APPLE
Saved Cart Feature

Follow these steps if you would like to fill a shopping cart with Apple items and email it to someone before creating a requisition for the items in the Apple punch-out site in BuyWays.

Step 1: Use the link below to create a shopping cart in Apple’s public higher education store.

  Note: This link does not require any user login; if you search for Apple’s public higher education web site, you will need to create a login.

Step 2: Create a cart, fill it and save it.

- Once you’ve added items to your cart, click the Create Saved Cart link within the cart.
Step 3: Fill in the required fields. Here you have the option of emailing your cart to someone, if you wish. Then click Submit.

Step 4: Make note of the Saved Cart ID.
Step 5: You can now go to the Apple punch-out site in BuyWays and access the saved cart.

- In the upper right corner of the Apple punch-out site in BuyWays, click on the menu icon highlighted below,

- Click Saved Cart.

Step 6: Retrieve your saved cart.

- Enter the Saved Cart ID.
- Click on Search.
- Click on your cart number when it is displayed.
Step 7: Check the items you want to bring into your BuyWays shopping cart.

- Click to select the items you wish to purchase.
- Click Add Items to Cart.

Step 8: Click on Send Proposal.
Step 9. Click on Submit.
Step 10: Click on Continue.
You will return to your shopping cart in BuyWays. You may now complete your requisition.