

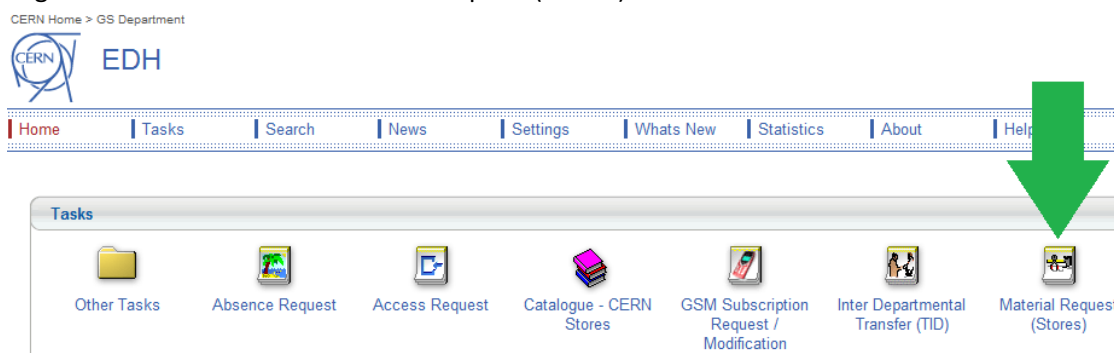
Purchasing non-standard Mac hardware

Standard configurations of Mac desktop and portable computers are available from the [CERN stores](#). These configurations are established and regularly updated to fulfil the requirements of the majority of CERN users in a cost-effective way both from the point of view of material cost and contract management.

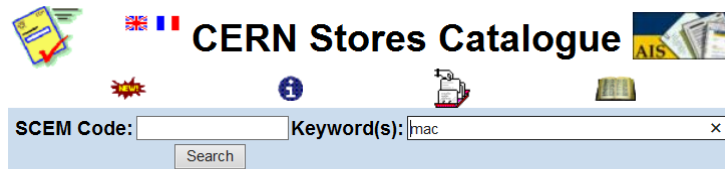
In exceptional cases - when a different configuration is necessary for technical reasons - users can ask for a non-standard configuration using the procedure documented below. Note that the delivery time for non-standard configurations is between 8 and 10 weeks and a technical justification is required before a non-standard configuration can be ordered. **Each new configuration creates administrative overhead, to reduce its impact orders for colour 'space grey' are rejected. Make sure that your selected configuration has colour 'silver'.**

Please note also that this procedure concerns Mac computers only; for iPhone or iPad purchases, please follow the general CERN Purchasing procedures.

1. Log on to EDH and select "Material Request (Stores)".



2. Review standard configurations available from CERN Stores. You can access the relevant product categories using the keyword "mac":



[80.02.05.A](#) KEYBOARDS - MICE

[80.02.06.A](#) STORAGE USB PERIPHERALS for MAC and PC

[80.99.01](#) STANDARD MAC DESKTOP COMPUTERS

[80.99.02](#) MAC COMPUTER ACCESSORIES AND SPARE PARTS

[80.99.03](#) STANDARD MAC PORTABLE COMPUTERS

[80.99.04](#) MAC LAPTOP ACCESSORIES AND SPARE PARTS

3. If you have a technical requirement that is not satisfied by any of the standard configurations, please define your configuration directly at <http://applestore.ch/>, for example:



4. In the EDH Material Request document, please add an order line with one of these SCEMs:

80.99.01.900.0 - MAC Desktop SCEM générique non standard

80.99.03.900.0 - Portable MAC SCEM générique non standard

- and include the technical specifications in the Comment field, for example: "MacBook Pro 13" Retina, bicoeur i5 2.6Ghz, 256 Go Flash, US keyboard".

The screenshot shows the 'Material Request' interface. At the top, there are navigation icons: Clone, Attach, Pr. View, Delay?, Save, Send, and Help. Below this, it says 'Created by Michal KWIATEK (IT-OIS-ODS) Tel: 74808 162014 on 05.07.2013'. The form is divided into 'General Information' and 'Delivery Details'. The 'General Information' section includes fields for 'General Description' (Non-standard Mac portable computer), 'Requestor *', and 'Budget Code *'. The 'Delivery Details' section includes 'Delivery Location *', 'Requested Delivery Date', and 'Delivery Comments'. Below this is the 'Order items from' section with logos for CERN Stores, Farnell, Radiospares, Bossard, SFS unimarket, Lyreco, and Distrelec. The 'Order Lines' table has one row with the following data:

Pos.	Quantity	Unit	SCEM	Comment
1	1	=1.00	80.99.03.900.0	MacBook Pro 13" Retina, bicoeur i5 2.6Ghz, 256 Go Flash, US keyboard

5. Make sure that in the comment you specified the type of keyboard you need: US keyboard or CH keyboard.

6. Click on the EDH send button, but before entering your authorisation password, in the routing comments provide the technical justification explaining why none of the standard configurations can be used to fulfil your professional needs:

The screenshot shows a dialog box titled 'Please enter your authorisation password'. It has an 'Authorisation Password' field and an 'OK' button. Below these is a 'Routing Comments' field with a text area containing the following text: "I need the Retina display for work with CAD applications. I also travel a lot and often work when flying, so the 13" form factor is better suited for me than the Standard 15" Retina." The text area is highlighted with a green box.

7. Enter your EDH Authorisation Password and send the document.

Please note:

- The request for non-standard configuration will be accepted or rejected based on the technical assessment of the justification provided. An alternative configuration may also be proposed.
- If the non-standard request is accepted, the CERN Stores team will contact the supplier to ask for a quote for this configuration, including the cost of marking the equipment as CERN property.
- The delivery time for non-standard configurations is between 8 and 10 weeks.