



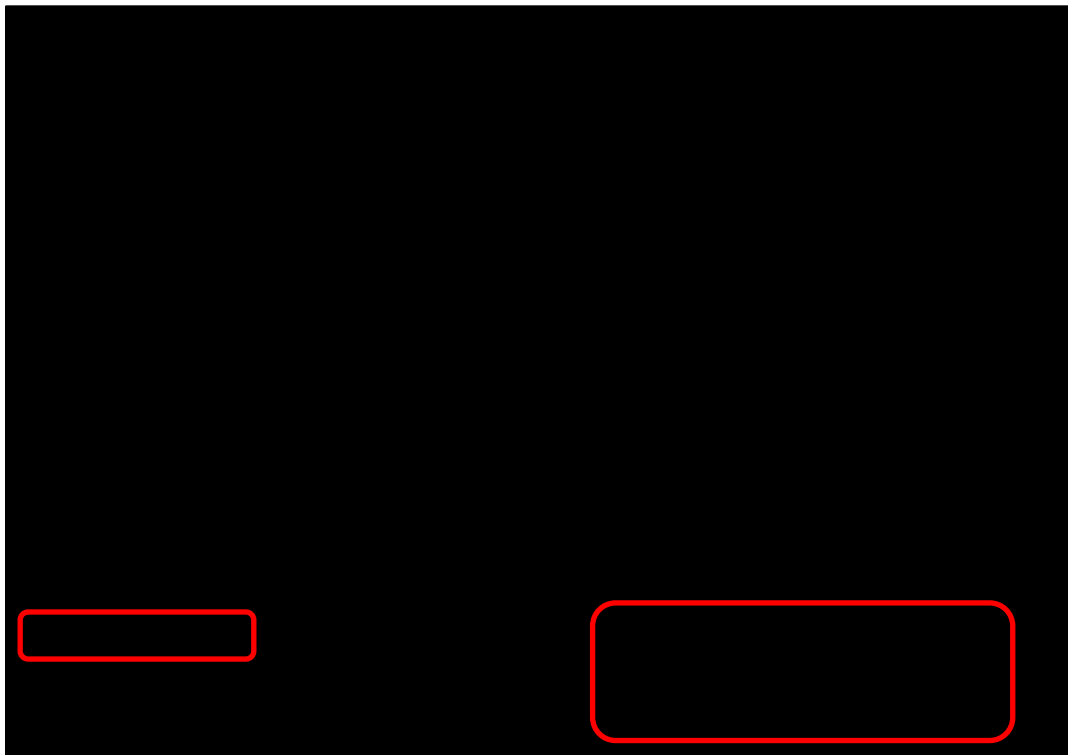
Using the GeorgiaFIRST Marketplace (GFM) Southern Computer Warehouse Punchout

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.

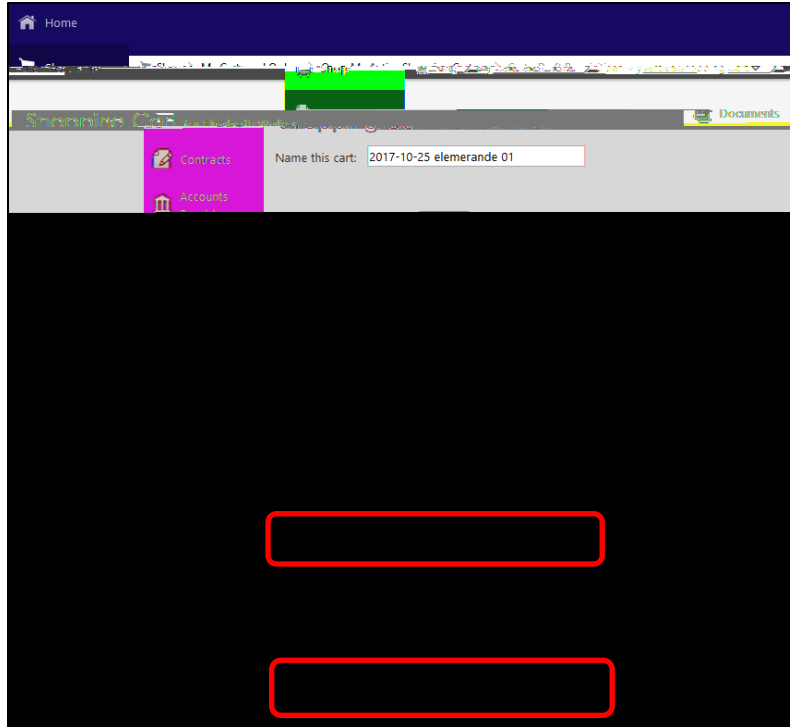
From here, you may begin shopping. Only items from the contract selected will be shown:

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



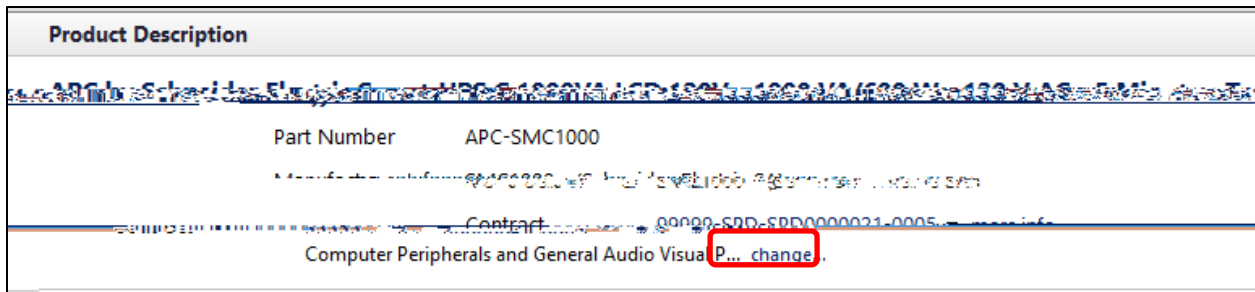
How to Create Carts and Process Orders from the SCW Punchout

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

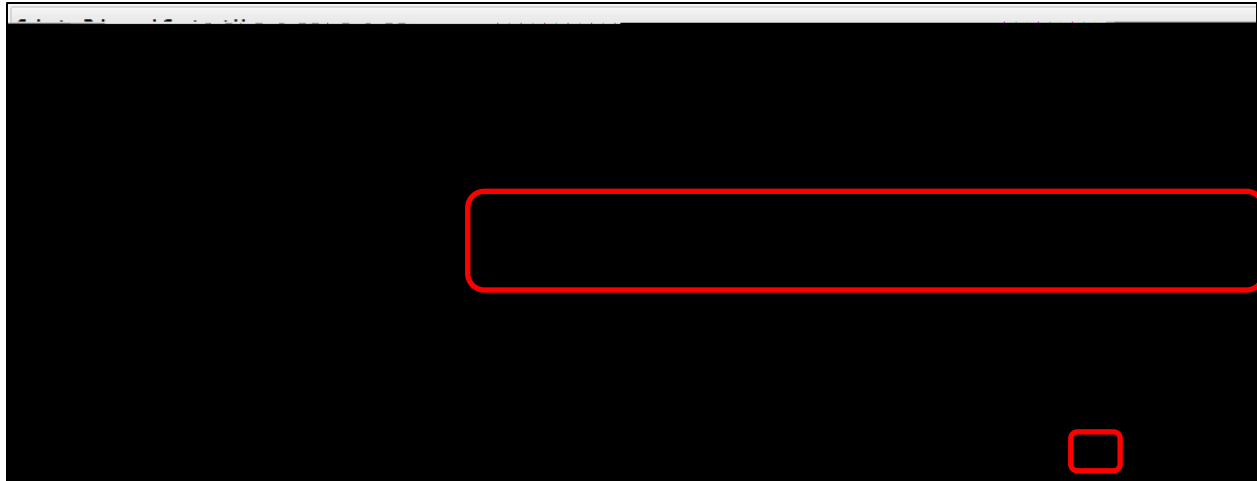


You will need to change the contract information to correct the contract number referenced.

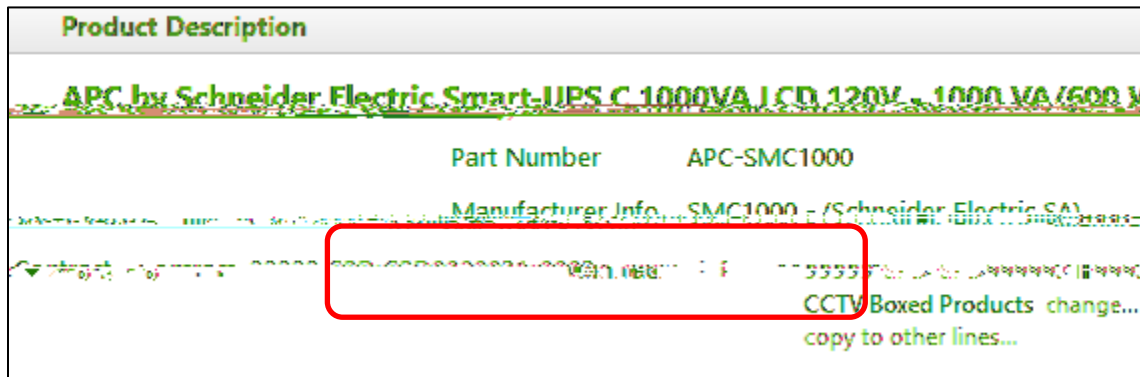
1. Click the **change...** link on the line item that needs the CCTV contract assigned to it.



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

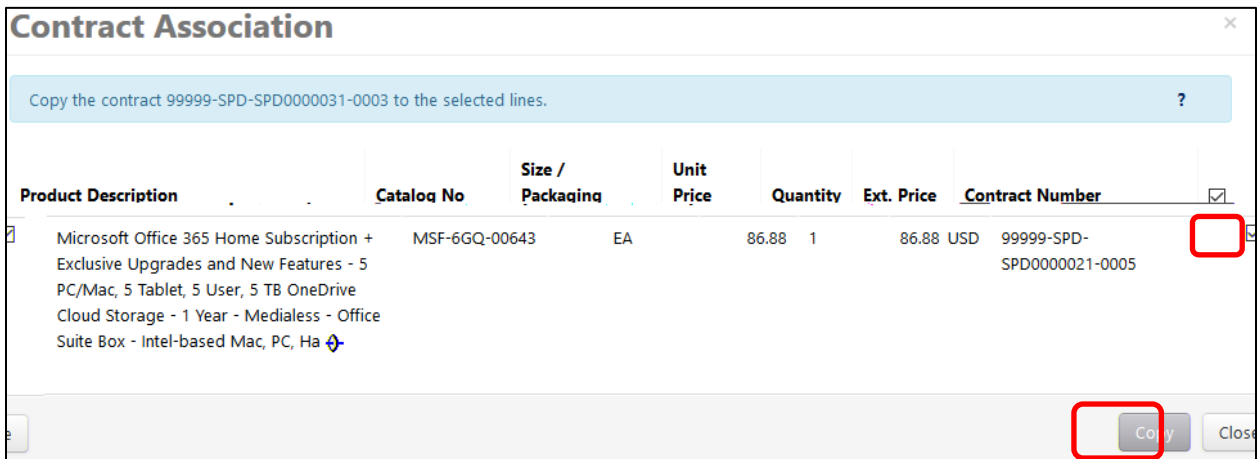


3. Verify that the contract ID changed on the line item.



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**.





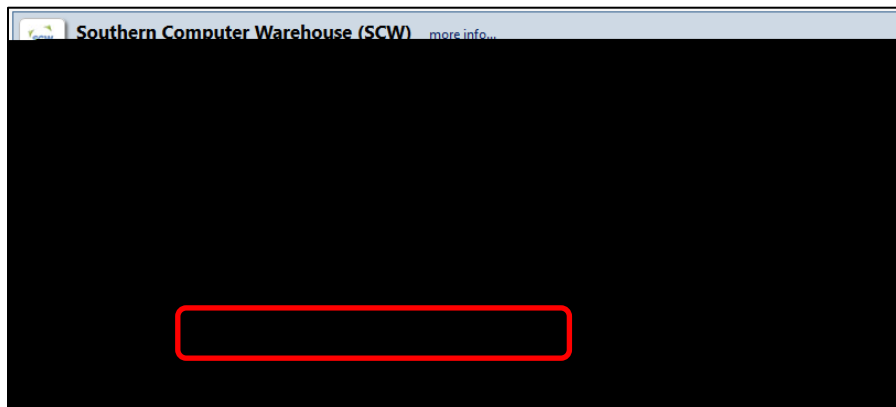
- 6. Once each line item has the correct contract ID applied to it, the GFM cart can be submitted as usual, either by assigning the cart to your Requester or by issuing the requisition.

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 Carbide Series	Corsair Crystal Series	Corsair Carbide Series	Corsair Carbide Series	Corsair Carbide Series	Corsair Carbide Series
Computer Case - Mid-tower - Black - Tempered Glass - 5 x Bay - 1 x Power Supply Installed - ATX, Micro ATX, Mini ITX Motherboard Supp	460X RGB Compact ATX Mid-Tower Case - Mid-tower - Black - Steel - 5 x	Computer Case - Mid-tower - White - Steel - 5 x Bay - 2 x 4.72", 5.51" x	Spec-04 Computer Case - Mid-tower - Black, Red CC-9011107-WW	Case - Small - Black - Steel - 2 x Bay - 1 x 399 W - Power Supply In-	compact Mid-Tower Case - Mid-tower - Clear - Steel - 3 x Bay - 1 x Power Supply Installed
CC-9011117-WW	CC-9011101-WW	CC-9011095-WW	Black, Red More	CC-9011081-WW	CC-9011081-WW
\$58.43	\$139.50	\$99.35		\$71.55	\$99.35
54 in stock	419 in stock	358 in stock		296 in stock	276 in stock
Contract: Open Market	Contract: Open Market	Contract: Open Market		Contract: Open Market	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

99999-SPD-SPD0000021-0005 (Computer, Peripherals and General Audio Visual Products) 58.43 USD

99999-SPD-SPD0000031-0003 (CCTV Be... 0.00 USD

99999-SPD-SPD0000048-0016 (Certified Audio Visual Product and Select Services) 0.00 USD

OK Cancel

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