

**APPLE, INC.**

**BOARD WAIVER #: W230619**

**Board waiver term: July 1, 2022 – June 30, 2023**

Procurement Services has awarded a Board of Trustee Waiver on behalf of Information Technology Services to Apple, Inc. for all Apple purchases.

**ORDERING PROCESS:**

- 1) Obtain quote(s) from Apple Inc. representative for standard models only. The Apple sales representative is at <https://www.montclair.edu/information-technology/it-service-desk/product-vendors>.
- 2) For all other purchases outside of the standard models must be obtained via the ecommerce page that a user has to sign up at Apple eCommerce page located at <https://ecommerce.apple.com>.
- 3) All quotes must have a minimum 3-year warranty. Download the PDF to attach to your requisition.
- 4) Create requisition from the quote in Workday:
  - a. When creating the requisition, select **"BOT Waiver of Advertising"** as the requisition type.
  - b. When creating the requisition, enter **"SCON-000044"** in the **"Supplier Contract"** area, as seen below.

The screenshot shows the 'Goods Request Details' form in Workday. The form includes the following fields:

- Item Description:** A text area containing 'This is a test'.
- Supplier Item Identifier:** An empty text field.
- Spend Category:** A dropdown menu showing 'SC0057 IT - Hardware' with a sub-menu 'Desktop, Laptop, Tablet, Ipad'.
- Supplier:** A dropdown menu showing 'APPLE INC'.
- Supplier Contract:** A dropdown menu that is highlighted with a red box and a yellow background.

- c. When finishing the requisition, the "Questionnaire" will pop up. Reference the BOT Waiver #: 230619 in the questionnaire.
- 5) In addition, use the following spend category codes:
  - SC0009 - Computer peripheral/supplies
  - SC0057 - Hardware Desktop, Laptop, Tablet, Ipad
  - SC0073 - IT - Hardware Support Services (Protection Plans & Warranties)
- 6) All requisitions must include a justification for purchases of computers (laptop and desktop), including who is using it and why it is being purchased.

NOTE: The vendor should never send a product/item without a purchase order. Therefore, all requisitions must be created from the quote and not an invoice.

- 7) Receive good(s) in Workday once the product/item has been delivered to your office.
- 8) The supplier should send the invoice(s) over to Accounts Payable as directed on the purchase order. If you receive the invoice(s), send it over to Accounts Payable with the purchase order number, receipt number, your name, and extension on the invoice to and then email [invoices@montclair.edu](mailto:invoices@montclair.edu) for payment.

For more information on how to purchase computer equipment, please go to <https://www.montclair.edu/information-technology/departments-computer-purchases>

For any questions regarding computer configurations, please contact Summer R. Jones, AVP Technical Support Services, via email [jonesu@montclair.edu](mailto:jonesu@montclair.edu) or phone ext. 3370 or your local academic technology team.

If you need additional support, please contact:

**Workday Customer Care**  
**Phone – (973) 655-5000, option 1**  
**Email- [itservicedesk@montclair.edu](mailto:itservicedesk@montclair.edu)**