Apple

A customer goes to the Apple Store and creates an account that is approved to create web proposals.

Login to the Apple Store select the device and choose configuration options then add to cart.

Choose to add Apple Care then update the web proposal. A copy of the web proposal is emailed to the customer.

The customer sends the web proposal to NinerTech to be requoted onto one of their order sheets.

The customer sends the NinerTech quote to the department business manager for purchase. The quote is attached to a requisition.

The requisition goes to ITS for approval.

Windows

A customer goes to 49er Mart (49ermart.uncc.edu).

Clicks on the Dell link

Chooses the computer and then has options to upgrade or addon

Saves the configuration as an E-Quote

Send the E-Quote to the department business manager for purchase.

The requisition goes to ITS for approval.

The requisition goes to ITS for approval

A customer goes to 49er Mart (49ermart.uncc.edu).

Clicks on one of the non Dell computer vendor links

Creates a cart and the department business manager processes that cart.

No ITS approval.

Note:

Non Standard purchases sent to ITS for approval - for CLAS, CCI and COE are sent to the IT Director of the college for approval prior to ITS approval.

Approved Non Standard purchases are added to a spreadsheet for tracking purposes.