

## **SWC# 338 APPLE HARDWARE AND SOFTWARE Contract Information and Usage Instructions**

**Contract Period:** The Contract was extended until December 31, 2017.

**Summary/Background Information:** The Contract covers the purchase of Apple products to include hardware and software. The Contract is available for use by local governments, Higher Education and certain non- profit entities as defined within the Contract

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### **State Contact Information**

#### **Contract Administrator:**

Simeon Ayton  
Category Specialist  
Central Procurement Office  
(615) 532-0110  
Simeon.Ayton@tn.gov

#### **Contractor:**

Apple, Inc.

By Phone:

Education K12 and Hi Ed:  
800-800-2775 or 800-590-0325 (FAX)

State and Local Government:  
800-793-9378 or 855-438-0486 (FAX)

By Email (Submit Purchase Orders Only)

[institutionsorders@apple.com](mailto:institutionsorders@apple.com) (Education)

[govorders@apple.com](mailto:govorders@apple.com) (Government)

By Mail or courier (for Education)

Apple Inc.

Mail Stop: 186-ED

12545 Riata Vista Circle

Austin, TX 78727

State of Tennessee Edison Contract Number: 34905

Apple Assigned Corporate Contract Number: 4694

Alcoa City Schools have a separate Contract Number: 622258

### **Apple Log In for State of Tennessee Apple Web Site (ordering and Catalog)**

#### **Users must Sign in or register for the Apple On-Line Store**

**Sign In:**

<http://www.apple.com/education/purchase/contracts/states/tn.html> or [ecommerce.apple.com](http://ecommerce.apple.com)

**New Users: to maintain a secure environment all new users should register for access to the store at [myaccess.apple.com](http://myaccess.apple.com)**

- 1. Log in to [myaccess.apple.com](http://myaccess.apple.com) by clicking on "Sign In" and providing your Apple ID and password. (If you do not have an Apple ID for business, you can create one on this page by clicking "Sign Up" and following the steps on that screen.)
2. Click "Request Access."
3. Select the "Apple Online Store" and click "Next."
4. Select the location to which the access is being requested and click "Next." (You can search by your customer number 740434.)
5. Select a role from the drop down menu, (only the purchaser role can place orders using a PO#, and registered proposer can use a credit card) enter your manager's name and email address. Click "Next." (The manager you list cannot be yourself, it has to be someone in your agency that can vet you.)
6. Confirm the information then click "Submit."
7. Close the confirmation page. Your request will be processed shortly. Once the access request is completed, you can log into the Apple Online Store at any time by visiting [ecommerce.apple.com](http://ecommerce.apple.com).

**Access to Apple Education Price List:** [Apple Education Price List](#)

**Doing Business with Apple Education:** [Doing Business with Apple Education](#)

**Access to Contract Terms and Conditions, Specifications, Line Items, and Catalog:**

[https://sso.edison.tn.gov/psp/paprd/SUPPLIER/ERP/c/TN\\_PUBLIC\\_SUPPLIER.TN\\_ACTIVE\\_SWC\\_CM.P.GBL?Page=TN\\_ACTIVE\\_SWC&Action=U&ExactKeys=Y&TargetFrameName=None](https://sso.edison.tn.gov/psp/paprd/SUPPLIER/ERP/c/TN_PUBLIC_SUPPLIER.TN_ACTIVE_SWC_CM.P.GBL?Page=TN_ACTIVE_SWC&Action=U&ExactKeys=Y&TargetFrameName=None)

The above link is to the list of Statewide Contracts. Look down the list until you find contract Statewide Contract Number 338 and click on the folder icon in the far right column. Click on the folder and one contract will appear (Edison Contract Number ending in 34905), click on the Contract Documents folder and you see the Contract Documents icon and you will have the contract, specifications, line items and catalog.