbon copied

- Click continue

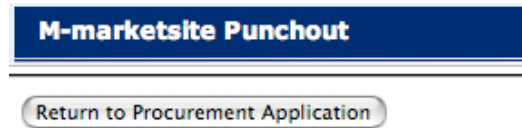
The screenshot shows a web browser window with the URL <https://solutions.sciquest.com/apps/Router/PunchoutFrameSetFact>. The page title is "M-marketsite Punchout". The main heading is "Proposal Information". Below the heading is a paragraph of instructions: "Please complete the form below. This information will be used solely for processing your proposal request. Your name is used to identify this particular proposal and will be necessary for the purchasing agent to process the order. To send multiple e-mails, enter addresses separated by commas in the E-mail CC field below. When you click continue, a copy of the finalized proposal will be sent to the email address you provide." The form is divided into two sections: "Proposer information" and "Comments (optional)". The "Proposer information" section includes fields for First Name, Last Name, Title (optional), Department (optional), School (with "University of Michigan" entered), Daytime Phone (with area code and extension fields), Email (with "uniquname@umich.edu" entered), and CC (optional) (with "(maybe CC yourself)" entered). The "Comments" section has a text area with the placeholder "comments about the order/requestor/shortcode/etc.". A green "Continue" button is located at the bottom right of the form, circled in red.

YOUR ORDER IS NOT COMPLETE YET

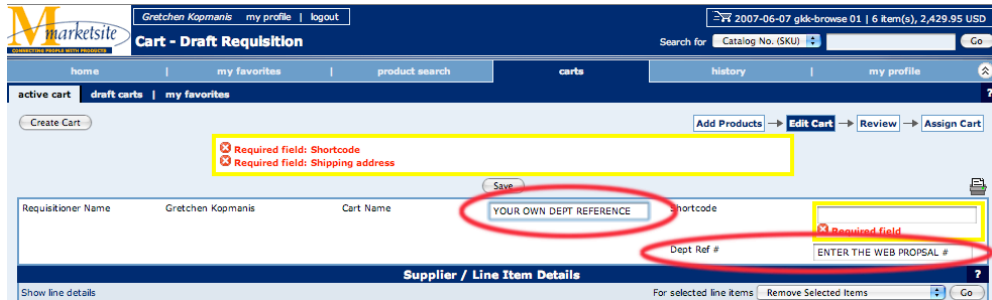
Written by Gretchen Kopmanis (gkk@umich.edu)
<http://www-personal.umich.edu/~gkk/OSXHelpDocs/>

3. Return the order to M-Marketsite

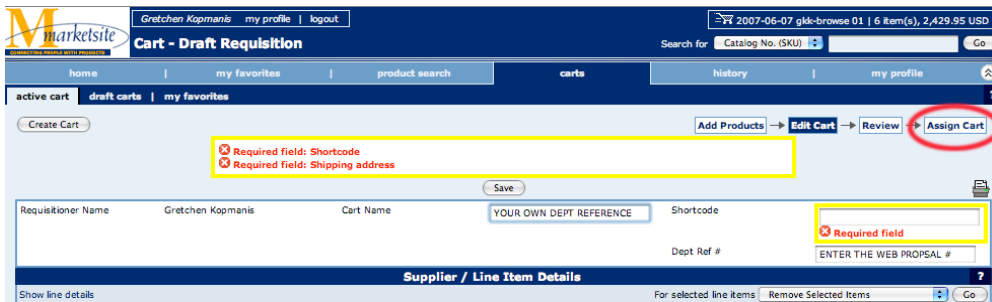
- Click the "Return to Procurement Application" button



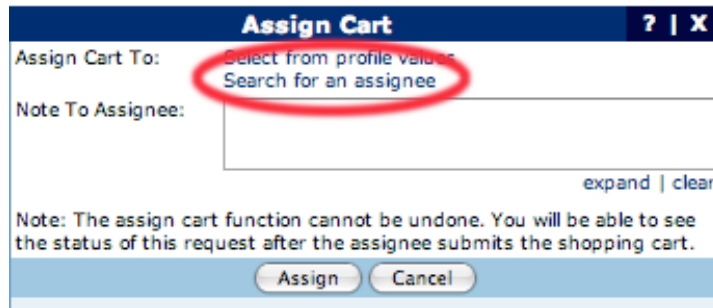
- Name the order (suggestion -- your name or your faculty and their short code?)
- Enter the Dept Ref # (suggestion -- use the Apple web proposal number?)



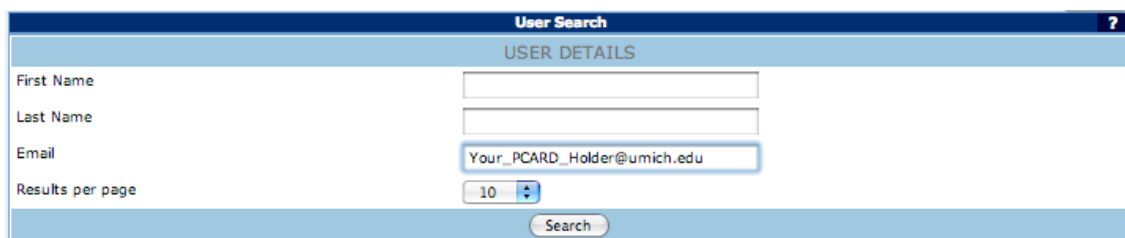
- Click to "Assign the cart"



- Click SEARCH FOR AN ASSIGNEE



- Search for the UM email address of your purchasing agent/P-Card holder's



- Click the radio button next to the name of your purchasing agent/P-Card holder to select them
- Click CHOOSE SELECTED USER

Search Results				
Users meeting the search criteria: 1				Page 1 of 1
Select	Name	User Name	Email	Phone
<input checked="" type="radio"/>	STEWART JR, JACK C	jackcs	jackcs@umich.edu	+1 (734) 936-3061

Choose Selected User

- Click the ADD TO PROFILE box so you won't have to search for them every time

Assign Cart ? | X

Assign Cart To: JACK C STEWART JR
 Select from profile values
 Search for an assignee
 Add to Profile

Note To Assignee:

expand | clear

Note: The assign cart function cannot be undone. You will be able to see the status of this request after the assignee submits the shopping cart.

Assign Cancel

- Then click the ASSIGN button
- You will get a confirmation window with the REQUISITION NUMBER

Gretchen Kopmanis my profile | logout

Select Draft Cart or Add Item to Cart

Assigned - Draft Requisition

Search for Catalog No. (SKU) Go

home | my favorites | product search | carts | history | my profile

active cart | draft carts | my favorites

Create Cart Add Products → Edit Cart → Review → Empty Cart

Shopping Cart Information ?

You have assigned the shopping cart: MAREN-179528 to user: LASANDRA DENISE FORTUNE

Click on any of the links below to continue working in the application. You may logout at this time as well if your work is complete.

Requisition number	4381542	You will be able to search for this requisition in history only after the new owner submits it.
Cart name	MAREN	
Requisition total	2,429.95 USD	
Number of line items	6	

What would you like to do now?

- Search for another item
- Check the status of an order
- Return to your home page
- Create new draft cart

At this point, the P-Card Holder/Purchaser you chose will get an email notification that you have built a "draft cart" which they can then locate on M-Marketsite.

For additional information...

<http://www.procurement.umich.edu/Contracts/How%20to%20use%20the%20Apple%20Catalog.pdf>
http://www.procurement.umich.edu/mmarketsite_releaseinfo.html