

# 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.

Sign in with your Apple ID

Apple ID  
kathy.scott@yourcharlotteschools.net

Password

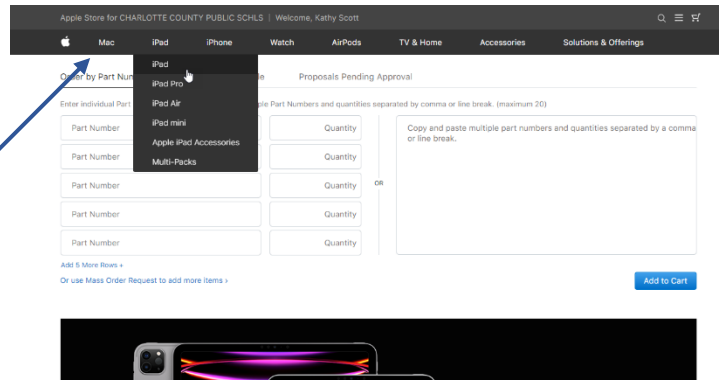
Remember me

[Forgot Apple ID or password? »](#)

[Don't have an Apple ID? Create yours now. »](#)

Login

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



Click on the model to see the options

# Apple eCommerce site

Select Your iPad Wi-Fi (10th generation) Add to Cart

Filter Reset Sort By: Featured







Displaying 8 Products

**Size** x  
10.9-inch

**Connectivity** x  
Wi-Fi

**Color** x  
Blue  
Pink  
Silver  
Yellow

**Capacity** x  
64GB  
256GB

 10.9-inch iPad Wi-Fi 64GB - Silver MPQ03LL/A Engrave > 419.00 USD Estimated Shipping: 3-5 business days	 10.9-inch iPad Wi-Fi 64GB - Blue MPQ13LL/A Engrave > 419.00 USD Estimated Shipping: 3-5 business days	 10.9-inch iPad Wi-Fi 64GB - Yellow MPQ23LL/A Engrave > 419.00 USD Estimated Shipping: 3-5 business days
 10.9-inch iPad Wi-Fi 64GB - Pink MPQ03LL/A Engrave > 419.00 USD Estimated Shipping: 3-5 business days	 10.9-inch iPad Wi-Fi 256GB - Silver MPQ83LL/A Engrave > 569.00 USD Estimated Shipping: 3-5 business days	 10.9-inch iPad Wi-Fi 256GB - Blue MPQ93LL/A Engrave > 569.00 USD Estimated Shipping: 3-5 business days

- Find the device you want to purchase
- Enter the quantity
- Click “Engrave”

## Personalize Your Device with free engraving

Please note: Engraved products may have extended delivery dates. Additional time, if applicable, will be indicated under the Price.

Engraving is easy and it's free - just start typing your message

Line 1  
Charlotte County Public Schools

Line 2  
R2400695 - PH 941-255-0808

Please make sure that everything is spelled correctly as your engraved order will be returned

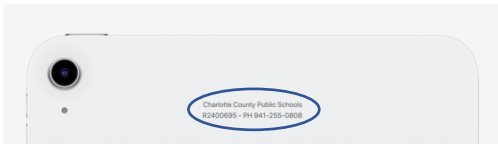
Unit Price:  
419.00 USD

With Free Engraving:  
Estimated Shipping:  
3-5 business days

Engrave

Skip engraving:  
Estimated Shipping:  
3-5 business days

Skip engraving



- Enter engraving instructions as shown in example to the left using your requisition number
- A mock up of the engraving will display in the picture of the device
- Click “Engrave”

# Apple eCommerce site

- Review your order including the engraving instructions – engraving will match EXACTLY what you type – PROOFREAD
- Click “Create Proposal”

Your Cart

Update Checkout

Create Template > **Create Proposal**

Part Number Add Remove All x

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price
	Personalized 10.9-inch iPad Wi-Fi 64GB - Silver PPQ03LL/A Engrave > Remove Item x Estimated Shipping: 3-5 business days Engrave Text: Charlotte County Public Schools   R2400695 - PH 941-255-0808	Quantity 5	1	419.00 USD	419.00 USD

Select the Apple Care plan to include

- 2-Year AppleCare+ for Schools - iPad / iPad Air / iPad mini  
S7741LL/A Unit Price: 59.00 USD
- 3-Year AppleCare+ for Schools - iPad / iPad Air / iPad mini  
S7743LL/A Unit Price: 79.00 USD
- 4-Year AppleCare+ for Schools - iPad / iPad Air / iPad mini  
S7828LL/A Unit Price: 109.00 USD

Applicable terms and conditions can be viewed by clicking each AppleCare product link

Subtotal: 419.00 USD  
Estimated Tax: 0.00 USD  
Total: 419.00 USD

Create Proposal Back Send Proposal

First Name\* Kathy  
Last Name\* Scott  
Purchaser (s) Email Address\* purchasing@yourcharlotteschools.net  
Proposer Phone Number\* 914-575-5400

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

Comments

Item Picture	Description	Total Quantity	Unit Price	Total Price
	Personalized 10.9-inch iPad Wi-Fi 64GB - Silver PPQ03LL/A Estimated Shipping: 3-5 business days Engrave Text: Charlotte County Public Schools   R2400695 - PH 941-255-0808 Please note: The text you entered will be engraved on each unit ordered on this line.	5	419.00 USD	2,095.00 USD

Subtotal: 2,095.00 USD  
Estimated Tax: 0.00 USD  
Total: 2,095.00 USD

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

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

Apple Store for CHARLOTTE COUNTY PUBLIC SCHLS | Welcome, Kathy Scott

Mac iPad iPhone Watch AirPods TV & Home

Order by Part Numbers Quoted from Apple Proposals Pending Approval

Enter Individual Part Number and quantity, or enter multiple Part Numbers and quantities separated by comma or line break. (m)

Part Number	Quantity	OR	Copy and paste multiple p or line break.
Part Number	Quantity		
Part Number	Quantity		
Part Number	Quantity		
Part Number	Quantity		

Add 5 More Rows +  
Or use Mass Order Request to add more items >

- Order by Quantity
- Add multiple items to cart.
- Mass Order Requests
- Proposals
- Quotes from Apple
- Saved Order Templates
- Saved Cart
- Order Status
- Invoices
- Return Requests
- Sign Out

Log out here

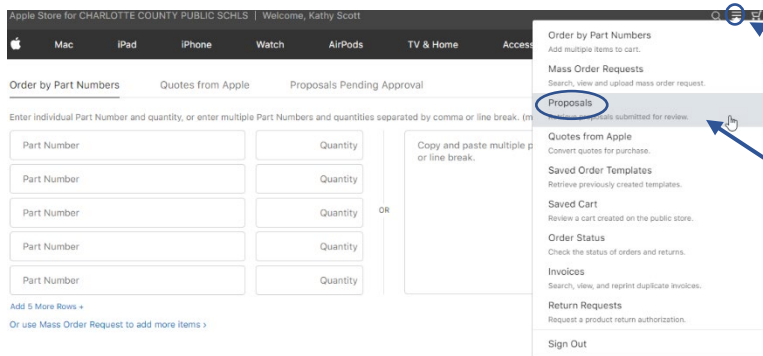
# Apple eCommerce site

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



- The status displays to the right of the proposal information
- Click on the Blue proposal # to view order details

## Proposals

Showing: Creation Date: Last 7 Days Status: Any

Proposal Number	Proposer	Creation Date	Total Price	Status
<a href="#">2111299111</a>	Kathy Scott purchasing@yourcharlotteschools.net	07/27/2023	2,095.00 USD	Pending
<a href="#">2111298105</a>	Kathy Scott kathy.scott@yourcharlotteschools.net	07/26/2023	1,099.00 USD	Deleted