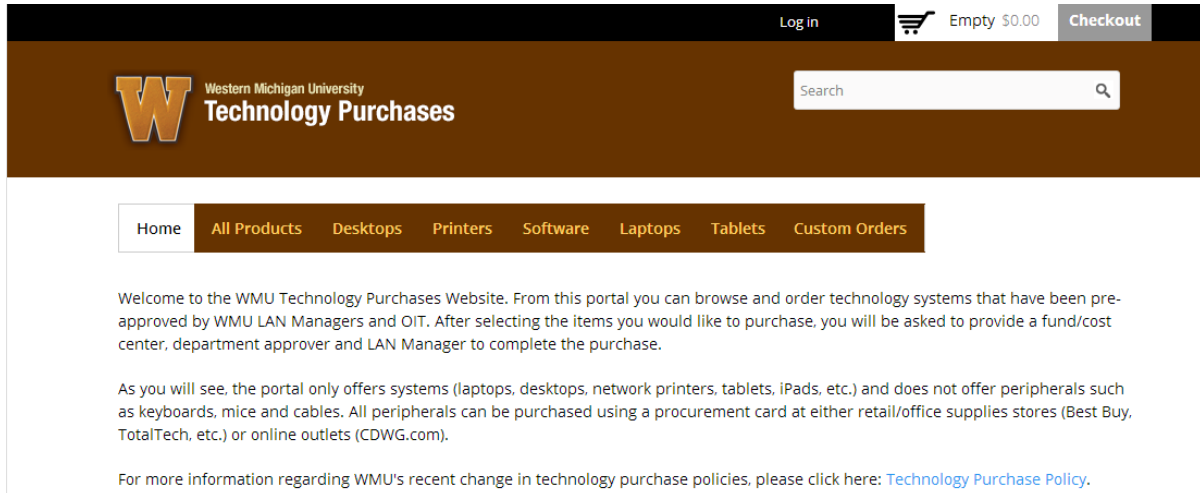




## 1. Introduction

The WMU Technology Purchase Website can be located at <https://www.wmich.edu/techpurchases/> and will aid faculty, staff, and LAN managers in placing orders for technology systems. In this document, we outline the process of placing an order in the system.



## 2. Selecting a Product

In this example, we will be purchasing an iPad. From the website above, we will start by selecting "Tablets" from the main navigation. The selection of tablets is displayed below. In this example, we will select the "iPad Mini".

### Tablets



**iPad with Retina Display Wi-fi**

From \$499.00



**iPad Mini**

From \$329.00



**iPad 2 16GB**

From \$399.00



### 3. Changing Tablet Options

For this example, the "64 GB" option will be chosen for the iPad Mini. When the option is chosen, the price will adjust from the base model price to the new price. You can also modify the color & quantity of this purchase. When finished, choose "Add to cart".

**\$329.00**

For more information visit:

<http://www.apple.com/ipad>

Color :

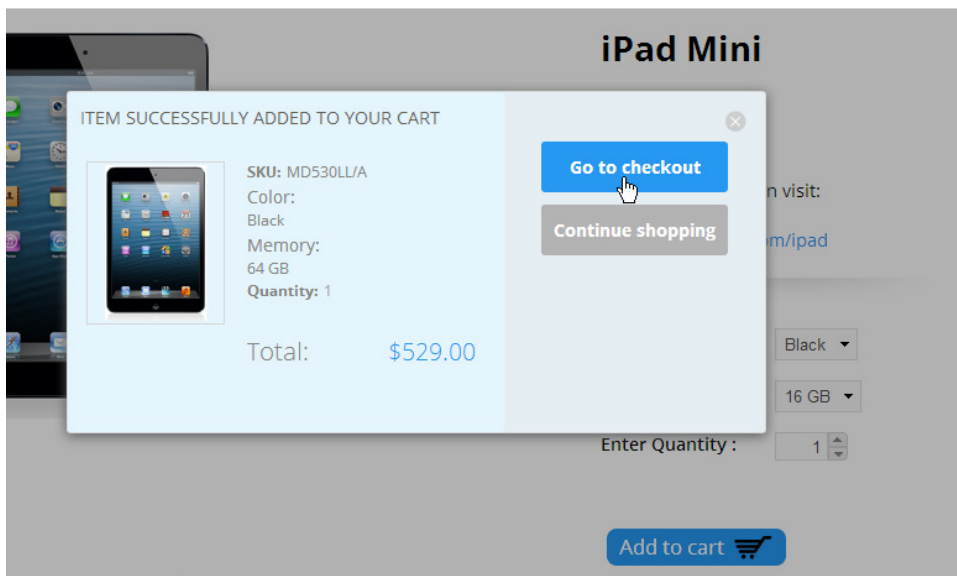
Memory :

Enter Quantity :

Add to cart

### 4. Proceed to Checkout

After adding an item to your cart, you can click the "Go to checkout" button. If more items need to be ordered, choose "Continue shopping". In this example, we will select "Go to checkout".





### 5. Checking Out

After some basic reviewing and possible modifications of item quantities, choose the "Checkout" option in the bottom right corner.

---

<b>Order total</b>	<b>\$4,527.00</b>
--------------------	-------------------

[Update cart](#) [Checkout](#)

### 6. Logging in with the Bronco NetID

If you have not logged in yet, you will be required to login with your Bronco NetID. This is the same login for GoWEMU & Webmail +.

# Login

**Username \***

Your BroncoNetID

**Password \***

Enter the password that accompanies your username.



### 7. Completing Order Details

Please complete the Order Details form. The top section requests information about the department who will be paying for the purchase. The bottom section requests approval information. Under "Approval", please enter the information for an individual who has the authority to charge to the fund/cost center you specified. The order will be emailed to them for their approval before being shipped. You must also input your LAN Manager information into your request. When completed, choose the "Continue to next step" button.

**Addresses on File**  ▼  
You may select a pre-existing address on file.

**Full name \***

**Address 1 \***

**Address 2**

**City \***  **State \***  ▼ **ZIP Code \***

**Department \***  ▼

**Fund \***

**Cost Center \***

APPROVAL

---

**Manager \***

**Approver Email \***

**Lan Manager \***

**Lan Manager Email \***

or Cancel



## 8. Inputting Shipping Information

Next, we will need to include information about where the items will be shipped to. All the current purchasable items only have the option for free shipping. When finished, choose "Continue to next step"

Home All Products Desktops Printers Software Laptops Tablets Custom Orders

Checkout Shipping Review order Pending Approval

### SHIPPING

Shipping information

**Full name \***

**Address 1 \***

**Address 2**

**City \***  **State \***  **ZIP Code \***

Shipping service

Deliver to my location: \$0.00

[Continue to next step](#) or [Go back](#)

## 9. Review Order

This page is to double check the order, and to confirm that the order is correct. When finished, choose "Continue to next step".

Checkout Shipping Review order Pending Approval

### REVIEW ORDER

Review your order before continuing.

SHOPPING CART CONTENTS

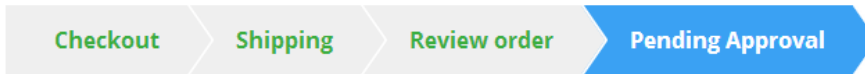
PRODUCT	PRICE	QUANTITY	TOTAL
iPad mini 64GB - Black	\$529.00	1	\$529.00

Subtotal	\$529.00
Deliver to my location	\$0.00
<b>Order total</b>	<b>\$529.00</b>



## 10. Pending Approval Page

When this page is reached, the order will be sent to the approver selected during order checkout for final approval. Note the unique order number which is circled on this example. Once the approver has approved the order, the order creator will be notified via email.



### PENDING APPROVAL

Thank you for your order. Your order is number **197**, you can [view your order](#) on your account page when logged in.

Your order will be sent to the approver you designated for final sign-off.

Once the approver has signed-off on your order it will be processed.

Please check your email for notifications throughout this process.

For questions or further clarification, please contact:

Auxiliary Enterprises

(269) 387-1782

[ae-techpurchases@wmich.edu](mailto:ae-techpurchases@wmich.edu)