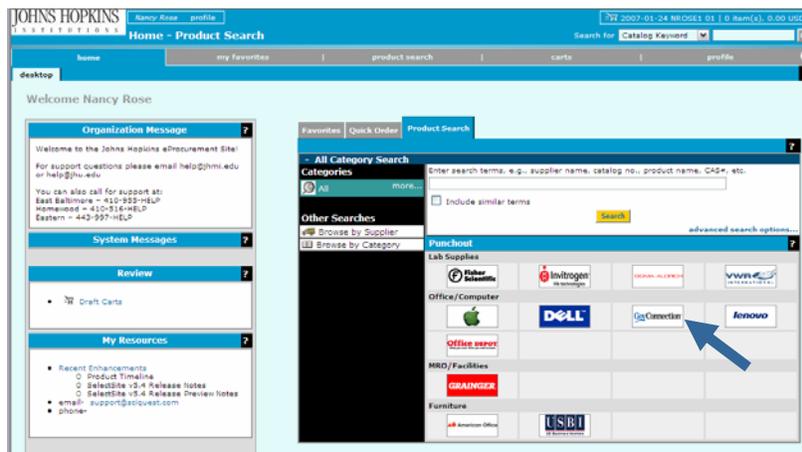


Ordering GovConnection Products

The GovConnection punchout site takes users directly to the customized GovConnection website.

Once searching is completed and items have been placed in your shopping cart, all information is then transferred back to the SAP Shopping Cart.

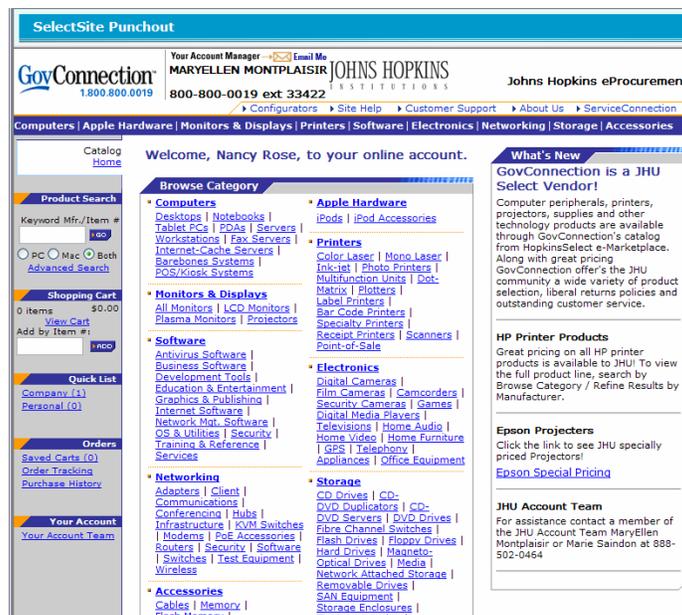
To use the GovConnection punchout site, please click on the GovConnection logo.



Creating an Order

There are multiple ways a user can search for products.

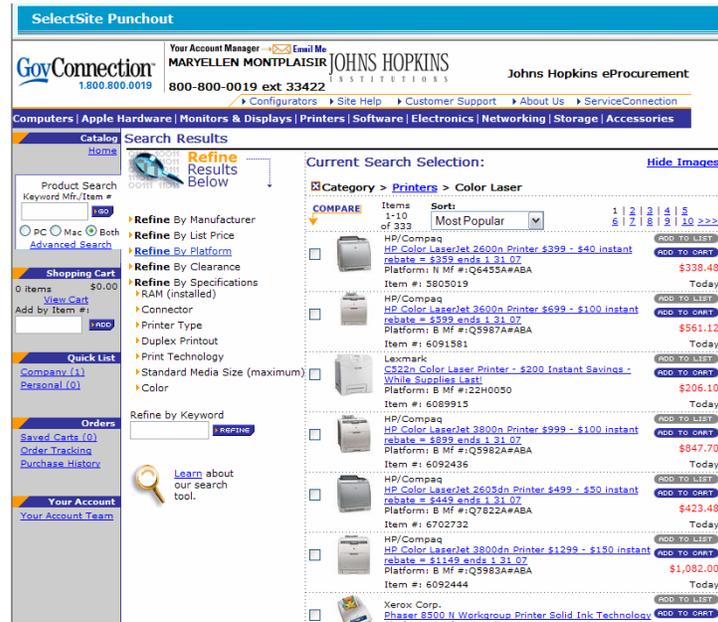
- Browse Category
- Item / Manufacturer part numbers
- Quick Lists



Browsing the Catalog

From the Main page, select a category to browse. The categories can be found on the main header bar, or by selecting a link located in the **Browse Category** box located in the center of the page.

Items can be added by selecting the **Add to Cart** button located directly next to the product description.



Items can be refined by utilizing the **Refine Results Below** box located on the left hand side of the category results screen. This will help narrow down your search results based on characteristics and specifications of the selected product.

Order by Item Number

You can directly add Manufacturer/GovConnection item numbers directly into the **Product Search** box located on the left hand navigation bar.

Type the item number into the product search field. When finished, select Go and the item will be added to your cart. You can adjust quantities once the item is added to your cart.

Quick Lists

There are two types of Quick Lists. A **"Company"** Quick List is created at the Group level and is accessible to all users who are members of that specific group. All users can create **"Personal"** Quick Lists (only accessible to them).

Steps to Create a Quick List

1. From the shop home page, find the first product to be added to a Quick List via the search and product browse features on the site. Tip: Search by SKU# if known.

- Once the item is found, click the "Add to List" button.

Search

HP/Compaq
 [HP LaserJet 4200 Printer Q2425A](#)
 Platform: P Item #: 413098 Mf #: Q2425A#ABA

ADD TO LIST **ADD TO CART**
 \$989.01
 Today

Product



Hewlett Packard Printing & Imaging
 HP LaserJet 4200 Printer Q2425A

Flexibility, superior performance, and professional output is what you get with HP's LaserJet 4200 Series Printers. Customize a select model with features ideal for your business needs.

Buy It

ADD TO LIST
ADD TO CART

Your Price: \$989.01
 Availability: Today
 Item #: 413098
 Mfr. Part #: Q2425A#ABA

Related Products

- On the Create QuickList page, you can either create a Quick List (by entering a name) or add the items to an existing Quick List via the dropdown menu (if one exists).

Create Quicklist

Add item to an existing QuickList

Company Printers

ADD ITEM

Add item to a new QuickList

Name:

SAVE

- When the Quick List is created or added to, the Edit Quick List page is displayed, so you can add additional products by SKU#, modify the description, etc.

Edit QuickList

Description:

Edit Name: 2 items

Quantity	Product	Item #	Availability	Price	Total
<input type="text" value="1"/> DELETE	HP/Compaq LaserJet 2100 Toner Cartridge C4096A	108012	Today	\$97.96	\$97.96
<input type="text" value="1"/> DELETE	Inkjet Warehouse Inkjet Warehouse HF (C1823A) #23 Remanufactured Tri-Color	424823	Today	\$29.65	\$29.65
DELETE ALL UPDATE QTY					Total: \$127.61

When changing quantities, you must click the "Update Qty" button to see the new item total and price.

Add product by Item #:

Add by Item #:

ADD ITEM **SAVE**

[View](#) | [Delete](#) | [QuickList](#)

Save as new QuickList

Persona Company

Name: **SAVE**

- Save the Quick List when complete by clicking the save button.
- The Quick List can now be accessed from the Left Navigation bar.



- Quick Lists are an easy way to create and access customized product lists. If the products are listed on the web, they can be added to a Quick List.
- Once created, the entire product list can be added to a cart with one click or individual items from a Quick List can be selected and added to the shopping cart.

Placing an Order

Once you have created your cart, select "CONTINUE CHECKOUT".

Quantity	Plat.	Item #	Mfr. Part #	Product	Ship Wt.	Availability	Price	Total
<input type="text" value="1"/>	Both	6593311	C8164A#201	HP/Compaq HP Business Inkjet 2800dtn Printer (GSA COMPLIANT)	56.5 lbs	Usually Ships in 24 Hrs	\$942.08	\$942.08

Subtotal: \$942.08

The shipping & handling charges and taxes shown here are estimates. These charges, in addition to your shipping options, may change when you enter or change your shipping address. Shipping & Handling: \$41.27

Ship Via: Best Way - Ground

Tax: \$0.00
Order Total: \$983.35

[Save for later](#) | [Create Quicklist](#) | [CONTINUE CHECKOUT](#)

Add Product to Cart

Add product by Item #: [ADD](#)

Add product(s) from QuickList:
 [ADD](#)

[Continue Shopping](#)

You will be directed to the Order Verification page. Once you have verified product selection and quantities, select "SUBMIT CART".

SelectSite Punchout

GovConnection 1.800.800.0019 | Your Account Manager MARYELLEN MONTPLAISIR | 800-800-0019 ext 33422 | Johns Hopkins INSTITUTIONS | Johns Hopkins eProcurement

Computers | Apple Hardware | Monitors & Displays | Printers | Software | Electronics | Networking | Storage | Accessories

[Saved Carts](#) | [Search Result](#) | [Search Results](#) | [HP Business Inkjet 2800dtn Printer \(GSA COMPLIANT\)](#) | [Cart](#)

Order Verification [SUBMIT CART](#)

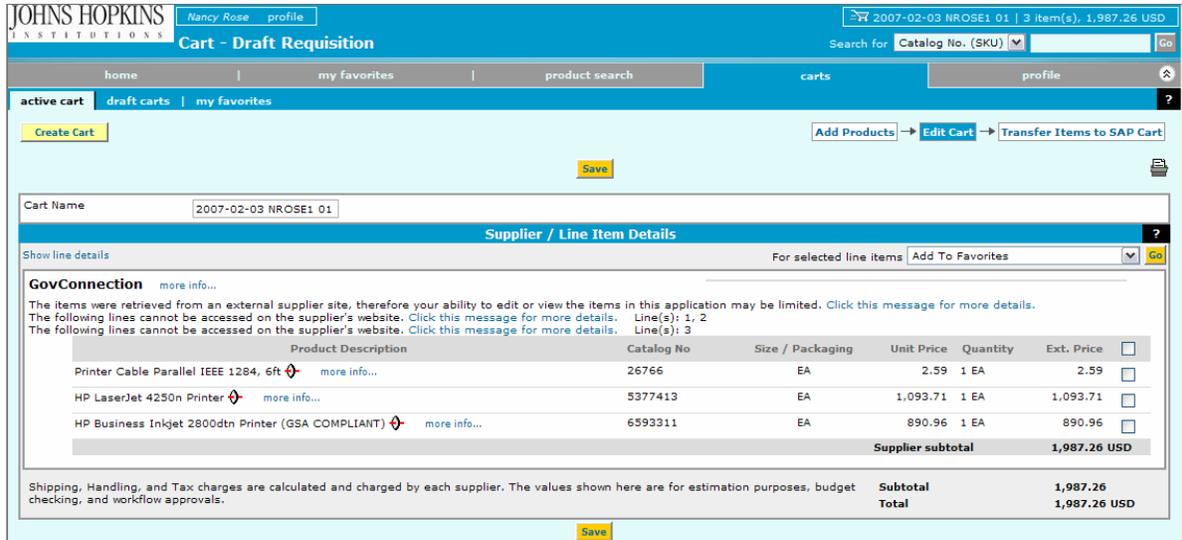
Quantity	Plat.	Item #	Mfr. Part #	Product	Ship Wt.	Availability	Price	Total
1	Both	6593311	C8164A#201	HP/Compaq HP Business Inkjet 2800dtn Printer (GSA COMPLIANT)	56.5 lbs	Usually Ships in 2+ Weeks	\$890.96	\$890.96

[Modify Order Contents](#) **Cart Total:** \$890.96

[Continue Shopping](#) | [Save for later](#) | [Create Quicklist](#) | [SUBMIT CART](#)

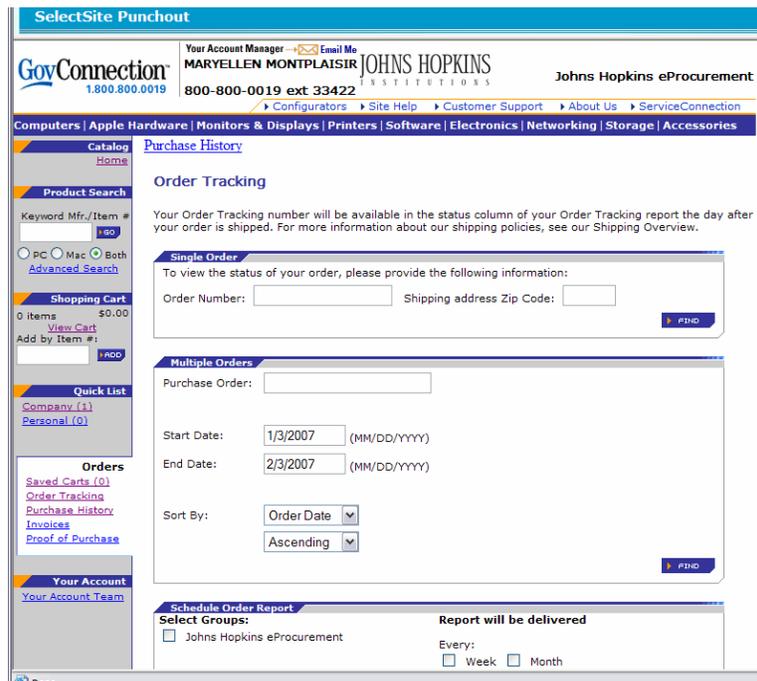
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Select "Transfer Items to SAP Cart". Upon submission, all shopping cart information will be transferred back to SAP.



Reports

To View, Delete or run an Order Tracking, Purchase History or Proof of Purchase report, begin by choosing the corresponding link of the left hand side navigation bar located on the main home page.



From the Reports page you can:

- View or Delete previously run reports
- Run an Order Tracking report
- Run a Purchase History report
- Run a Proof of Purchase report
- Schedule an Order Tracking report
- Schedule a Purchase History report
- Schedule a Proof of Purchase report

Choose a report to review:

1. Order Tracking
2. Purchase History
3. Proof of Purchase

Then, to the right choose which Groups you want the report to cover. Enter the start and end date that you want the report to cover and click the "FIND" button. If your request is for the group with a large number of orders and it will take longer than 10 seconds to return, you may see a message confirming that your request has been submitted. You will receive an email when the report is complete. Or if you choose to remain on the page and wait, periodically hit the refresh button. Use the View link for the report when it appears.

This brings you to the Purchase History Summary page, where you can sort the report data and hide columns. Click the refresh button to see changes. To view further details for specific order, click on the order number link in the column marked "Order Number".

Questions?

Please contact the GovConnection Contacts:

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