



University  
of Victoria

## PURCHASING SERVICES NEWS BULLETIN

Apple Computer Equipment – Procurement Process

December 2015

The process for ordering Apple computers and equipment with university funds changed in May 2014. University stores are no longer licensed resellers of Apple equipment. All purchases should now be made via WebRequisition to Purchasing Services, using quotations generated by the Apple Store for Education Institution. Click the link below to access the web store.

**Warning: The Apple Store for Education Institution does not accept returns resulting from product selection or ordering errors. Education Customers are only eligible to return Dead On Arrival Apple Products for repair or replacement.**

Please create a cart <https://ecommerce.apple.com/asb2b/fys.do?language=EN&country=CA> and attach to your web requisition then submit to purchasing.

Note: It is not necessary to register, you can select **Find your school** and **Browse as guest** to create the cart. The site prices include educational discount.

The Technology Solutions Centre (3572) can be contacted for product selection assistance and advice.

Information and tutorial from University systems on how to generate a cart:

<http://www.uvic.ca/systems/support/computerssoftware/technologysolutions/apple.php>

### How to Obtain Quotes for Canadian Foundation for Innovation (CFI)

Apple still provides in-kind contributions for CFI. Create your cart as above and submit to purchasing requesting CFI pricing. Purchasing will contact Apple to generate a revised CFI quote.

Note: AppleCare protection plan must be included in all CFI quotes.

Apple will require: the name of the principal investigator on the project; the title (or proposed title) of the CFI project; and the status of the project: application, granted, or fully funded.

Hardware Repair: University Systems still provides current faculty, staff, and students with hardware assistance for Apple devices. Client Services technicians are certified to repair and service Apple products and can perform Mac system upgrades such as the installation of memory, hard drives, and adapter cards.