**APPLE RETURN PROCESS**

*NOTE:* Customer must register to use the Apple Online Store for Education in order to process returns. Please refer to the Apple Returns Registration Job Aid.

**Step-by-Step Return Process:**
2. Click Return Request on main page:

   **Welcome To The Apple Store For Education Institution**
   - Saved Cart
   - Order by Part Number
   - Templates
   - Proposals
   - Order Status
   - Return Requests

3. On the Return Requests page, click green button "Create return request":

   **Return Requests**

<table>
<thead>
<tr>
<th>Return Request Number</th>
<th>RMA Number</th>
<th>Creation Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Last 7 Days</strong></td>
<td>Any</td>
</tr>
</tbody>
</table>

   ![Image of Return Requests page]

   ![Image of Create Return Request button]
4. Complete requested information. Note: only 2 boxes can be filled out at a time. Click ADD (or you can use “Add 5 more rows” to add multiple lines at one time).

## Create Return Request

Upload spreadsheet of items to be returned ([Download template here](#))

**Upload Template:** ![Choose File](#) no file selected

**OR**

Add individual return items by part number

<table>
<thead>
<tr>
<th>Part Number*</th>
<th>Serial Number</th>
<th>Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Enter Part #</td>
<td>For products with serial numbers (iPads, Macs, iPhones, iMacs, displays) enter the units serial number information, do not enter the invoice number.</td>
<td>For products without serial numbers (cases, batteries, cables, adapters, box software), use the invoice with no serial number.</td>
</tr>
</tbody>
</table>

5. You will be taken to the summary page, where you should make sure the quantity is correct, enter a Return Reason comment, an AppleCare Case ID (**only if you have a malfunctioning unit and have called AppleCare to troubleshoot**), pick a reason for the return, and select if the return is from an Open/Closed box. **Do not click replacement; a new order will need to be placed if the item needs to be replaced.**
6. Below the product information, you will be asked to enter your contact information, should Apple need to reach out for any questions or clarification, along with where your product will be picked up (if Apple or Carrier error is involved the return labels we provide must be addressed correctly for the carrier to complete pickup):

Click the blue button UPDATE once all information is correct then NEXT.

6. Customer will be taken to the review page and then Click SUBMIT.

7. Customer will receive a ticket #.

Once your request has been reviewed by the Apple return team (should be within 24 hours) you will receive an RMA report, that either will have an RMA number and instructions for the return, or it will say your request was rejected per Apple policy reason.

If the return request is for a product that shipped beyond 30 days prior, the Return Requests function on the store will fail and tell you cannot proceed as the date is beyond the scope of support period.