

Gateway.

eProcurement Website Training Guide

Gateway eProcurement Website Guide

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Thank you for choosing Gateway. Gateway is very excited to participate in your eProcurement initiative. By requesting Gateway as a supplier, you not only receiving the latest in technology and solutions products and services, you're also participating in a technology that ultimately provides the most cost effective and efficient way to procure from Gateway.

The following pages will represent a walk through guide of the custom Gateway catalog that is offered. All products and pricing are based on your contract with Gateway and are available to all buyers who are eligible to procure from your contract.

This walk through guide will preview the basic functionality of the 'punchout'ⁱ catalog provided by Gateway. The shopper will experience all of the richness of a Gateway's configurable catalog within an easy to navigate shopping environment. The shopper is afforded the ability to **SEARCH** for specific Gateway items. The shopper can easily navigate the product offering by clicking on category groupings for their Gateway catalog. Items such as Desktops and Portables are presented on the **HOME PAGE**. From here the shopper can view most anything the catalog has to offer. If the user doesn't see the series of product they simply select the **MORE** button beneath that particular category. The shopper can browse a product category to get to desired series and system information. The shopper can **CONFIGURE** a system to their specifications and add the configuration to their **SHOPPING CART**. There is a **MY LIST** menu that shoppers can use to save system bookmarks for review at a later time. When the shopping experience is complete the shopper can check out via their **SHOPPING CART** to preview the order prior to sending the order back to their procurement application.

That's it! A shopping experience that gets the shopper what they want in a quick, efficient and cost effective way. We hope you enjoy using your Gateway catalog and thank you for letting Gateway be your personalized technology solutions provider!

ⁱ Punchout is a term that represents a catalog that is integrated your procurement application. When a user chooses Gateway they are taken from the procurement application to the Gateway catalog. When the user 'checks out' of the Gateway catalog, they (and their shopping cart) are sent back to their procurement application.

The Home Page represents the first page the shopper lands on. From here, the shopper can browse all product categories. If a product category contains more than 3 series of products, a **MORE** button will be displayed at bottom of category list. Once selected it will take you to the [SERIES PAGE](#), and from here you will be able to view all series within a category. **The following items are part of the Global Navigation for all pages on the sites:** **HOME** (returns user to home page), [MY LIST](#) (takes user to account level favorites), [SEARCH](#) (takes user to search page), **CONTACT US** (displays support email) and [SHOPPING CART](#) (which takes user to cart).



Welcome

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Custom Solution

From the technology that keeps you running to reliable services and support, a complete solution, that's unique to your business, is vital to your success.



QUICK SEARCH

Enter Keyword:

[SEARCH](#)

[> Advanced Search](#)



ALL-IN-ONE

[FMC-901 Series](#)
[Gateway 610](#)
[Profile 5](#)
[>> More](#)



ACCESSORIES

[Cables and Connectors](#)
[Digital Audio](#)
[Digital Cameras](#)
[>> More](#)



DESKTOPS

[E-2100 Series](#)
[E-4100 Series](#)
[E-6100 Series](#)
[>> More](#)



DISPLAYS

[DLP Series](#)
[Lcd](#)
[Lcdb](#)
[>> More](#)



NOTEBOOKS

[Gateway 200](#)
[Gateway 200b](#)
[Gateway 400b](#)
[>> More](#)



RACKMOUNTS

[Gateway 955](#)
[Gateway 975](#)
[Gateway 995](#)



SERVERS

[Gateway 920](#)
[Gateway 960](#)
[Gateway 980](#)

Meet Our Server Family The new 995

Introducing the new 995 Rackmount server with Massive Processor Performance.



Gateway® M675 Series

Ultimate Desktop Replacement
Uncompromising power and performance for demanding applications. Made for portability and convenience, the M675 is feature-packed with the best-in-class technology.



By clicking on the upper left-hand product search button, which is always available, the user is taken to a personalized page. The search page allows the shopper to search using many criteria:

Keyword	Part #	Customer Part #
MFG Name	MFG Part #	UNSPSC Code

Keywords and part numbers provide the user the most efficient means of returning their desired products. Gateway has added search criterion that are going to be more useful with future releases of it's catalog, these include UNSPSC code, customer part numbers (if applicable), manufacturing part numbers, etc.

Home | MyList | Search | Contact Us | Shopping Cart 



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Search
Use the advanced search tool to find items quickly

PRODUCT SEARCH


Enter product name or number


- Keyword
- Part #
- Customer Part #
- Mfg Name
- Mfg Part #
- UNSPSC


The **SERIES PAGE** serves two purposes.

- First, it displays all the systems within the series selected. For instance, if the user selected E-4100 from the home page, you would see all the E-4100's available within that series.
- Second, it also displays all the other series available within that particular product category.


NOTE: The **SERIES PAGE** is also a required navigation step for users who wish to view a series that isn't displayed on the **HOME PAGE**. For example, under the **ACCESSORY** category we only show 3 series on the home page, when in actuality there are much more to choose from. So, it's necessary to select **MORE** link which brings you to **SERIES PAGE** so you can select from the list at the top of the page. The current series is denoted by static text in list at top of page.



[Home](#) | [MyList](#) | [Search](#) | [Contact Us](#) | [Shopping Cart](#) 

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consumer accessories:

[Software](#) | [Notebook Accessories](#) | [Digital Audio](#) | [Gaming Devices](#) | [Digital Cameras](#) | [MP3 Players](#) | [Power Protection](#) | [Money-Saving Bundles](#) | [Printer Supplies](#) | [Monitors](#) | [Drives](#) | [Training](#) | [Networking](#) | [Printers](#) | [Cables and Connectors](#) | [Warranty](#)

This is where the additional series within a category are displayed.

[1-10 of 10 Product(s) found]

Product Name	Part No./Sku	UOM	Manufacturer Part	Manufacturer	Price
IEEE 1394 (FireWire) PCI Card w/ Pinnacle Expression (1526679)	1051710658	EA		Gateway	\$ 38.00

[Add To MyList](#)
[Product Details](#)

ADD TO CART

CUSTOMIZE

Product Name	Part No./Sku	UOM	Manufacturer Part	Manufacturer	Price
Belkin 6ft. USB printer cable	1141944181	EA		Gateway	\$ 19.00

[Add To MyList](#)
[Product Details](#)

ADD TO CART

CUSTOMIZE

Product Name	Part No./Sku	UOM	Manufacturer Part	Manufacturer	Price
Belkin 4ft. USB					

[Add To MyList](#)
[Product Details](#)

ADD TO CART

CUSTOMIZE

Customize | [back to top](#)

When a shopper selects a system, they have the opportunity to buy the base configuration, by selecting [ADD TO CART](#), or [CUSTOMIZE](#) a custom system to meet their needs. By selecting customize the customer is given a multitude of line items to select to create their personalized technology solution. Once completed the user can select either [UPDATE TOTAL](#), to see the reflecting changes in their price, or simply [ADD TO CART](#) to add the configured system to their shopping cart.

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E-4100-V1

Part Number: 1293514931 | Manufacturer: Gateway
UNSPSC: 43211507 | UOM: EA

Price \$987.00
Configuration Price \$987.00

[ADD TO CART](#)

[UPDATE TOTAL](#)

Customize your system > Return to cart	
Part Number	1007891/2900126
Operating System	Microsoft® Windows® XP Professional
Operating System Software Assurance	<input type="radio"/> Not Included <input type="radio"/> Microsoft® Windows® XP Pro Academic Software Assurance (Qty 5+)/ per copy (Add - \$41.00) <input type="radio"/> Microsoft® Windows® XP Pro Charity Software Assurance (Qty 5+)/ per copy (Add - \$41.00) <input type="radio"/> Microsoft® Windows® XP Pro Government Software Assurance (Qty 5+)/ per copy (Add - \$110.00) <input type="radio"/> Microsoft® Windows® XP Pro Business Software Assurance (Qty 5+)/per copy (Add - \$114.00)
Academic Microsoft Open Licensing Software	<input type="text" value="Not Included"/>
Academic Microsoft Software Assurance Licensing	<input type="radio"/> Not Included <input type="radio"/> Microsoft® Office Professional Academic Software Assurance License (Qty 5+)/per copy (Add - \$39.00) <input type="radio"/> Microsoft® Office Standard Academic Software Assurance License (Qty 5+)/per copy (Add - \$32.00)
Large Business Microsoft Open Licensing Software (500+ employees)	<input type="text" value="Not Included"/>

My List | [back to top](#)

The accounts **MY LIST** page allows users the opportunity to select base configurations and store them for use at a later date. There can be any number of system favorites added to this list. This list is also saved for all shopping experiences by the user until the system is no longer offered. This functionality operates at the account level, meaning visibility will be to everyone shopping on the account. A user can add an item directly to their cart by selecting [ADD TO CART](#) or to customize by selecting [CUSTOMIZE](#). If a user wishes to remove the system from their MY LIST page, they simply select the [Remove from MyList](#) link.

NOTE: This does not store configurations, it's just a bookmark to commonly purchased systems.

Home | MyList | Search | Contact Us | Shopping Cart

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MyList

Add items that you commonly purchase to MyList for easy reference.
Note: MyList does not save customized systems.

[1-1 of 1 Product(s) found]

Product Name	Part No./Sku	UOM	Manufacturer Part #	Manufacturer	Price
E-4100-V1	1293514931	EA		Gateway	\$ 987.00

[> Product Details](#)

[> Remove from MyList](#)


[ADD TO CART](#)


[CUSTOMIZE](#)

Shopping Cart | [back to top](#)

After configuring any product selection the shopper will need to enter item into the shopping cart. The shopping cart is live for one session only. That means that if the user logs out they will see an empty shopping cart upon returning to the Gateway catalog. User can elect to [◀ CONTINUE SHOPPING](#) which returns them to home page, or can [CHECK OUT ▶](#) which takes you to submit order page.

NOTE: Unique systems can only be present once in the shopping cart. What this means is that you cannot configure like systems differently. So if there is already one E-4100-V1 in your cart, and you add another E-4100-V1 configured differently to your cart, it will override the previous configuration. You will need to bring back your shopping cart and return for another purchasing session in order to purchase difference configurations of the same system.

[Home](#) | [MyList](#) | [Search](#) | [Contact Us](#) | [Shopping Cart](#) 

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Shopping Cart

Add items to your order or edit your selections

Shopping Cart # 1927
Date: 03/02/2004
Customer: StateFarm
Buyer: StateFarm

Product Name	Part No./Sku	UOM	Price	Qty	Line Total		
E-4100-V1	1293514931	EA	987.00	<input type="text" value="1"/>	\$987.00	> Update	> Remove from Order

Subtotal: \$987.00

[CHECK OUT ▶](#)
[◀ CONTINUE SHOPPING](#)

Submit Order | [back to top](#)

The **SUBMIT ORDER** page will provide the shopper the Order Summary and Detail of products that are being sent back to the customer's procurement application. After clicking **SUBMIT ORDER** the shopper can continue on their procurement application with other shopping needs. You can also edit your order in the shopping cart by selecting **EDIT ORDER**.

Home | MyList | Search | Contact Us | Shopping Cart

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Submit Order

Review your order and edit or submit

Shopping Cart # 1927
Date: 03/02/2004
Customer: StateFarm
Buyer: StateFarm

Product Name	Part No./Sku	UOM	Price	Qty	Line Total
E-4100-V1	1293514931	EA	987.00	1	\$ 987.00

Subtotal: \$ 987.00

SUBMIT ORDER

EDIT ORDER

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That's it! If you have any questions please contact you sales rep or you Gateway eProcurement Team:

emarketplacesupport@gateway.com. Thank You!