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

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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".

he item has b	een successfully added to your basket	x
	MacBook Air 13-inch Apple M1 chip - 8GB - 256GB SSD - 16-core Neural Engine - Backlit Magic - British Kbd/UK Power - Space Grey	
	Code: MGN63B/A-4YR 1 x £ Incl. VAT	
	Continue shopping 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"

Submit for Approval			
Requisition (RQ00020863) 🖝 < 1 item, Total (Exclusive) GBP			LSE Purchasin Changed by at 25-Feb-2022 16
Requisition Status Entered			
Requested Items	REQUISITION		UNAPPROVED
Costing Summary		Requisition	RQ00020863
1 dissection		Reference	
		Issued	25-Feb-2022
🖏 Settings		Required	04-Mar-2022
LSE purchasing location		Requisition User	
Required 04-Mar-2022 Entered		Requisition Total	GBP
	Additional Details		
O Addresses			

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

Submit for Approval					
Requisition (RQ00020863) 🛹 1 item, Total (Exclusive) GBP	<			Changed by	LSE Purchasing 🖨 at 25-Feb-2022 16:179
Requisition Status Entered	Requested Iter	ns ord.			+ Add
Requested Items		MBA SG M1 8C 8GB/256 SSD 16C N XMA Ltd MGN63B/A-4YR	E 4YR		GBP
Costing Summary 1 dissection		Quantity 1.00 REQUIRED 04-MAR-2022	Unit Amount (Inclusive)		EA EA DISSECTION
Settings LSE purchasing location	· · · · ·	PURCHASE			Edit 💽

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.

Line Source Web Catalogue		
Description MBA SG M1 8C 8	GB/256 SSD 16C NE 4YR	
Long Description MBA SG M1 8C 8	GB/256 SSD 16C NE 4YR	
Supplier Product MGN63B/A-4YR		
Comment		

PLEASE NOTE: NEVER INPUT AN ACUTAL HOME ADDRESS

 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).



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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")

Charge Type * UUKDEFAULT (Default Ite	• Charge Code *	•
Ledger * GL (22GLACT)	Account * 10.0.1000. @@@@.@@@@@@	÷
VAT Pata *		
VAL Rate *		
P1 (Partially Recoverable	🔻	
P1 (Partially Recoverable)	•	
P1 (Partially Recoverable -	cance Save	



- 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.

Submit for Approval	3			
Requisition (RQ00020863) 🛹 \prec				
1 item, Total (Exclusive) GBF				

- 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 <u>do not attempt to use it straightaway</u>. Contact the DTS Service Desk via 020 7107 5000 or <u>tech.support@lse.ac.uk</u>. One of the Support Officers will take you through the initial login and ensure the device is configured correctly.