PLACING AN APPLE ORDER WITH WIREDOUT VIA eREQUEST

The lowest pricing on Apple items is through our internal vendor, WiredOut. Most Apple purchases made with WiredOut receive a 4% discount off of the education prices listed in the Apple catalog – that's up to 12% off the Apple Retail price! Additionally, a portion of every Apple purchase through WiredOut is reinvested into OSU programs.

<table>
<thead>
<tr>
<th>Apple Item</th>
<th>% Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPad</td>
<td></td>
</tr>
<tr>
<td>• iPad (New)</td>
<td>4%</td>
</tr>
<tr>
<td>• iPad 2</td>
<td>4%</td>
</tr>
<tr>
<td>iPod</td>
<td></td>
</tr>
<tr>
<td>• iPod Shuffle</td>
<td>2%</td>
</tr>
<tr>
<td>• iPod Nano</td>
<td>2%</td>
</tr>
<tr>
<td>• iPod Classic</td>
<td>2%</td>
</tr>
<tr>
<td>• iPod Touch</td>
<td>2%</td>
</tr>
<tr>
<td>Mac</td>
<td></td>
</tr>
<tr>
<td>• Mac Mini</td>
<td>2%</td>
</tr>
<tr>
<td>• Macbook Air</td>
<td>4%</td>
</tr>
<tr>
<td>• Macbook Pro</td>
<td>4%</td>
</tr>
<tr>
<td>• iMac</td>
<td>4%</td>
</tr>
<tr>
<td>• Mac Pro</td>
<td>4%</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Cables, Docks &amp; Cases</td>
<td>4%</td>
</tr>
</tbody>
</table>

For any items not listed here, contact WiredOut: (614) 292-8883 or wiredout@osu.edu.

Follow these steps to place an order with WiredOut via eRequest:

1. Browse the Apple eStore and determine what you want to purchase. Make a note of the item Part Number, Description and Unit Price.
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2. Logon to eRequest (https://erequest.osu.edu) to begin the request process. Under Actions, click on the New button to Create a new eRequest.

3. In the Purchasing/Payment Option, under Buy Something, select Internal Order.
4. In the Vendor/Payee and Item Details, enter the Apple product part number and description in the *Description* field. In this example, the item is a 15-inch MacBook Pro and the part number is MD104LL/A.

![Vendor/Payee and Item Details](image1)

5. For *UOM* (Unit of Measure) enter EA for each.

![Vendor/Payee and Item Details](image2)

6. The Estimated Amount is the unit price from the Apple catalog minus the WiredOut discount. The Apple catalog price was $1,999.00 for this MacBook, which receives a 4% discount, so enter $1,920 as the *Estimated Amount*.

   \[
   ($1,999.00 - 79.96 \text{ discount} = $1919.04 \text{ or } $1,920 \text{ when rounded up to the nearest whole dollar}).
   \]

   If you have questions about pricing, refer to the chart on the first page or contact WiredOut (2-8883) for support. Most Apple items receive a 4% discount. iPod and Mac Mini currently receive a 2% discount.

![Vendor/Payee and Item Details](image3)
PLACING AN APPLE ORDER WITH WIREDOUT VIA eREQUEST

7. For special order items not listed in the Apple catalog contact WiredOut (2-8883) for availability and pricing information. Enter the item Description, UOM, Quantity and Estimated Amount provided by WiredOut. Type any Additional Info and/or add any supporting documentation or quotes from WiredOut as Attachments in the General Request Information.
8. In the **Internal Vendor** box, begin typing `Wir` for WiredOut. **WiredOut, The Tech Store @ OSU** should display. Click it to select it as the Internal Vendor.

Another option is to click on the **View All** link, scroll down and select WiredOut as the Internal Vendor.
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9. Apple purchases can be picked up at WiredOut or sent via campus delivery. In the General Request Information enter the Ship To and Additional Info to specify the delivery details. Confirm with WiredOut (2-8883) if you have any questions about these options.

Pick up at WiredOut

![Pick up at WiredOut]

Send via Campus Delivery

![Send via Campus Delivery]

10. Complete the Business Purpose and Funding Source section in accordance with your department requirements and submit the eRequest for approval.

Please Note:

- There can be only one Internal Vendor per eRequest. The Internal Vendor is selected on the first item and each additional line refers to that same Internal Vendor. Create multiple eRequests to request items from multiple Internal Vendors.
- The WiredOut discounts apply only to Apple-branded items, cables and cases. Third-party merchandise does not receive a discount.
- A volume discount on Apple iOS apps may be available. Mac apps are not currently available for purchase through WiredOut. Contact WiredOut (2-8883) for more information.
- Personal purchases should be made directly with WiredOut, not through eRequest or other OSU procurement process. Contact WiredOut (2-8883) for more information.
PLACING AN APPLE ORDER WITH WIREDOUT VIA eREQUEST

For questions about Apple products, pricing and volume discounts on Aps, please contact WiredOut:
- Online at http://wiredout.osu.edu
- By phone at (614) 292-8883
- By email at wiredout@osu.edu

Location
Central Classroom Building CC
Building 072, Room 110
2009 Millikin Rd
Columbus, OH 43210
Across from the Numbers Garden
Locate the building on Campus Map
Parking: Tuttle Park Place

Store Hours
Monday-Thursday: 9:00 a.m. to 6:00 p.m.
Friday: 9:00 a.m. to 5:00 p.m.
Saturday: 11:00 a.m. to 5:00 p.m.
Sunday: Closed

For questions about eRequest, contact your College/VP area Service Center or your Senior Fiscal officer.