


APPLE STORE in BuyWays – creating a Template

Apple Educational Discounts are now available through BuyWays via the Apple Store punch-out. If you need to select your items for purchase prior to making your actual purchase, you'll have the ability to create a template with the discounted price and save it until you're ready to purchase.

Step 1: Shop. Select the items you want.

Step 2: When finished, your cart will appear. Click on CREATE TEMPLATE.

 Apple Store for UMASS SHREWSBURY Search the store



Home Mac iPod iPhone iPad Mac Accessories Software Solutions & Offerings

Your Cart

[Update](#) [Send Proposal](#)
[Create Template](#)

Add Part

[Add](#)

Item Picture	Description	Quantity	Total Quantity	Unit Price	Total Price	
	iPad mini 16GB with Wi-Fi - White and Silver MD531LL/A Estimated Shipping: 3 - 5 business days Engraving Add	<input type="text" value="4"/>	4	299.00 USD	1,196.00 USD	Remove
	AppleCare+ for iPad S4745LL/A Estimated Shipping: Within 24 hours	<input type="text" value="4"/>	4	99.00 USD	396.00 USD	Remove

Subtotal 1,592.00 USD
Estimated Tax 0.00 USD

Total 1,592.00 USD

[Update](#) [Send Proposal](#)
[Create Template](#)



Step 3: Name your template and click on SAVE TEMPLATE.

Note: You'll be able to see all saved templates from your campus, so make sure you name it accordingly.

Create Template

Template Name*

Comments

Item Picture	Description	Total Quantity	Unit Price	Total Price
	iPad mini 16GB with Wi-Fi - White and Silver MDS31LL/A Estimated Shipping: 3 - 5 business days	4	299.00 USD	1,196.00 USD
	AppleCare+ for iPad S4745LL/A Estimated Shipping: Within 24 hours	4	99.00 USD	396.00 USD

Subtotal 1,592.00 USD
Estimated Tax 0.00 USD
Total 1,592.00 USD

[Back](#) [Save Template](#)


To access your saved template:

On HOME page, click on TEMPLATES

Home Mac iPod iPhone

Welcome To The Apple Store For Education Institution

- ▶ Saved Cart
- ▶ Order by Part Number
- ▶ **Templates**
- ▶ Quotes
- ▶ Order Status



iPad mi

A list of saved templates will appear; find the one you want to access and click on the template number:

Home Mac iPod iPhone iPad Mac Accessories Software Solutions & Offerings

Templates

Template Number

Template Name

Creation Date Last 30 Days

Created By First Name Last Name

Template Number	Template Name	Creation Date	Created By	<input type="checkbox"/>
2000110266	Quote for IT Group	04/07/2014	US EPROC USER	<input type="checkbox"/>

Your template will display. If you are ready to purchase, check off items you want and click on ADD ITEMS TO CART.

Home Mac iPod iPhone iPad Mac Accessories Software Solutions & Offerings

Template Details

Template Number 2000110266

Template Name Quote for IT Group

Comments PENDING APPROVAL

<input checked="" type="checkbox"/>	Item Picture	Description	Total Quantity	Unit Price	Total Price
<input checked="" type="checkbox"/>		iPad mini 16GB with Wi-Fi - White and Silver MD531LL/A	4	299.00 USD	1,196.00 USD
		AppleCare+ for iPad S4745LL/A	4	99.00 USD	396.00 USD

Pricing as per document creation date

Subtotal 1,592.00 USD
Estimated Tax 0.00 USD
Total 1,592.00 USD

[Back](#) | [Delete](#) | [Edit](#)

Now you can send it to BuyWays to requisition it. Please be sure to remove your template when it is no longer needed, since all templates for your campus are reflected for every user and unneeded templates will cause longer scrolling for other users to find their templates.