#### Using the Georgia*FIRS*T Marketplace (GFM) Southern Computer Warehouse Punchout

The purpose of this Job Aid is to provide instructions for using the Southern Computer Warehouse (SCW) contracts and punchout within the Georgia*FIRST* Marketplace. SCW has two statewide contracts available within the punchout:

- 1. 99999-SPD-SPD0000021-0005 (Computer Peripherals and General Audio Visual Products)
- 2. 99999-SPD-SPD0000031-0003 (CCTV Boxed Products)

**NOTE:** SCW's statewide contract 99999-SPD-SPD0000048-0015 (Certified Audio Visual Product and Select Services) is not available from this punchout. Users must create a Special Requests requisition for contract 99999-SPD-SPD0000048-0015 as it is for services only.

Users may access items on either of the available contracts by selecting Account Dashboard and then clicking on the applicable link:





Once a contract selection has been made, the punchout will display the statewide contract selected.

From here, you may begin shopping. Only items from the contract selected will be shown:

In addition to the chosen statewide contract, users may also view the full Southern Computer Warehouse catalog from the Account Dashboard page. The catalog includes Open Market items, as well as all of the items from both state contracts. To access the catalog, click on the



#### How to Create Carts and Process Orders from the SCW Punchout

After selecting your desired contract in the punchout, you can shop and place items in a

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		Â	Accounts				

You will need to change the contract information to correct the contract number referenced.

1. Click the **change...** link on the line item that needs the CCTV contract assigned to it.

Product Description	
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Part Number	APC-SMC1000
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Computer F	Peripherals and General Audio Visua P change.

2. A window will pop up. Select the CCTV contract radio button and press OK.



3. Verify that the contract ID changed on the line item.

Product Description		
APC by Schneider F	lectric Smart-UPS C 1000VA	J CD 120V - 1000 VA (600 V
	Part Number APC-S	SMC1000
Salester Responses and the Second	Manufacturer InfoSMC1	000 - (Schnsider Electris SA) - 200
(* ****** ~% - *** * 00000 e	20.000222222202800.08800 <sup>1</sup>	CCTV Boxed Products change
		copy to other lines

- 4. You may also select the **copy to other lines...** link, if desired. Doing so will change all the lines in your cart for Southern Computer Warehouse to contract 99999-SPD-SPD0000031-0003.
- 5. After selecting the **copy to other lines...** link, select the other SCW line items to associate the correct contract to those lines and click **Copy.**

Contract Association									×		
Copy the contract 99999-SPD-SPD0000031-0003 to the selected lines.								?			
Product Description			Catalog No	Size / Packaging	I	Unit Prịce	Quantity	Ext. Price	<u>Contract Number</u>		
Microsoft Office 36 Exclusive Upgrades PC/Mac, 5 Tablet, 5 Cloud Storage - 1 Suite Box - Intel-ba	5 Home S and New User, 5 Ti Year - Mec sed Mac, F	ubscription - Features - 5 B OneDrive dialess - Offic PC, Ha <del>Q-</del>	+ MSF-6GQ-	00643	EA		86.88 1	86.88	USD 99999-SPD- SPD0000021-0005	(	
2										oly	Close



6. Once each line item has the correct contract ID applied to it, the GFM cart can be submitted as usual, either by assigning the cart to your Requester or by issuing the requisition.

#### How to Correctly Code Items Purchased from the Open Market

If you decide to purchase items from the open market within this punchout, you will need to remove any association to a statewide contract for that line item once you pull the cart out of the punchout.

CORSAIR		CORSAIR			
Corsair Carbide Computer Case - Mid- tower - Black - Tempered Glass - 5 x Bay - 1 x Power Supply Installed - ATX, Micro ATX, Mini ITX Motherboard Sur	Corsair Crystal Series 460X RGB Compact ATX Mid-Tower Case - Mid- tower - Black - Steel - 5 x Installed - Mini ITX, Micro ATX, ATX Motherboard	Corsair Carbide Computer Case - Mid- tower - White - Steel - 5 x Bay - 2 x 4 72", 5 5 1" x Micro ATX, Mini ITX Moth- erboard Supported	Corsait - Sarbride Spec-04 Computer Case - Mid-tower - Black, Red CC-9011107-WW 316 in stock Cofurat: Open Market	Case - Small - Black - Steel - 2 x Bay - 1 x 399 W - Power Supply In-	Corsair Carbide Se- pact Mid-Tower Case - Mid-tower - Clear - Steer - J - Boy - Z- I - 2015 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 - 5 -
5 x Fan(s) Support Extra more fill that the CC-9011117-WW \$58.43 \$511 is static Contract: Open Agricol	CC-9011101-WW \$139.50 419 in stock Contract: Open Market	<b>Start OperAdder</b> Start OperAdder Contract OperAdder	Black, Red   More	SPESSION AND A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT OF A CONTRACT	2CC-9011081-WW S99.35 276 in stock Contract: Oben ≎farket

Once you have selected your items and brought them into the Georgia*FIRST* marketplace cart, notice that the Computer Peripherals statewide contract 99999-SPD-SPD0000021-0005 defaults to this purchase.

Southern Computer Warehouse (SCW	) more info

Since this is an open market purchase, you will need to identify it as such.

- 1. Select the **change...** link. A pop-up box will open.
- 2. Select the **No Contract** radio button and select **OK**.

Select a Price and Contract Here	
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	(●) 1.2.2.2
99999-SPD-SPD0000021-0005 (Computer Peripherals and General Audio Visual Product	€ 58.43 USD
to compete for your business as you request quotes for large orders and compare pricir to compete for your business as you request quotes for large orders and compare pricir	represent diverse manufacturers and continue
	99999-SPD-SPD0000031-0003 (CCTV Bo
99999-SPD-SPD0000048-0015 (Certified Audio Visual Product and Select Services)	
Contract to the province accesses and accesses and accesses and accesses of the province of	Construction of the state of
OK Cancel	

The line item will be coded to reflect that no statewide contract is associated with this line item.