

How To Buy: Apple Computers, Peripherals & Software

COMMODITY DESCRIPTION

This commodity includes computers, peripherals, and software made by Apple Computer and purchased directly from that vendor.

COLLEGIATE PURCHASE PROGRAM AGREEMENT

According to the terms of the University's agreement with Apple, Case departments are required to purchase all Apple Computer equipment directly from the company. Apple, in turn, offers Case departments educational pricing. Apple does not allow resellers to sell Apple products to educational institutions.

Shipping charges are included in the prices unless special air shipment is requested.

Ordering a computer can be accomplished through the [Apple Custom Store for Case](#). There you can view the Case recommended systems, set up an account, configure your computer, and obtain a Web Proposal. Your proposal number (which begins with 'W') will need to be referenced on the subsequent Peoplesoft eProcurement Requisition and faxed to Purchasing to be matched to your requisition.

VENDOR CLASSIFICATION: Preferred Vendor

PROCUREMENT OPTIONS & PROCEDURES

<i>If your total purchase is:</i>	<i>Then use:</i>
<i>\$1,500 or less</i>	<i>a Peoplesoft eProcurement Requisition</i>
<i>Above \$1,500</i>	<i>a Peoplesoft eProcurement Requisition</i>
<i>In order to obtain:</i>	<i>Your purchasing agent needs:</i>
<i>Equipment of any dollar amount</i>	<i>a Peoplesoft eProcurement Requisition plus a copy of your Apple Web Proposal</i>

CONTACTS FOR COMMODITY

Case Purchasing Contact:

Phyllis Miller Vencius

Phone: 216-368-2727

Email: [Phyllis Vencius](mailto:Phyllis.Vencius)

Fax: 216-368-6973

Apple Computer (Vendor ID # 733, Location #1)

<http://store.apple.com/Apple/WebObjects/HEDCustom?qprm=38669>

Contact – Marissa Mellin Phone: 800/800-2775 ext 42526 Fax: 512/674-2973

Email: gallegos1@apple.com

PEOPLESOFT CATEGORY CODES (eProcurement Requisition)

EQUIP COMP < 5000	Apple Computer Hardware Equipment < \$5000
EQUIP COMP > 5000	Apple Computer Hardware Equipment > \$5000
COMPNETINSTAL	Computer Networking & installation
COMP SOFTWARE PC	Computer Software (Computer PC software)
COMP SOFTWARE LIC	Computer Software (Computer software/license Agreements)
COMPUTER SUPPLIES	Computer Supplies, accessories, printers, etc

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