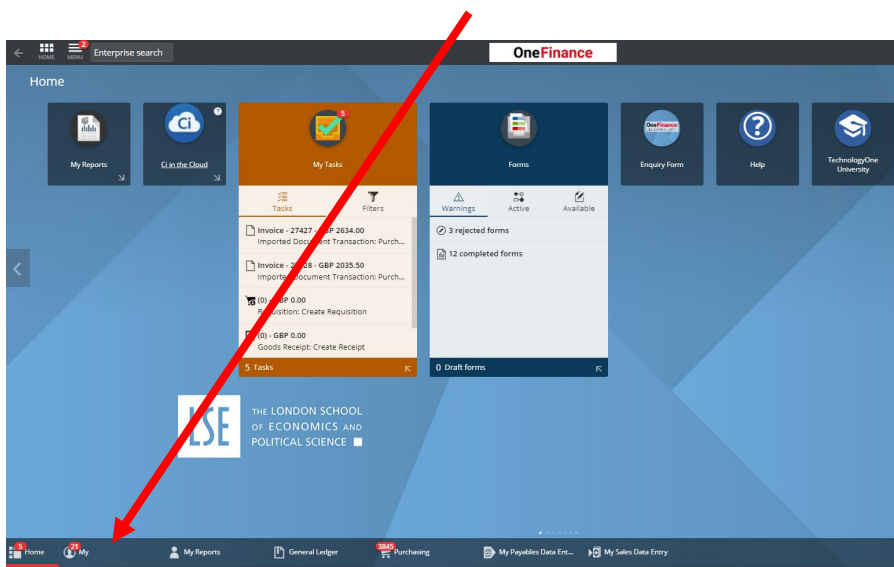


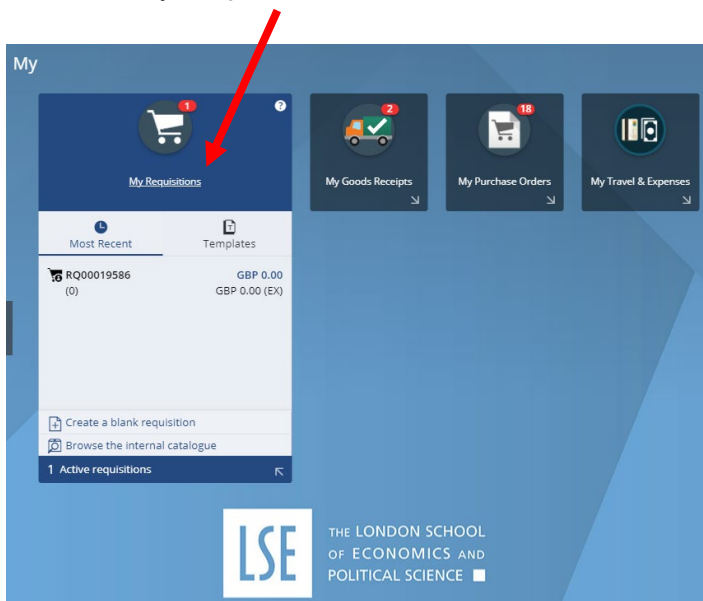
How to view and purchase Apple IT equipment

This guide will show you how to select and raise a purchase order for Apple IT equipment (see separate document for non-Apple products)

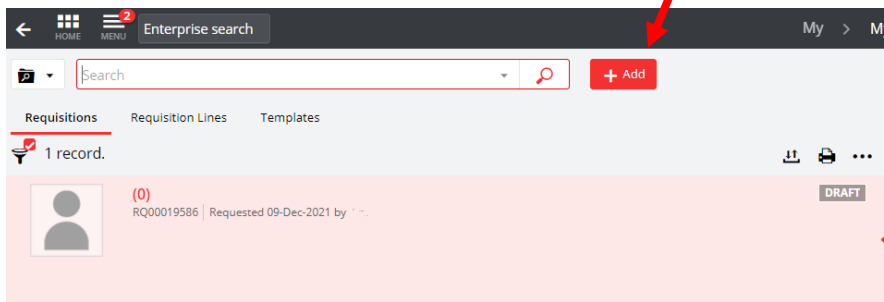
1. Open OneFinance and go to the "My" tab



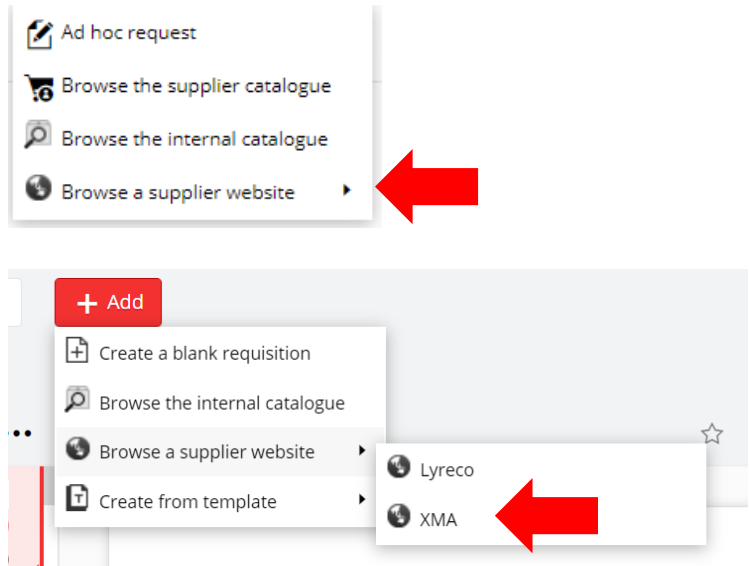
2. Click on "My Requisitions"



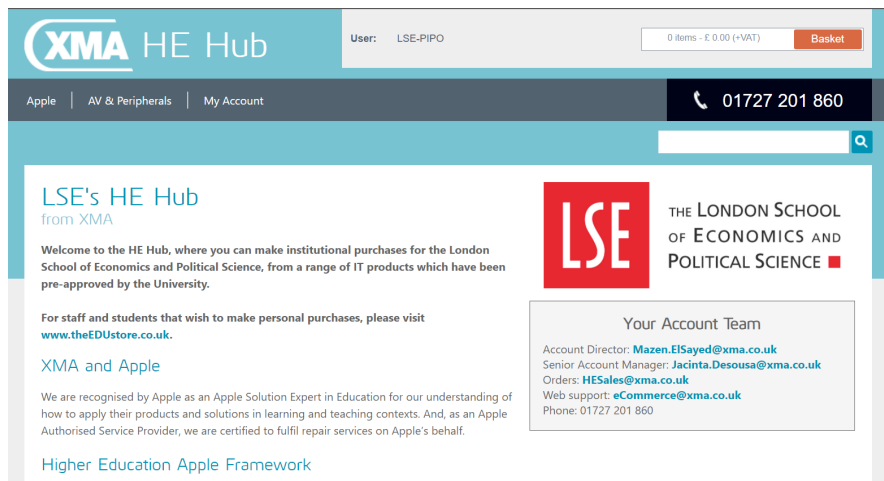
3. Click on the red "Add" button located at the top of the screen



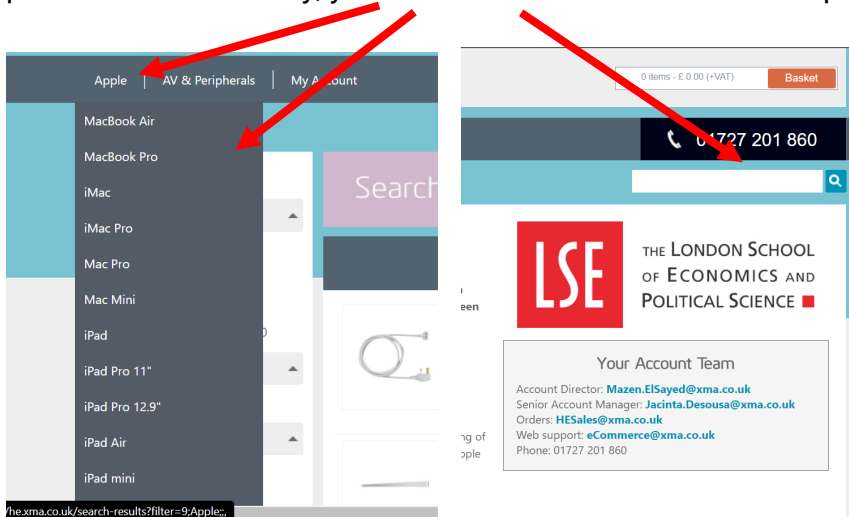
4. Select "Browse a supplier website". Select XMA from the drop-down list.



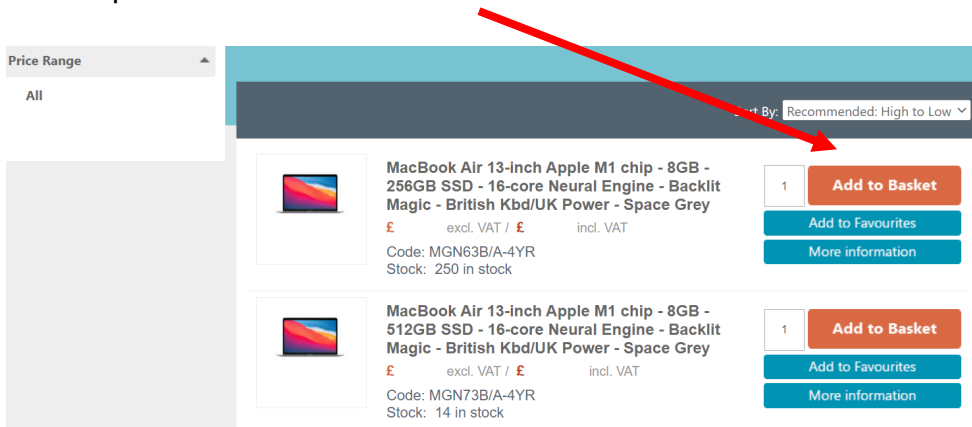
5. You will taken to the XMA HE hub.



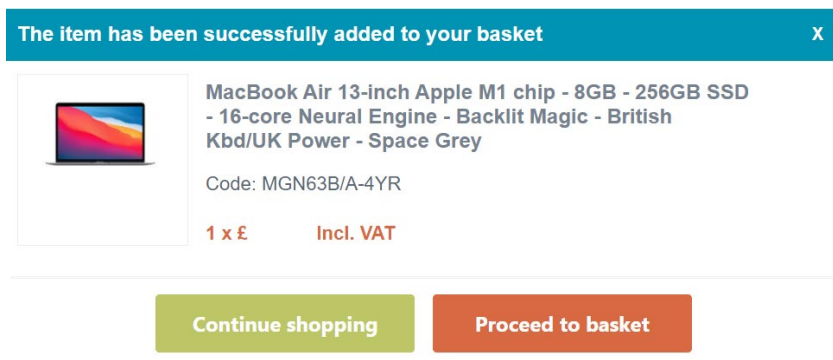
6. To browse the items available. Place your cursor over “Apple” located in the grey banner at the top of the page. A list will appear. Click on the item that you wish to purchase. Alternatively, you can use the search tool at the top right-hand side.



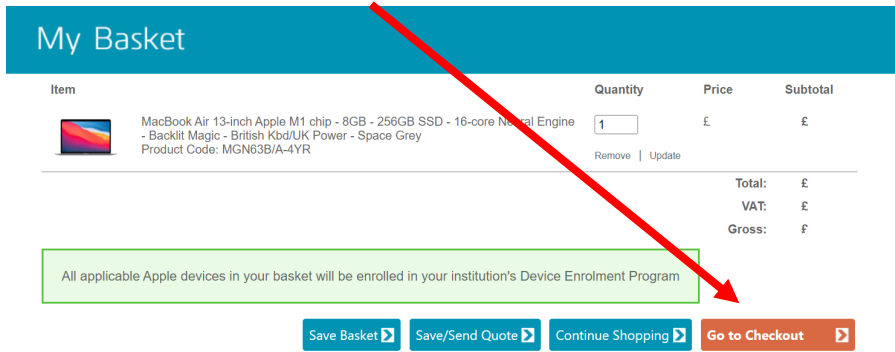
7. This will bring up a list of the items available in that category. Pick which item you wish to purchase and select “Add to Basket”.



8. You can then either select “Continue shopping” if you have further items to select, or “Proceed to basket”.

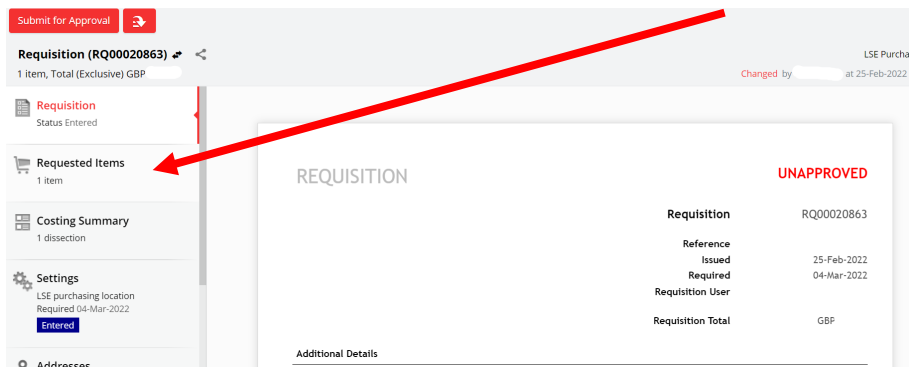


9. Select "Go to Checkout".

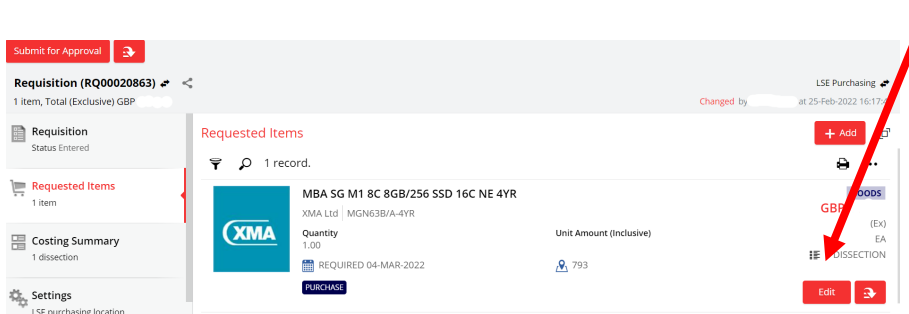


This will take you back to your requisition in OneFinance. You will need to make some amendments here before your purchase can be submitted for approval.

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.



12. In the “Comments” box, enter the name, email address and room number of the person who will be receiving the order.

Requested Items

MBA SG M1 8C 8GB/256 SSD 16C NE 4YR

Line Source
Web Catalogue

Description
MBA SG M1 8C 8GB/256 SSD 16C NE 4YR

Long Description
MBA SG M1 8C 8GB/256 SSD 16C NE 4YR

Supplier Product
MGN63B/A-4YR

Comment

Goods / Service Due + VAT Rate +

13. Scroll down the page to “Delivery Point” and enter **110** (DTS-Administration).

Goods / Service Due + VAT Rate +
Goods 04-Mar-2022 S (Standard Ra...)

Quantity Unit Name
1 EA

Unit Amount (Exclusive) Line Amount (Exclusive)

Delivery Point Type + Delivery Point +
UUKGEN (LSE Delivery Poi... 793 (Post Room-AV Teachi...)

14. Scroll down to Cost Account. Check that the Charge Code and Budget Code are correct and amend as necessary.

^ Cost Account

Charge Type * Charge Code *
UUKDEFAULT (Default Ite... 10 @@@@

Ledger * Account *
GL (22GLACT) 10.0.1000. @@@@.@@@@@

VAT Rate *
P1 (Partially Recoverable - ...)

15. Save the page.

Requested Items

#Desktop PC: HP EliteDesk 800 G8 SFF i5

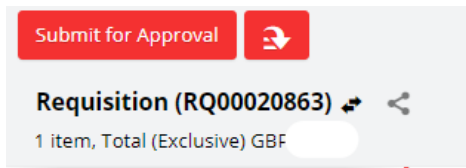
Contract / Framework Reference No.

Additional Comments for Procurement

Cancel 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.



18. Your requisition will go to the budget holder for them to approve. Once approved, a Purchase Order is sent to the Supplier.

19. You will be contacted by the DTS Service Desk to arrange configuration and/or installation.