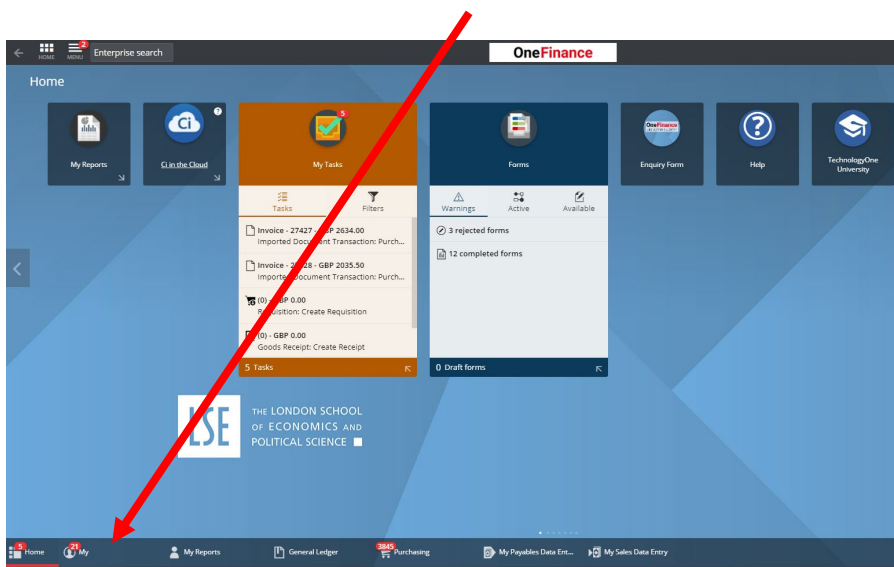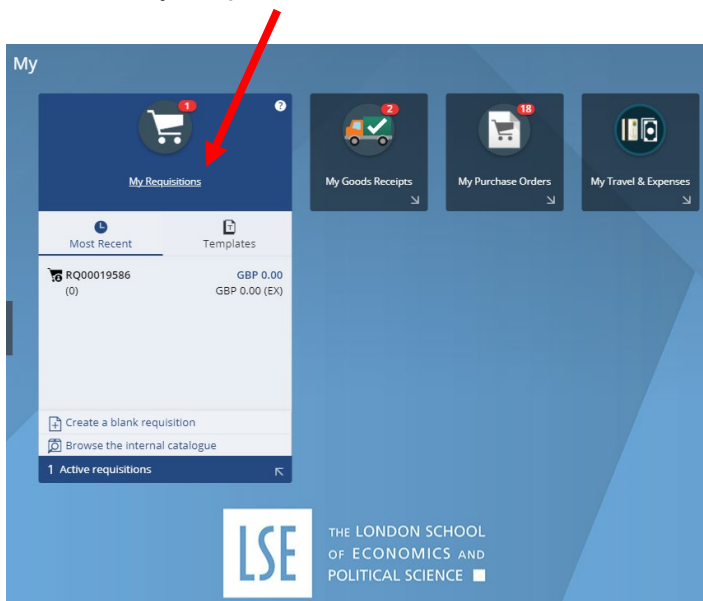# How to view and purchase Apple IT equipment

This guide will show you how to select and raise a purchase order for Apple IT equipment (see separate document for non-Apple products)
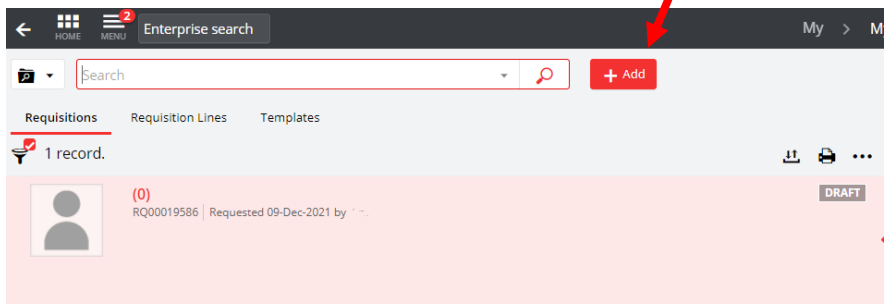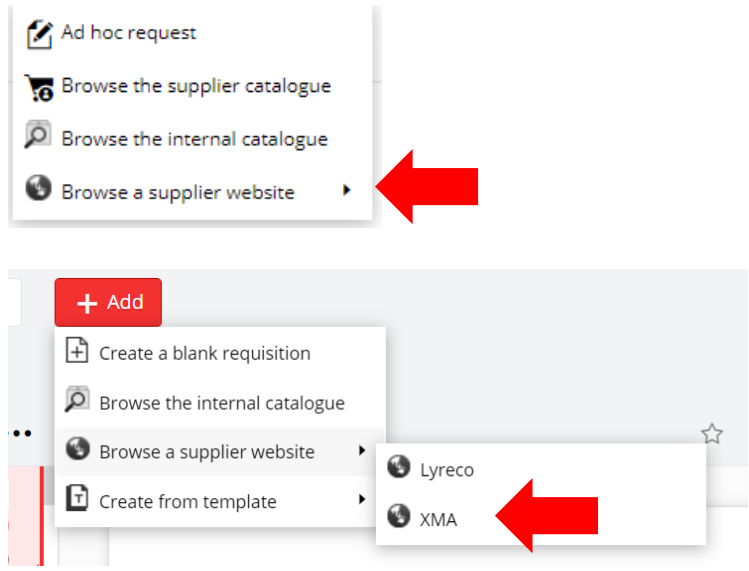
1. Open OneFinance and go to the "My" tab

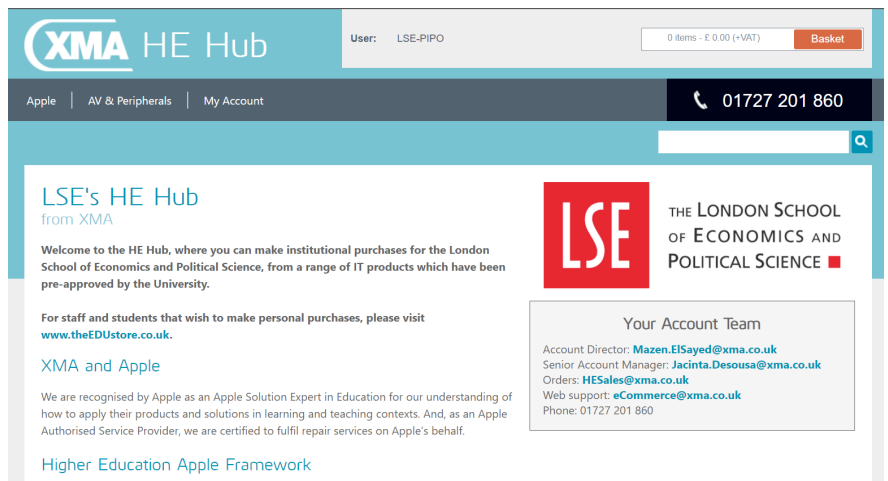
2. Click on "My Requisitions"

3. Click on the red "Add" button located at the top of the screen

4. Select "Browse a supplier website". Select XMA from the drop-down list.


5. You will taken to the XMA HE hub.

6. To browse the items available. Place your cursor over "Apple" located in the grey banner at the top of the page. A list will appear. Click on the item that you wish to purchase. Alternatively, you can use the search tool at the top right-hand side.
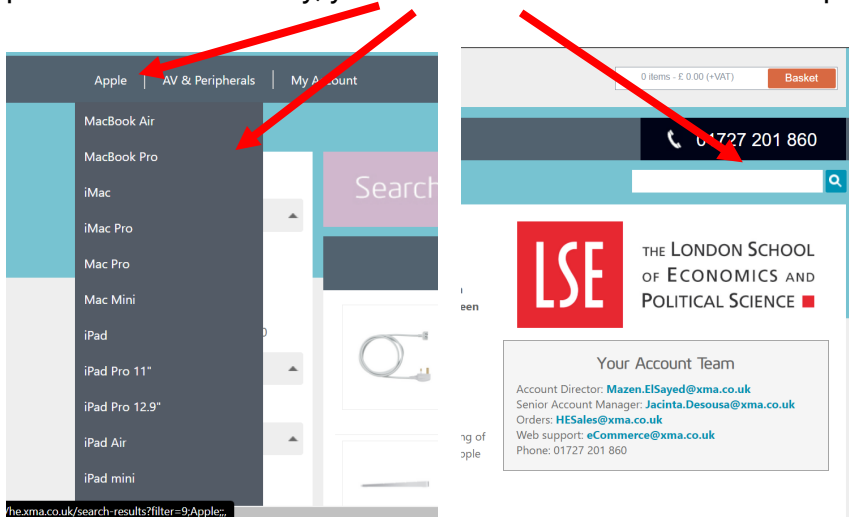
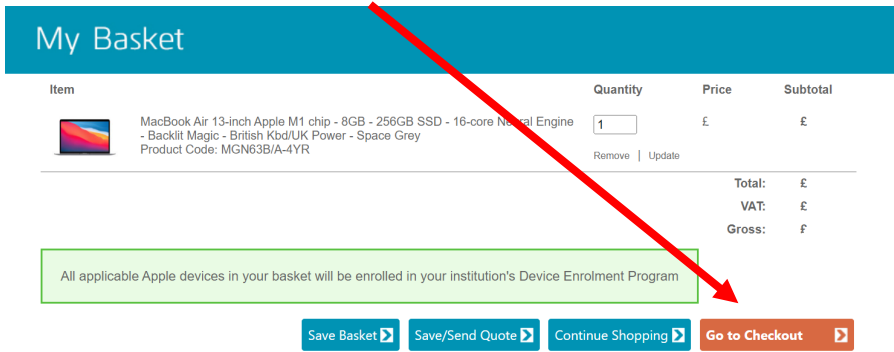7. This will bring up a list of the items available in that category. Pick which item you wish to purchase and select "Add to Basket".
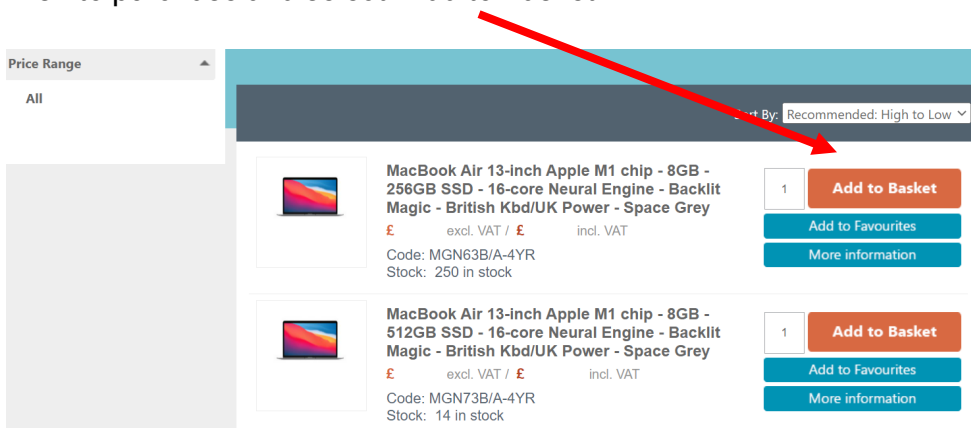
8. You can then either select "Continue shopping" if you have further items to select, or "Proceed to basket".
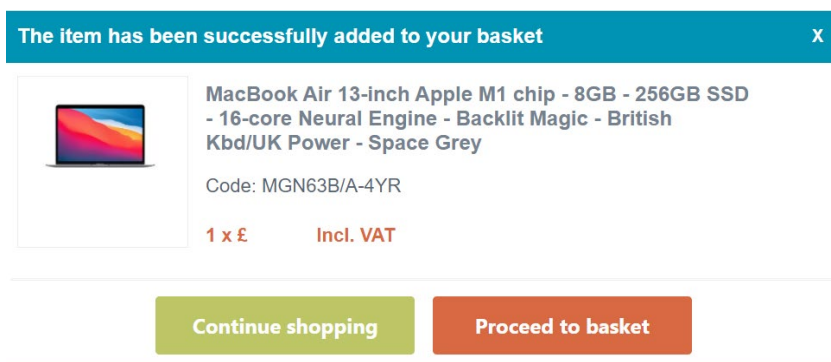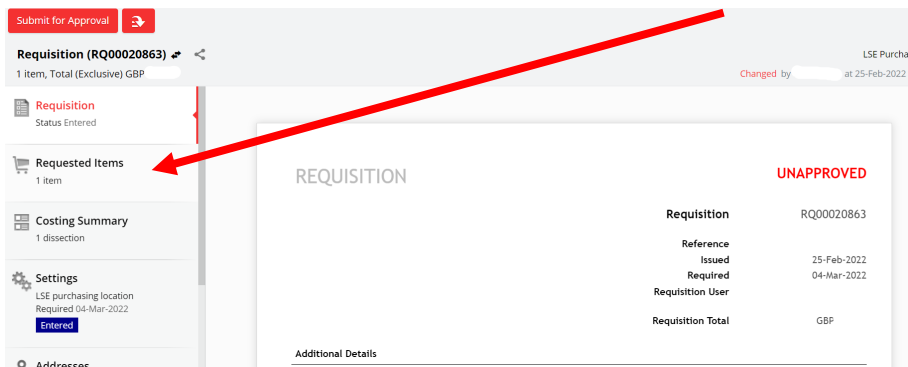
9. Select "Go to Checkout".

This will take you back to your requisition in OneFinance. You will need to make some amendments here before your purchase can be submitted for approval.

10. Go to the left-hand side of the screen and click on "Requested Items"

11. Your requested item(s) will appear. Click on the red "Edit" icon under your item.

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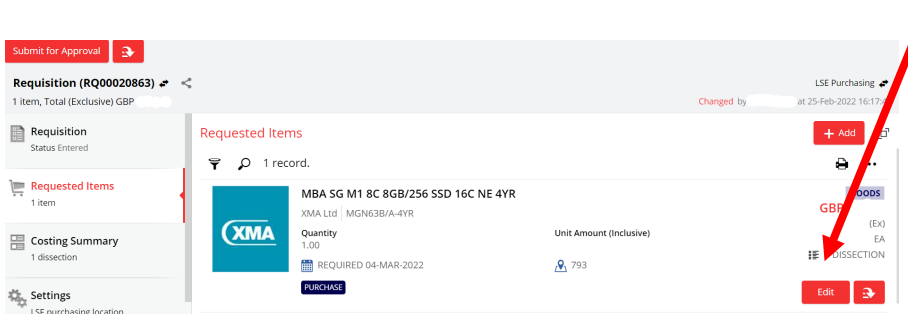
12. In the "Comments" box, state whether this is a home or campus delivery and enter the name & email address of the person who will be receiving the order.

PLEASE NOTE: NEVER INPUT AN ACUTAL HOME ADDRESS

13. Scroll down the page to "Delivery Point". If you want your item to be delivered to campus, input **110** (DTS-Administration). If you want the items to be delivered to a home address, input **927** (Home Delivery).

14. Scroll down to Cost Account. Check that the Charge Code and Budget Code are correct and amend as necessary. (Note: If you have selected 927 Home Delivery as the Delivery Point, the Charge Code will default to "N/A")

15. Save the page.

16. Repeat Steps 9 through to 13 for every item that you are ordering.

17. You can now click on the "Submit for Approval" button located at top left-hand side of the page.
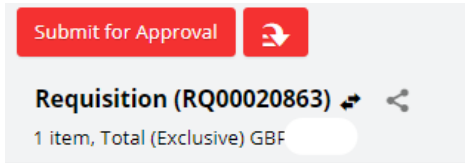
18. Your requisition will go to the budget holder for them to approve. Once approved, a Purchase Order is sent to the Supplier.

19. For deliveries to campus, you will be contacted by the DTS Service Desk to arrange configuration and/or installation. For home deliveries you will be contacted by Tech Purchasing to confirm receipt. When you receive your hardware do not attempt to use it straightaway. Contact the DTS Service Desk via 020 7107 5000 or tech.support@lse.ac.uk. One of the Support Officers will take you through the initial login and ensure the device is configured correctly.