UNM LoboMart

Apple Store Punchout User’s Guide
How to Use the Apple Punchout Feature

• If placing a LoboMart Request using your **P-Card**, follow the instructions provided on pages 3 through 11.

• If placing a LoboMart Request resulting in a **Banner PR and Banner PO**, follow the instructions provided on pages 3 through 11. Then refer to pages 12 through 17 for further instructions prior to clicking “Place Order” to submit your PR for approval.
Select Apple from the Punchout List
Select the product you want and configure the options.
Add configured product to your Cart.
Check quantity and price, then continue by selecting **Create Proposal**.

**Note:** If saving as a Web Proposal for a Non P-Card Order or to retrieve at a later date, refer to page 12 of this guide for further instructions.
Enter the Proposer Information and select Continue. (The only mandatory field that does not auto-populate is the Daytime Phone. You will not be allowed to continue to the next screen without providing this information.)
Review quantity, item description, and total amount.

Then select Continue.
Click on **Return to Procurement Application** to return to LoboMart.
The requisition will populate with the order information
Follow the process as outlined in the LoboMart training materials for PR review and submission
Working with Web Proposals
(For Non P-Card Orders or For Retrieval at a Later Date)
How to **Save** a Web Proposal

Upon completing your configuration, click on **Save for Later**.

**Note:** A Web Proposal number is required for all Non-Catalog orders, and must be manually entered in the “Supplier/Purchasing Dept. Instructions” field of the LoboMart requisition.
An auto-reply screen lets you know that your Web Proposal has been saved. Your Apple Web Proposal will be e-mailed to you in a few minutes.

Once you’ve created a Web Proposal, a copy should be forwarded to Nancy Brault in Purchasing via e-mail, nancyb@unm.edu, or fax, 7-7774. The PR number (LoboMart or Banner) MUST be referenced on the e-mailed or faxed document!
How to Retrieve a Web Proposal

Click on the **Saved Proposals** link at the top of the web page.
Select the desired Web Proposal by clicking on the Proposal Number or by selecting Continue.
If desired, you may retrieve the Web Proposal to delete it completely by selecting **Delete Proposal**.

To continue with the PR create process, select **Add to Cart**.

Then refer back to and follow the instructions provided on pages 6 through 11.
Additional Features
Checking Order Status:

Order confirmations and notifications are sent to the email address(es) provided when you enter your Proposer Information (refer to pg. 7).

• An Order Confirmation email is sent when the order is placed.

• A Ship Notice is sent once the order or item has shipped.

• A Delay Notification is sent when the quoted ship day has passed.
Checking Order Status cont’d:

Click on **Check Order Status** at the top of the Apple Store home page.

You can also check the status of orders at [www.apple.com/orderstatus](http://www.apple.com/orderstatus).
Enter the appropriate search criteria (date range, order number, or proposal number) and click View Orders. When checking order status from the LoboMart punchout, UNM’s Customer Number is NOT required to view your order(s). However, when checking order status from www.apple.com/orderstatus, this number will be required. UNM’s Customer Number is 71008.

Click the Arrow Button next to any order in the list to see details.
Example of Order Status

Click the Tracking Number to view the shipper’s information.
You will be taken to the shipper's web site. If the site indicates that the package has been delivered, you can request signature proof of delivery (POD) by copying the tracking number (1) and ship date (2) from this page, and click the **Signature Proof** link (3).

On the Request Signature Proof of Delivery screen, enter the tracking number (1) and ship date (2). Click **Online Letter (printable)** (3), then **Continue** (4).

If there is a POD signature, you will see a form with the signature information on it, which may be printed for your records.
Who to Contact at Apple

Apple Account Reps for UNM:

Glen Banks
Account Executive
Education
PH: 505.867.5089
PH: 866.882.2278
FX: 505.867.1724
gbanks@apple.com

Tony Latino
Account Executive
Education Inside Sales
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