



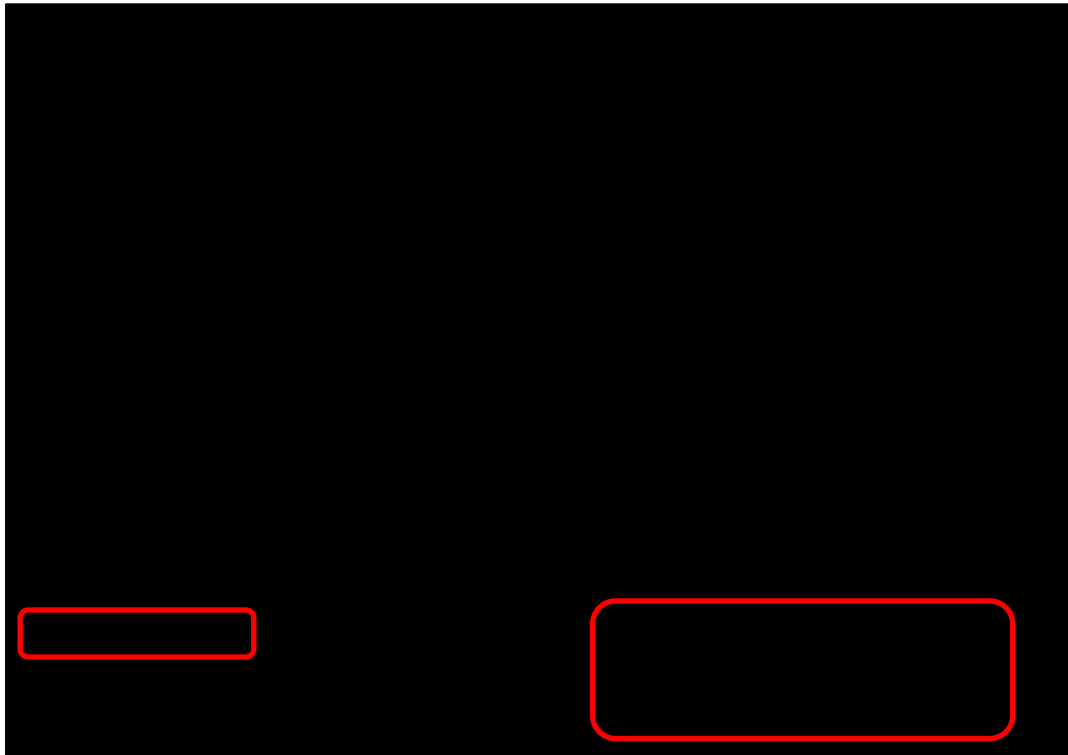
Using the GeorgiaFIRST Marketplace (GFM) Southern Computer Warehouse Punchout

The purpose of this Job Aid is to provide instructions for using the Southern Computer Warehouse (SCW) contracts and punchout within the GeorgiaFIRST 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.

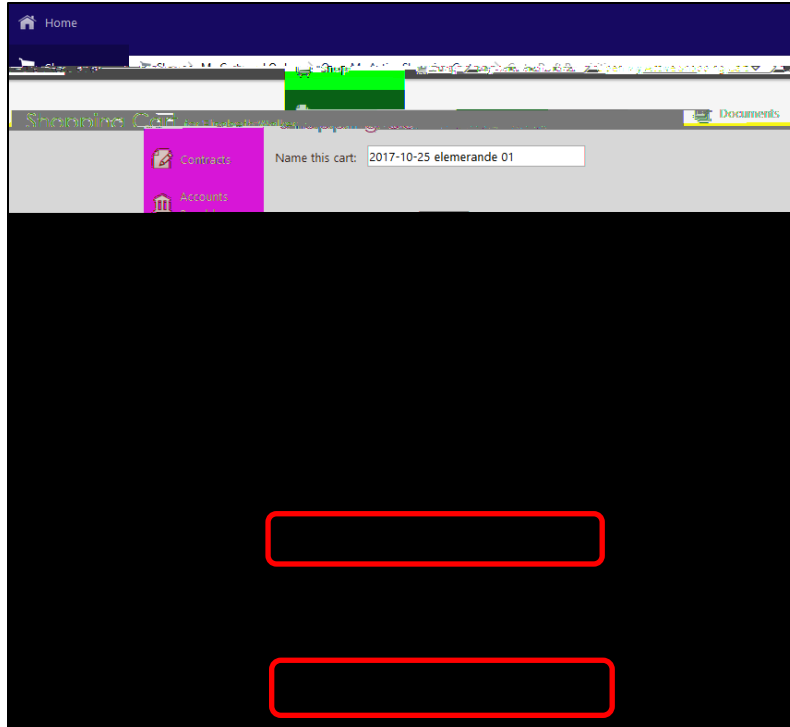
From here, you may begin shopping. Only items from the contract selected will be shown:

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



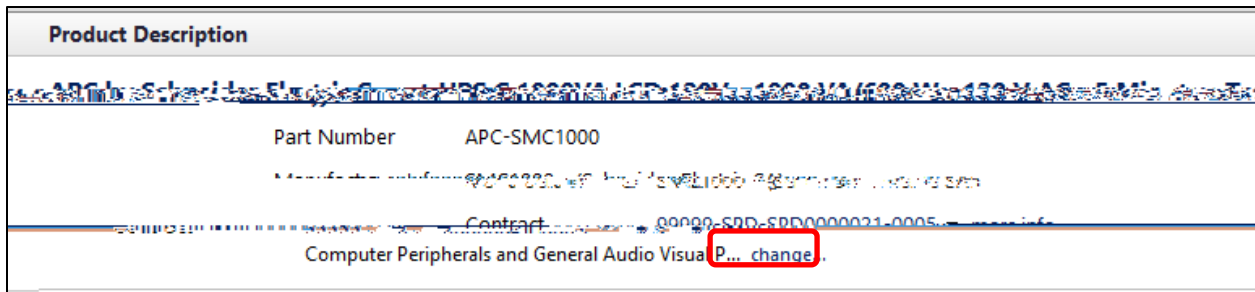
How to Create Carts and Process Orders from the SCW Punchout

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

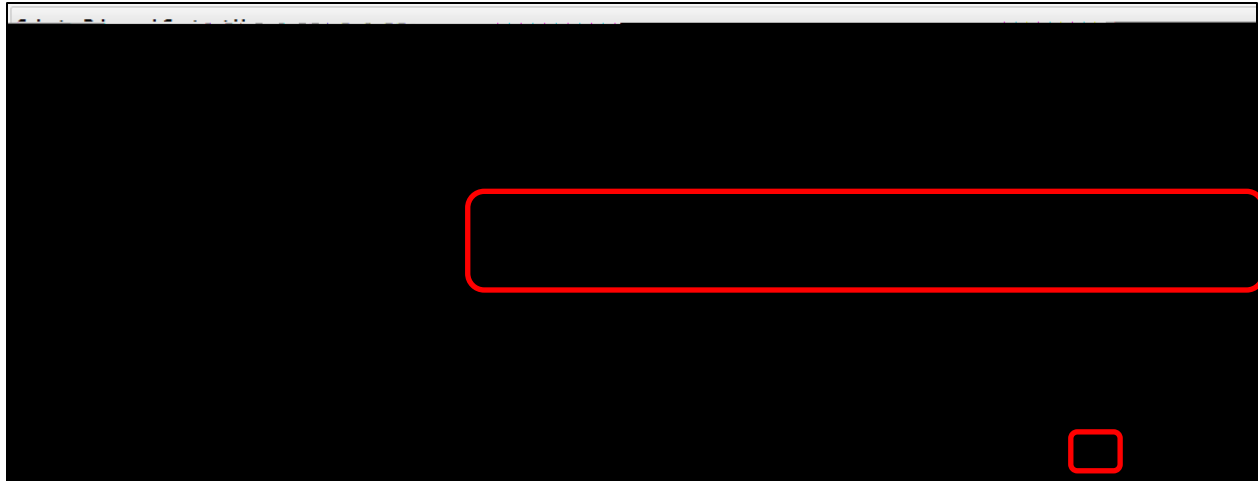


You will need to change the contract information to correct the contract number referenced.

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



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 Electric Smart-UPS C 1000VA LCD 120V - 1000 VA / 600 W	
Part Number	APC-SMC1000
Manufacturer Info	SMC1000 - (Schneider Electric SA)
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	Unit Price	Quantity	Ext. Price	Contract Number	<input type="checkbox"/>
Microsoft Office 365 Home Subscription + Exclusive Upgrades and New Features - 5 PC/Mac, 5 Tablet, 5 User, 5 TB OneDrive Cloud Storage - 1 Year - Medialess - Office Suite Box - Intel-based Mac, PC, Ha	MSF-6GQ-00643	EA	86.88	1	86.88 USD	99999-SPD-SPD0000021-0005	<input type="checkbox"/>

Copy Close



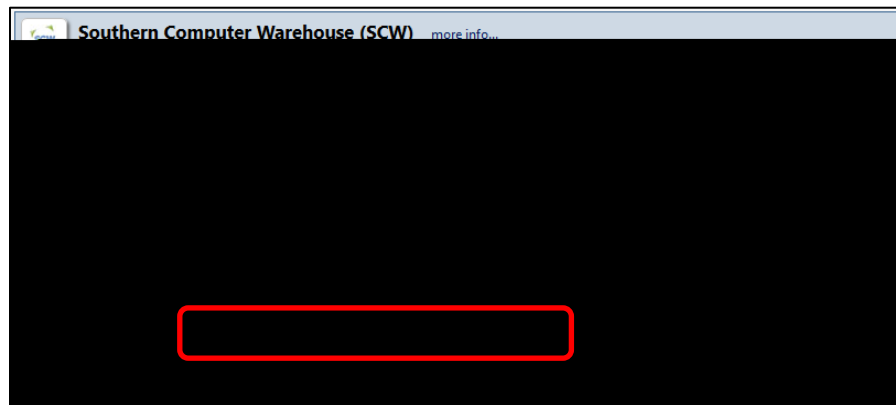
- Once each line item has the correct contract ID applied to it, the GFM cart can be submitted as usual, either by assigning the cart to your Requester or by issuing the requisition.

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.

Item Description	Contract ID	Price	Stock Status	Contract
Corsair Carbide Spec-04 Computer Case - Mid-tower - Black, Red	CC-9011107-WW	\$88.00	316 in stock	Contract: Open Market
Corsair Carbide Case - Small - Black - Steel - 2 x Bay - 1 x 399 W - Power Supply In-	CC-9011081-WW	\$71.55	296 in stock	Contract: Open Market
Corsair Crystal Series 460X RGB Compact ATX Mid-Tower Case - Mid-tower - Black - Steel - 5 x	CC-9011101-WW	\$139.50	419 in stock	Contract: Open Market
Corsair Carbide Computer Case - Mid-tower - White - Steel - 5 x Bay - 2 x 4.72", 5.51" x	CC-9011095-WW	\$99.35	358 in stock	Contract: Open Market

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



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

Step 1: Select a Price Step 2: Select a Contract Step 3: Select a Contract

Item ID	Description	Price
99999-SPD-SPD0000021-0005	(Computer Peripherals and General Audio Visual Products)	58.43 USD
99999-SPD-SPD0000031-0003	(CCTV Be...)	
99999-SPD-SPD0000048-0015	(Certified Audio Visual Product and Select Services)	

OK Cancel

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