

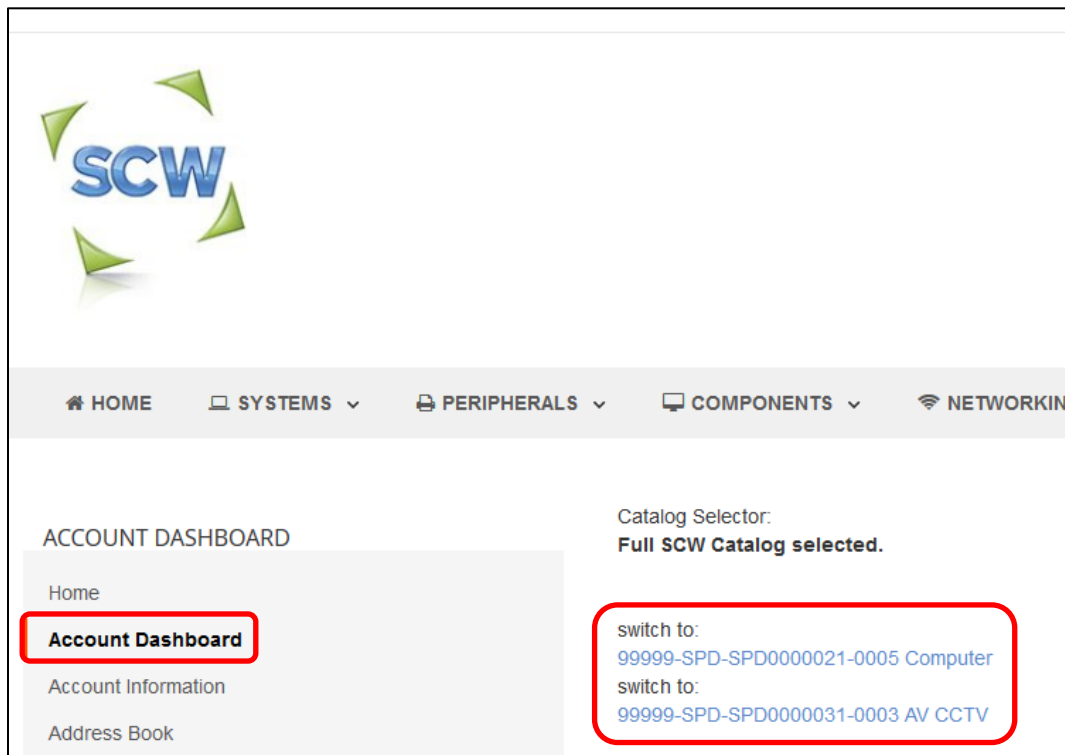
# Using the GeorgiaFIRST Marketplace (GFM) Southern Computer Warehouse Punchout

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:

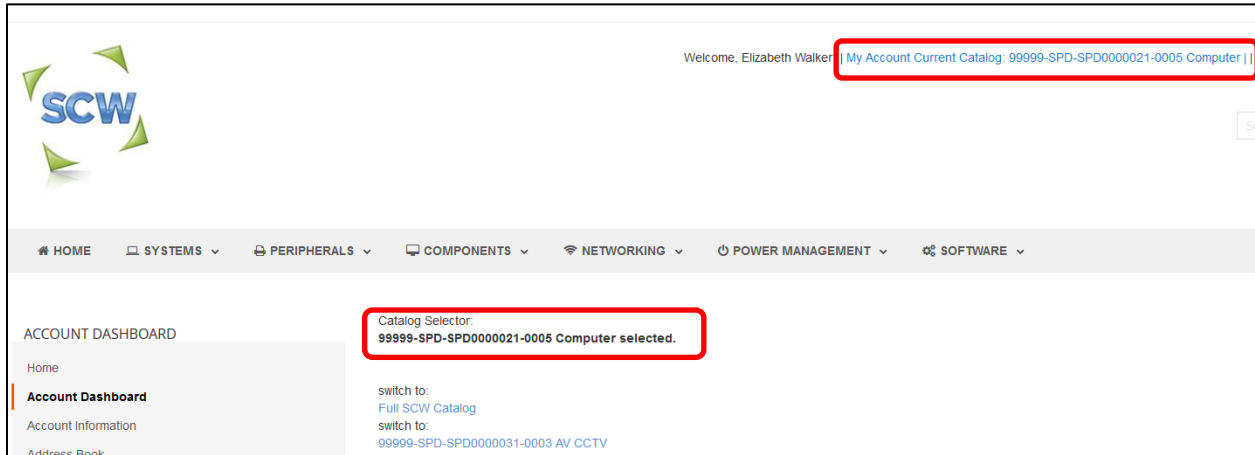
1. 99999-SPD-SPD0000021-0005 (Computer Peripherals and General Audio Visual Products)
2. 99999-SPD-SPD0000031-0003 (CCTV Boxed Products)

**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.

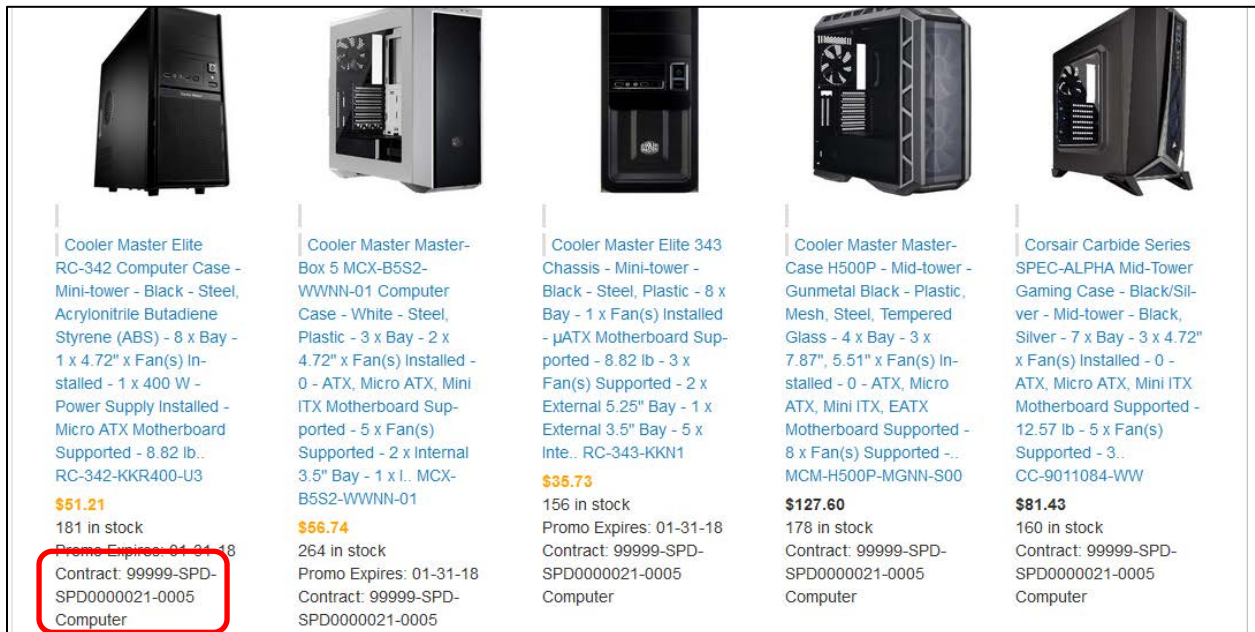
Users may access items on either of the available contracts by selecting Account Dashboard and then clicking on the applicable link:



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 Full SCW Catalog link.

As with any purchase, please use the order of precedence as defined in the Georgia Procurement Manual when choosing to shop on the open market. If you do not know the order of precedence, contact the purchasing department on your campus.

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

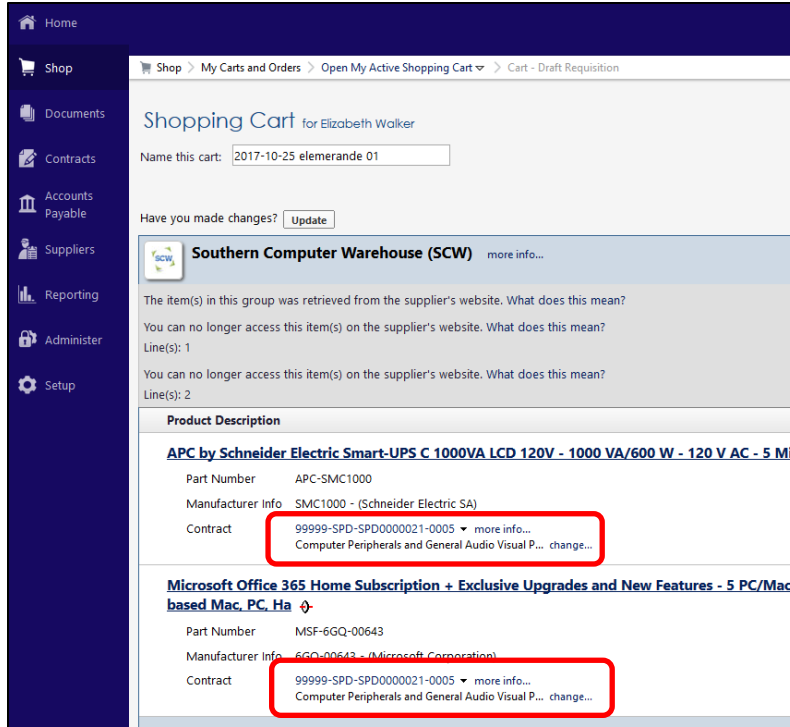
After selecting your desired contract in the punchout, you can shop and place items in a shopping cart.

However, there are specific instructions on how carts should be created and processed for the correct contract information to be included on each order.

1. Current functionality in GFM where there are multiple contracts for one supplier allows for only one default contract number to populate line items. Because of this, all SCW line items default to contract 99999-SPD-SPD0000021-0005.
  - Even if you choose all of your items from contract 99999-SPD-SPD0000031-0003 or from the open market, the system will apply the default contract number and information will not populate correctly.
  - If you choose items from contract 99999-SPD-SPD0000031-0003 or from the open market, you must follow the steps in *How to Correct Carts with Incorrect Contract Information in GFM* (below) to input the correct information into your line items.
2. You may not mix items from contracts or from contracts and the open market. If you do, your cart and subsequent requisition and purchase order in PeopleSoft will be coded incorrectly and could be subject to an audit finding.

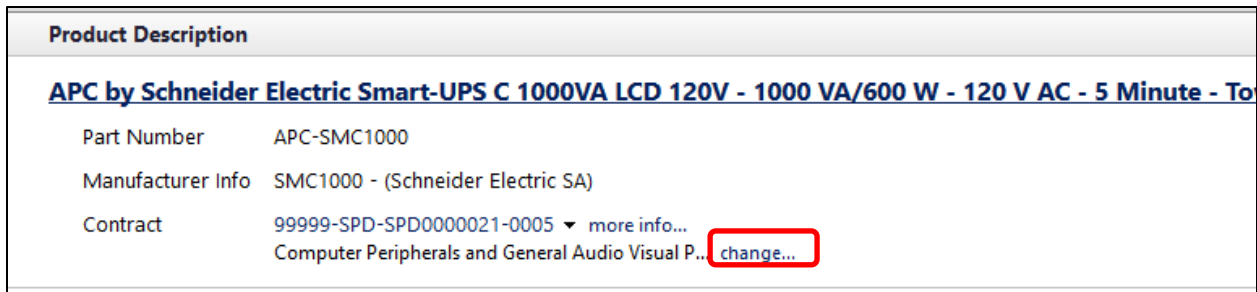
### **How to Correctly Code Items Purchased from State Contract 99999-SPD-SPD0000031-0003 (SCW CCTV):**

In the example below, a cart was started from contract number 99999-SPD-SPD0000031-0003 (SCW CCTV). Two items were then added. Notice that the two line items reflect the default contract number 99999-SPD-SPD0000021-0005:



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.

Select a Price and Contract Here

**Step 1: Select a Price**

Price set currency USD  
 241.27 USD  
 (Current price)

**Step 2: Select a Contract**

No Contract

99999-SPD-SPD0000021-0005 (Computer Peripherals and General Audio Visual Products)  
 This is a CONVENIENCE CONTRACT available for use by all State, City & County public entities within the State of Georgia, represent diverse manufacturers and continue to compete for your business as you request quotes for large orders and con

99999-SPD-SPD0000031-0003 (CCTV Boxed Products)  
 This is a CONVENIENCE CONTRACT available for use by all State, City & County public entities within the State of Georgia, procure, prepare for installation, or use for State of Georgia governmental entities. The statewide contract(s) will also be av other political subdivisions of the State of Georgia. NIGP Codes: 05505, 68002, 72554, 84067, 90678, 91067, 92584, 93673, 981

99999-SPD-SPD0000048-0015 (Certified Audio Visual Product and Select Services)  
 This Contract provides an easy to use vehicle to secure higher end Audio Visual Products and Select Services (such as instal to NOIA status. The core brands for this contract are Mandatory: AMX, Accordent, BiAmp, BSS Sound Web, Crestron, Extro contract. It is best practice to seek multiple quotes from multiple suppliers. Project work is considered Convenience Only. V terminates. All quotes are ordered as NON-CATALOG ITEMS using the quote number.

OK Cancel

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 V**

Part Number APC-SMC1000

Manufacturer Info SMC1000 - (Schneider Electric SA)

Contract 99999-SPD-SPD0000031-0003 ▼ more info...  
 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 checked="" 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.

  Corsair Carbine SPEC04 Computer Case - Mid-tower - Black - Tempered Glass - 5 x Bay - 1 x Fan(s) Installed - 0 - Power Supply Installed - ATX, Micro ATX, Mini ITX Motherboard Supported - 5 x Fan(s) Supported - 0 x External 5.25" B... CC-9011117-WW <b>\$58.43</b> 54 in stock <b>Contract: Open Market</b>	 Corsair Crystal Series 460X RGB Compact ATX Mid-Tower Case - Mid-tower - Black - Steel - 5 x Bay - 3 x 4.72" x Fan(s) Installed - Mini ITX, Micro ATX, ATX Motherboard Supported - 17.57 lb - 6 x Fan(s) Supported - 0 x External 5.25... CC-9011101-WW <b>\$139.50</b> 419 in stock Contract: Open Market	  Corsair Carbine 400C Computer Case - Mid-tower - White - Steel - 5 x Bay - 2 x 4.72", 5.51" x Fan(s) Installed - 0 - ATX, Micro ATX, Mini ITX Motherboard Supported - 14.55 lb - 5 x Fan(s) Supported - 2 x Internal 3.5" Bay - 3 x In... CC-9011095-WW <b>\$99.35</b> 358 in stock Contract: Open Market	 Corsair Carbine Spec-04 Computer Case - Mid-tower - Black, Red CC-9011107-WW <b>\$48.35</b> 316 in stock Contract: Open Market  Mid-tower Black, Red   More	 In Win BQ656 Computer Case - Small - Black - Steel - 2 x Bay - 1 x 399 W - Power Supply Installed - Mini ITX Motherboard Supported - 1 x External 5.25" Bay - 1 x Internal 2.5" Bay - 2 x USB(s) - 1 x Audio In - 1 x Audio Out IW-BQ656T.AD150TB3 <b>\$71.55</b> 296 in stock Contract: Open Market	 Corsair Carbine Series Clear 400C Compact Mid-Tower Case - Mid-tower - Clear - Steel - 5 x Bay - 2 x 4.72", 5.51" x Fan(s) Installed - 0 - ATX, Micro ATX, Mini ITX, EATX Motherboard Supported - 18.08 lb - 8 x Fan(s) Supported - 2... CC-9011081-WW <b>\$99.35</b> 276 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.

 **Southern Computer Warehouse (SCW)** [more info...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
 You can no longer access this item(s) on the supplier's website. What does this mean?  
 Line(s): 1

**Product Description**

**Corsair Carbine SPEC04 Computer Case - Mid-tower - Black - Tempered Glass - 5 x Bay - 1 x Fan(s) Installed - 0 - Power Supply Installed - ATX, Micro ATX, Mini ITX Motherboard Supported - 5 x Fan(s) Supported - 0 x External 5.25" B... Su Open Market**

Part Number      COR-CC-9011117-WW  
 Manufacturer Info      CC-9011117-WW - (Corsair)  
 Contract      **99999-SPD-SPD0000021-0005** [more info...](#)  
                          Computer Peripherals and General Audio Visual P... [change...](#)

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



