

Apple Computer Punchout Training Guide

Version Number 1

Date: 9/15/2011

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Introduction

Overview

The purpose of this manual is to discuss the functionality of the Apple Computer punchout catalog. This document will provide step-by-step procedures for use of this punchout so that end-users will have success in submitting requisitions to SDezBuy with the use of this catalog.

Intended Audience

This manual will be used by super-users and Requestors in the SDezBuy application.

Documentation and Disclaimer

None

Instructions

To order this configuration through the punchout:

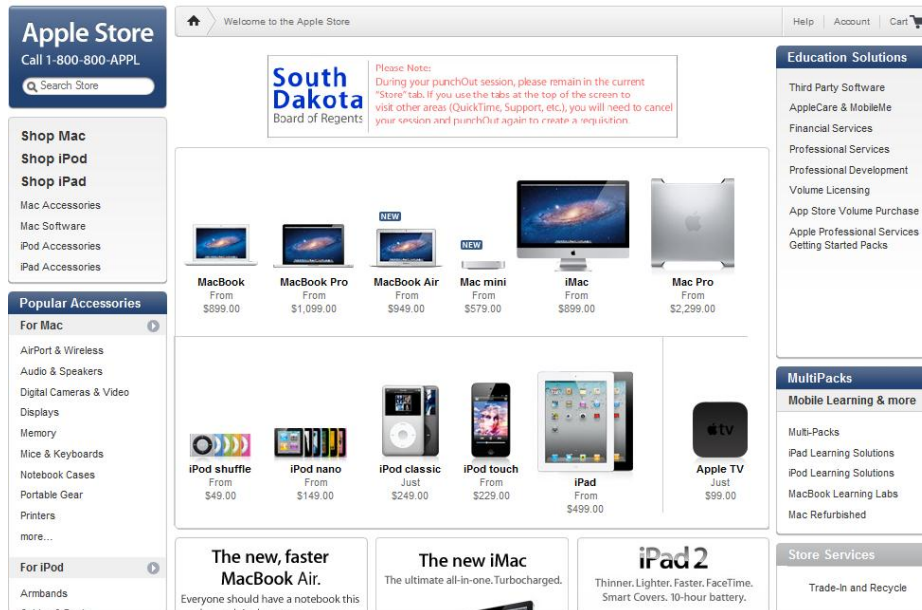
Web Proposal Number: **W72245608**

Items you have selected	Part No.	Qty	Unit Price	Ext. Price
MacBook Pro, 15-inch, 2.0GHz Intel Core i7	Z0LZ	1	\$1,728.00	\$1,728.00
MacBook Pro 15-inch Glossy Widescreen Display	065-0103			
Accessory Kit	065-0119			
SuperDrive 8x (DVD&R DL/DVD&RW/CD-RW)	065-0102			
4GB 1333MHz DDR3 SDRAM - 2x2GB	065-0093			
Backlit Keyboard/Mac OS - U.S. English	065-0116			
Mini DisplayPort to VGA Adapter	065-0109			
500GB Serial ATA Drive @ 5400 rpm	065-0306			
2.0GHz Quad-core Intel Core i7	065-0293			
<hr/>				
AppleCare Protection Plan for MacBook Pro - Auto Enroll	S3131LL/A	1	\$239.00	\$239.00

1. Access the punchout in SDezBuy.
2. Click on the MacBook Pro photo. This will display various options including what items are available for each size monitor available. For example, if you select a 15-inch monitor, you have a choice of either 2.0GHz processor or 2.2GHz processor.

The screenshot shows the Apple Store website interface. At the top, there's a navigation bar with 'Apple Store', 'Welcome to the Apple Store', and links for 'Help', 'Account', and 'Cart'. Below this, there's a search bar and a 'South Dakota Board of Regents' banner with a note about punchout sessions. The main content area features a grid of product categories: MacBook, MacBook Pro, MacBook Air, Mac mini, iMac, and Mac Pro. Below this, there's another row of products: iPod shuffle, iPod nano, iPod classic, iPod touch, iPad, and Apple TV. At the bottom, there are promotional banners for 'The new, faster MacBook Air.', 'The new iMac', and 'iPad 2'. On the right side, there are vertical navigation menus for 'Education Solutions', 'MultiPacks', and 'Store Services'.

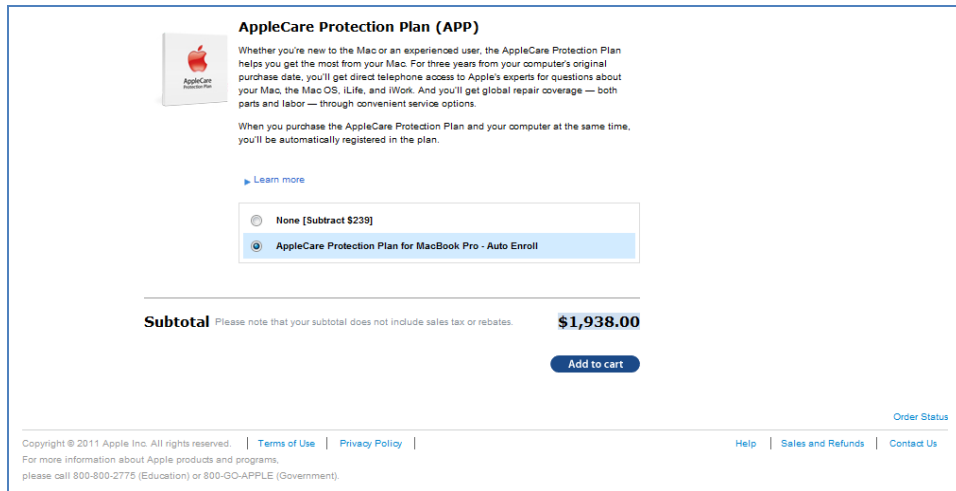
- Click on the Select button for the monitor/GHz combination of your choice.



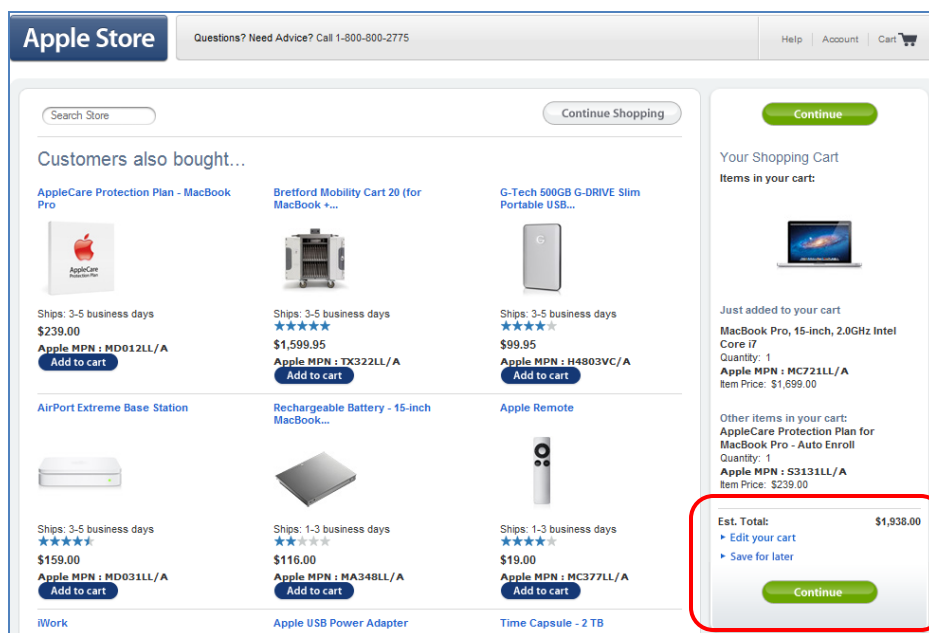
- The Customize your Mac screen presents options such as Memory, Hard Drive, Display, Keyboard, Adapters, etc. Click in the radio button for each of your choices. Some options are additional cost, so be aware of the [Add \$180] for each item. The Summary in the upper right corner of the screen, keeps account of all additional dollars and provides information on the configuration. As you add items the items are added to the Subtotal and the specifications.



5. Complete making your selections until you have reached the bottom of the page. Click in the radio button for the **AppleCare Protection Plan** with your Apple Mac. It is the last item before you Add to Cart.
6. Click on the **Add to Cart** button, to add all the above items to your shopping cart.



7. Your Shopping Cart is displayed in a summary on the right side of the page. Click the **Continue** button if you are ready to place your order. Click on Edit your cart to make changes to the quantity and options you have selected. Click on Save for later if you wish to wait to complete your order.



- If either the **Continue** or **Edit you cart** option was selected, the options of Removing an item or changing the quantity of an item are shown. In addition, if you know an Apple Part Number you can add it to the cart at this time.

Items you have selected	Part No.	Est. Ship	Qty	Unit Price	Ext. Price
MacBook Pro, 15-inch, 2.0GHz Intel Core i7	MC721LL/A	3-5 business days	1	\$1,699.00	\$1,699.00
MacBook Pro 15-inch Glossy Widescreen Display Accessory Kit SuperDrive Bx (DVD±R DL/DVD±RW/CD-RW) 4GB 1333MHz DDR3 SDRAM - 2x2GB Backlit Keyboard/Mac OS - U.S. English 500GB Serial ATA Drive @ 5400 rpm 2.0GHz Quad-core Intel Core i7					
AppleCare Protection Plan for MacBook Pro - Auto Enroll	S3131LL/A	In Stock	1	\$239.00	\$239.00

Subtotal Please note that your subtotal does not include sales tax or rebates. **\$1,938.00**

[Delete this cart](#)

Apple Part Number [Add to cart](#) [Update Subtotal](#)

[Continue shopping](#) [Check out](#) [Save for later](#)

- Click on the Update subtotal if you have made changes to the items by either removing or changing the quantity. If you are ready to place your order, click on the Check out button.

- A Web Reference Number is assigned to the order. Click the Continue button to return the shopping cart to SDezBuy.

Web Reference Number : **W72252923**

Items you have selected	Part No.	Qty	Unit Price	Ext. Price
MacBook Pro, 15-inch, 2.0GHz Intel Core i7	MC721LL/A	1	\$1,699.00	\$1,699.00
MacBook Pro 15-inch Glossy Widescreen Display Accessory Kit SuperDrive Bx (DVD±R DL/DVD±RW/CD-RW) 4GB 1333MHz DDR3 SDRAM - 2x2GB Backlit Keyboard/Mac OS - U.S. English 500GB Serial ATA Drive @ 5400 rpm 2.0GHz Quad-core Intel Core i7				
AppleCare Protection Plan for MacBook Pro - Auto Enroll	S3131LL/A	1	\$239.00	\$239.00

Shipping Charge: \$0.00

[Print this page for your records.](#)

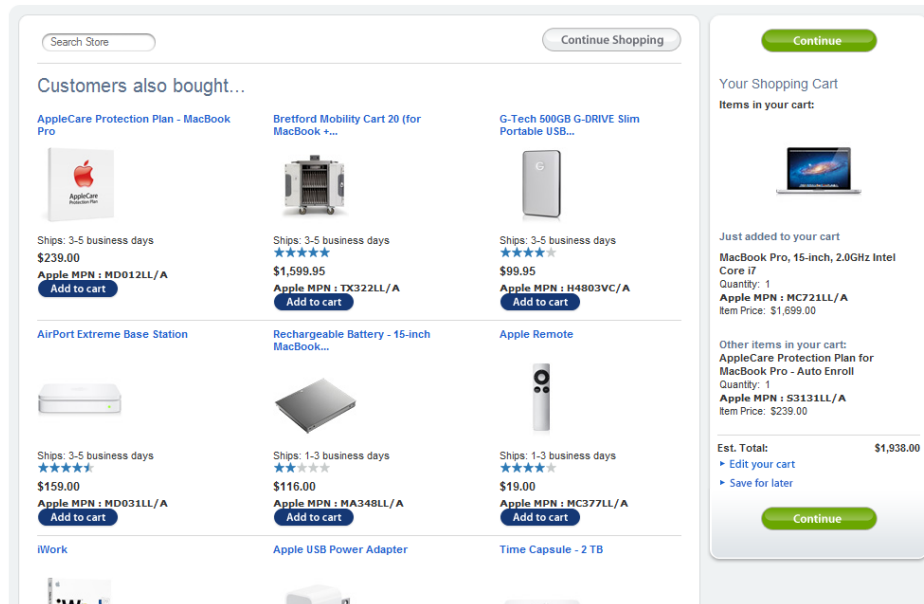
Subtotal Please note that your subtotal does not include sales tax or rebates. **\$1,938.00**

[Continue](#)

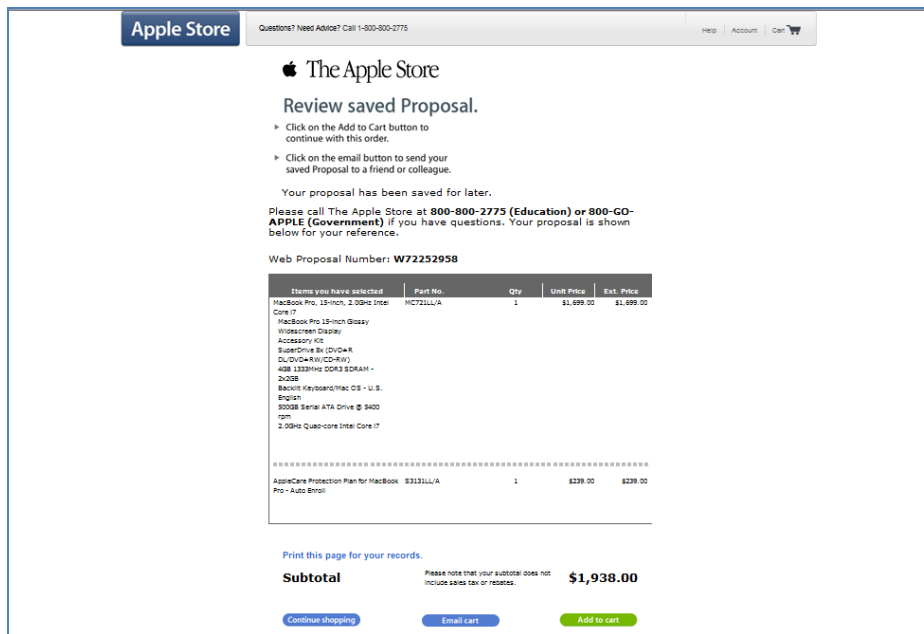
- Click on the Return to Procurement Application button.

[Return to Procurement Application](#)

12. Click on Save for later if you wish to wait before completing your order.



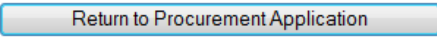
13. The Review saved Proposal screen provides a review of the items in your cart and also the configuration of your computer. Click on **Continue shopping** if there are more items needed. Click on **Email cart** if you wish to email the cart to a coworker or click on **Add to cart** if you are ready to place your order. You can also click on the link to print the page for your records.



- If you select the Email cart option, the proposal and a message you enter will be sent to the email recipient you enter on this page. Click on the Send button to send the email to your recipient.

- Review your cart, then, if you are ready to order, click on the **Check out** button.

Items you have selected	Part No.	Est Ship	Qty	Unit Price	Est. Price
MacBook Pro, 15-inch, 2.0GHz Intel Core i7	MC721LL/A	3-4 business days	1	\$1,699.00	\$1,699.00
MacBook Pro 15-inch Glossy Widescreen Display Accessory Kit SuperDrive Dr (DVD/CD-R DL/OVD/RW/CD-RW) 4GB 1333MHz DDR3 SDRAM - 2xGB Backlit Keyboard/Mac OS - U.S. English 500GB Serial ATA Drive @ \$400 (est) 2.0GHz Quad-core Intel Core i7					
AppleCare Protection Plan for MacBook Pro - Auto Enrol	\$313LL/A	By Stock	1	\$229.00	\$229.00
Subtotal Please note that your subtotal does not include sales tax or reserves.					\$1,928.00

- Click on the Continue button.
- Click on Return to Procurement Application.  to bring the items into the requisition in SDezBuy.
- Apple Computer does not support the MODIFY ITEMS method of revising an order. If the order brought back to SDezBuy is incorrect, go to Draft Carts and Delete it. Begin again in the Apple Computer Punchout catalog.