Apple Online Proposal Procedure

1. Click this link for the Apple Store for Higher Education:
    http://store.apple.com/us/browse/home/education_routing/hied_institution?mco=MTIxOTAwNQ

2. This link should take you to the following page:
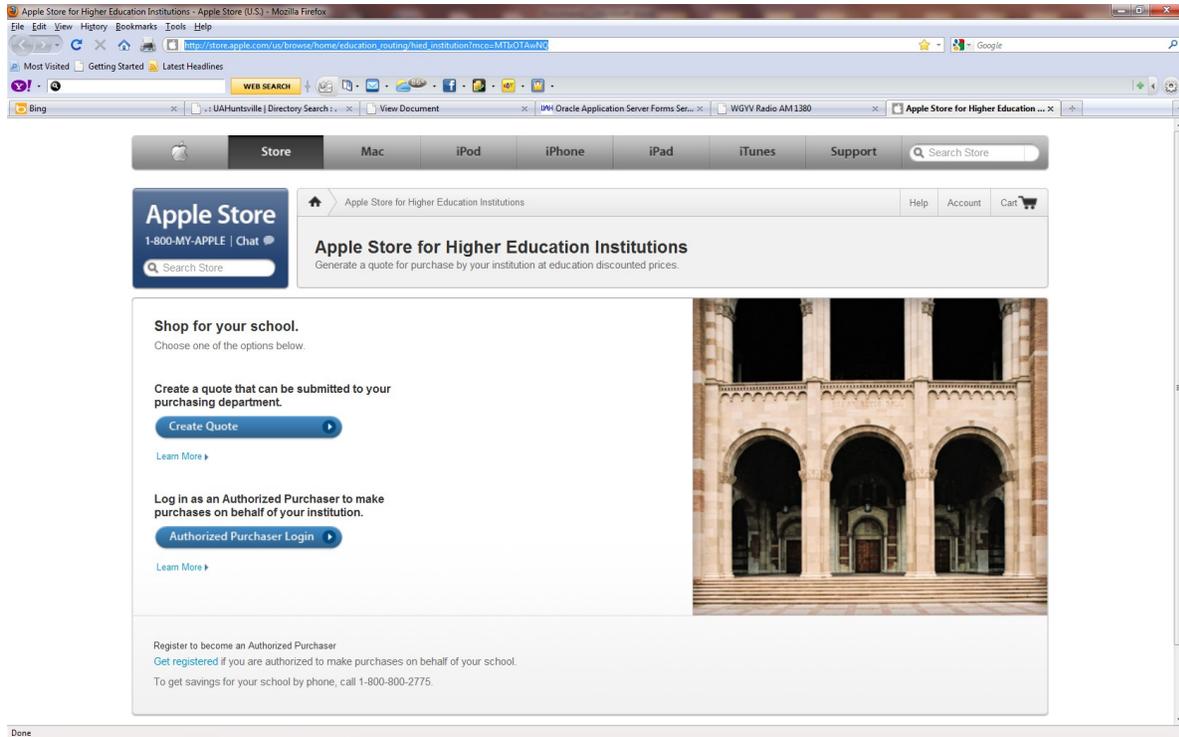
3. Click the "Create Quote" button

4. This button should allow you to navigate to the screen below:
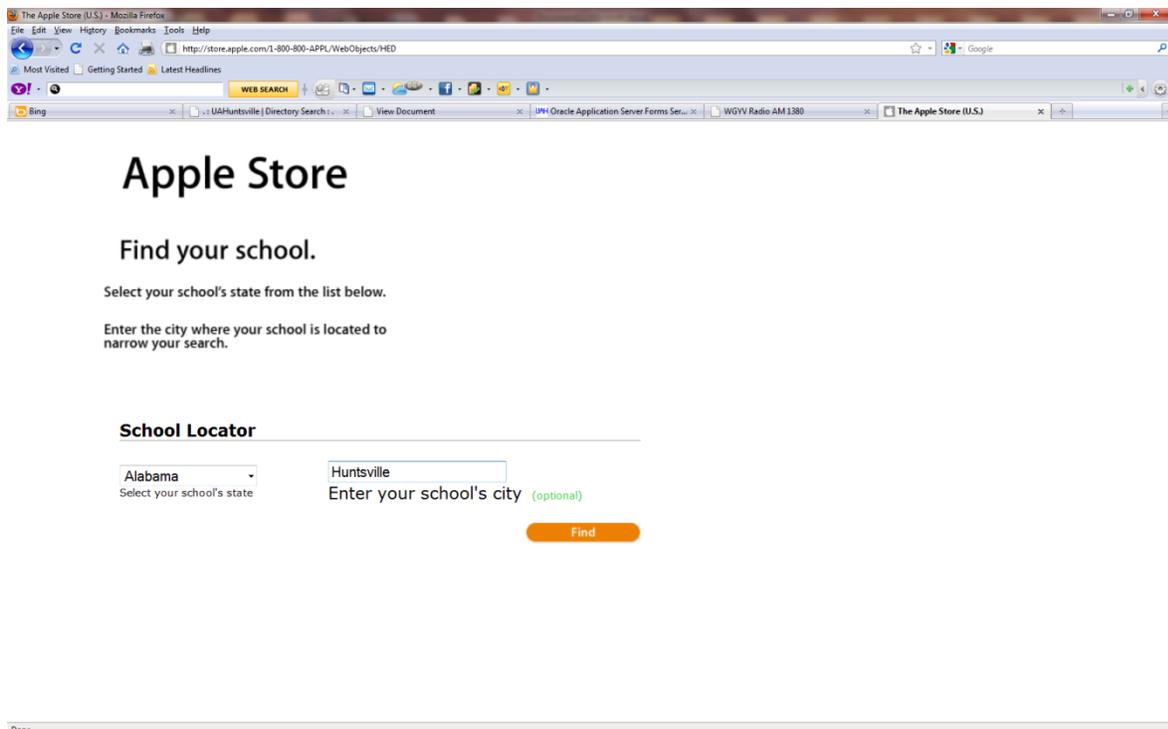
5. Choose "Alabama" and enter "Huntsville" in the Enter your school's city block. Then click "Find".

6. This button should take you to the following screen:
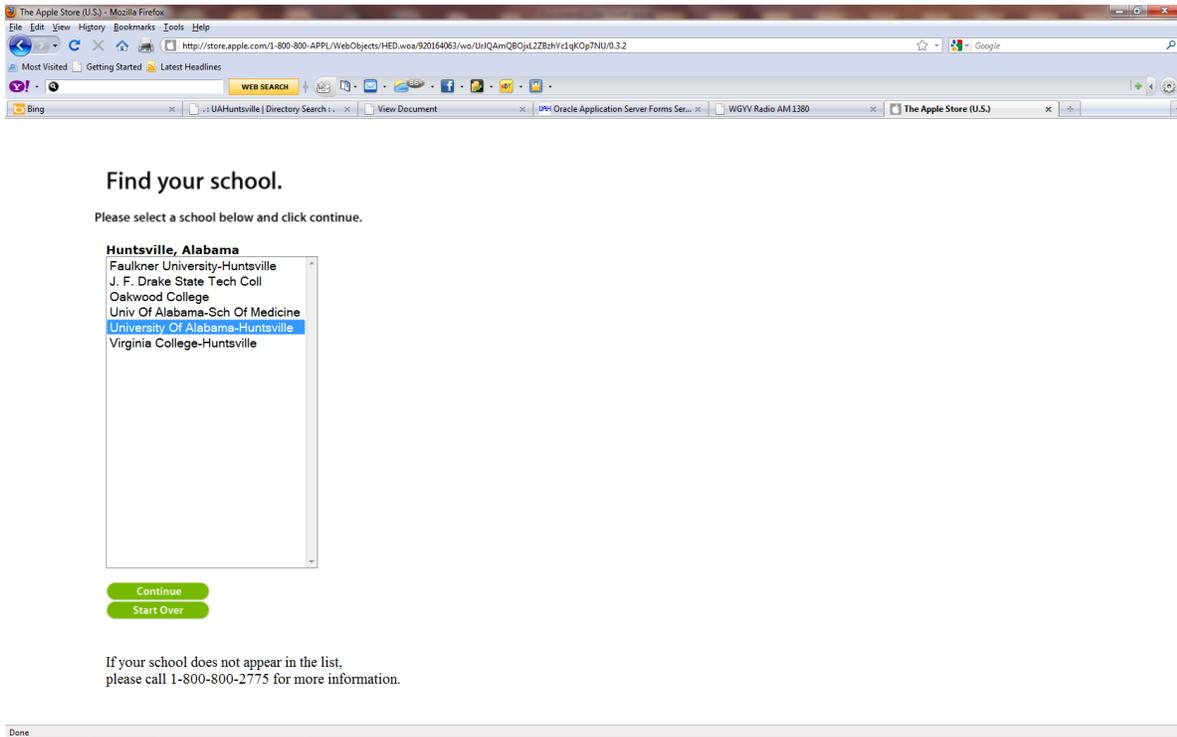
7. Highlight "University of Alabama – Huntsville" and click "Continue".

8. This button should take you to the following screen:
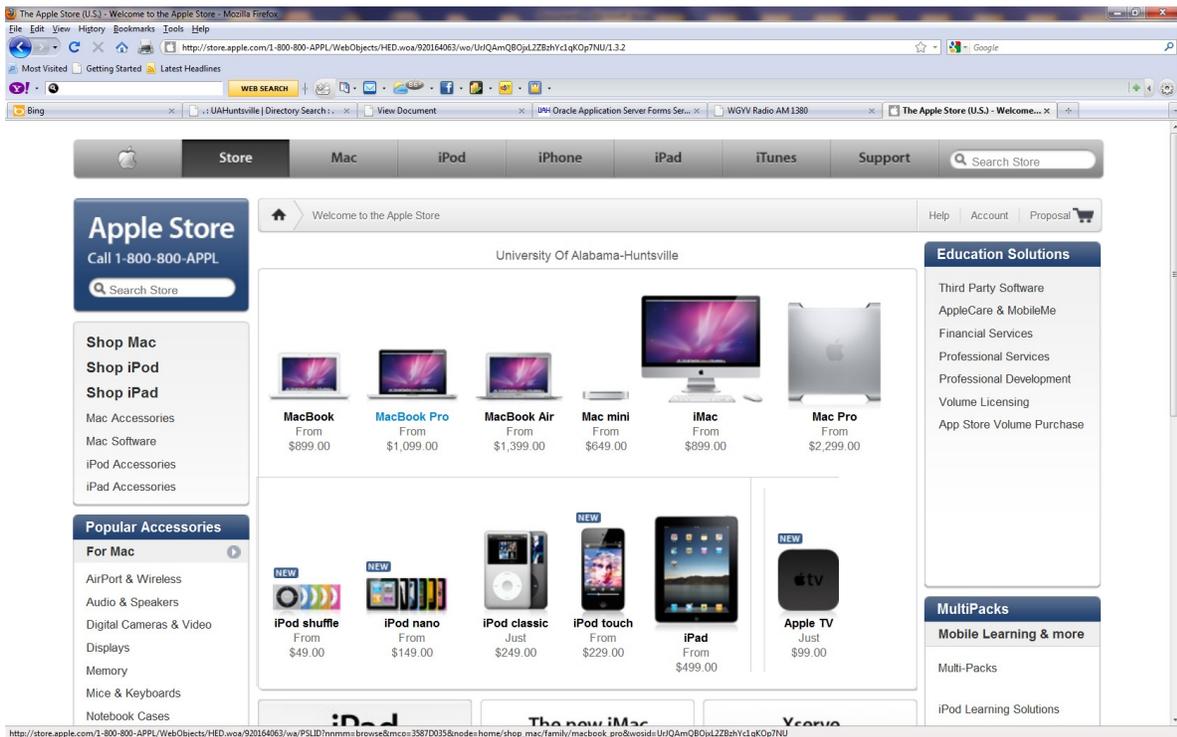
9. Choose the item you wish to have quoted.

10. Choose the particular base model you require by clicking "Select"

11. Customize your system to your requirements.

12. When finished customizing, click "Add to cart"
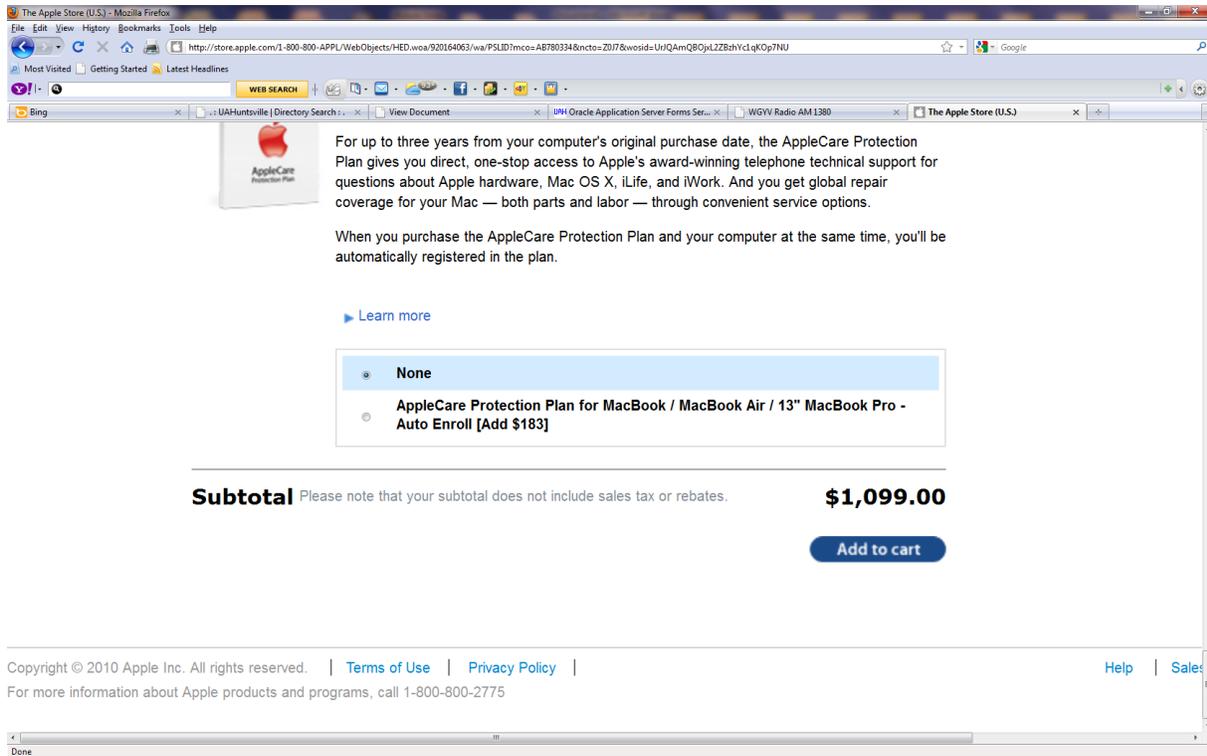
13. You should be taken to the following screen:
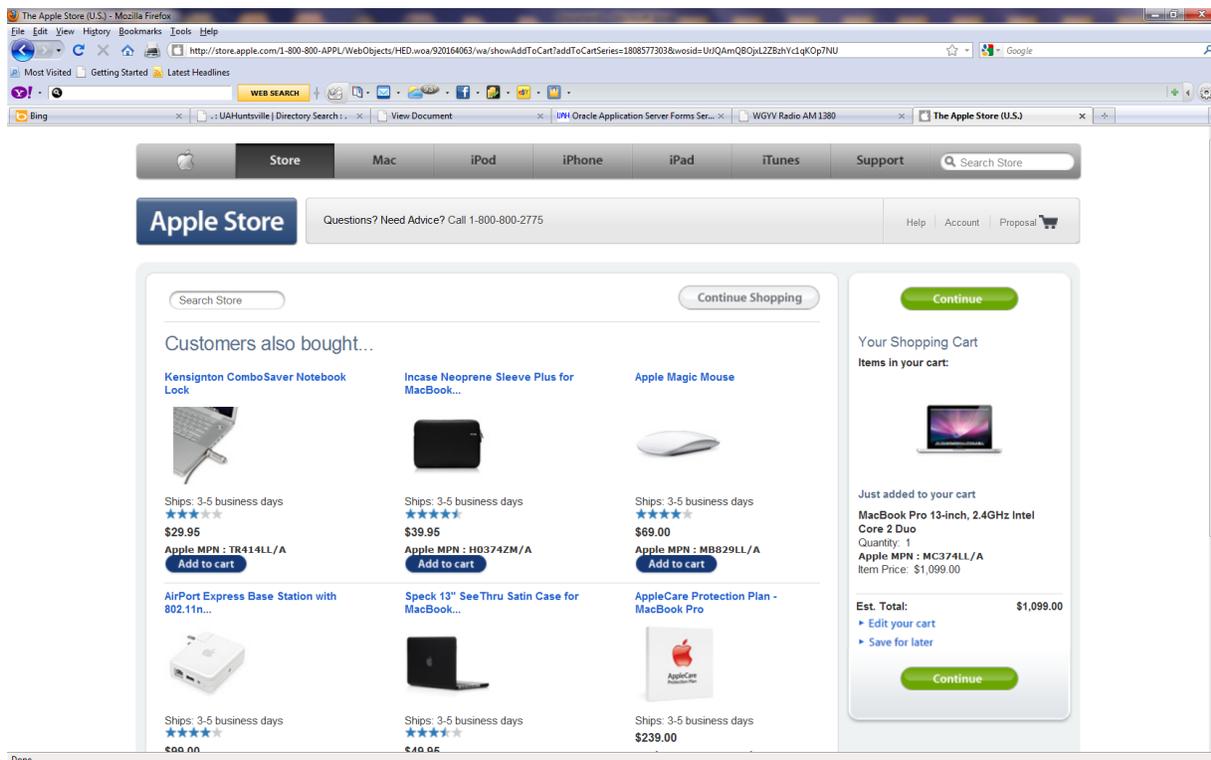
Notice "Your Shopping Cart" on the right side of the screen. Click the green "Continue" button in the "Your Shopping Cart" area.

14. You should be taken to the following screen:
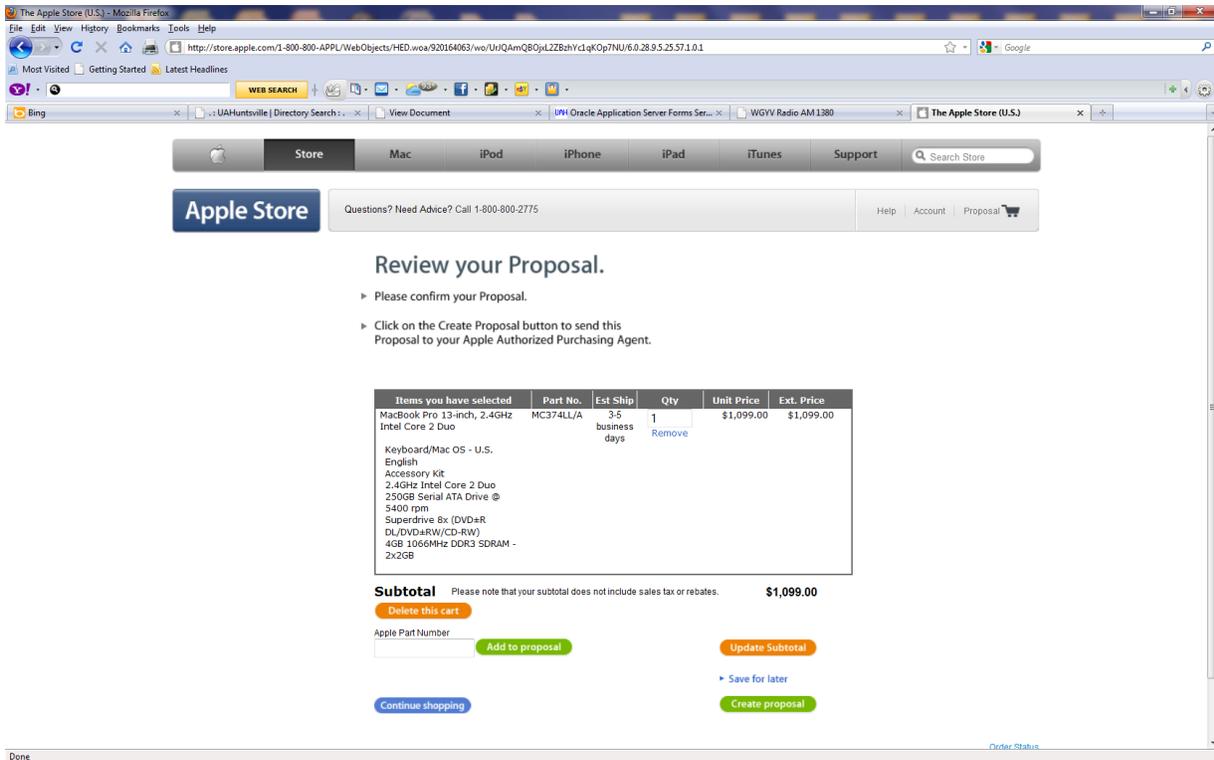
15. Review your Proposal (Quote). Here you are able to change quantities, add specific items, continue shopping or delete the cart entirely. Once you are satisfied with the Proposal, click "Create proposal". Reference the Proposal number in document text of the requisition and submit through normal channels.