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.
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.

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**.

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