Thank you for choosing Gateway. Gateway is very excited to participate in your eProcurement initiative. By requesting Gateway as a supplier, your 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’ 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!

---

1 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).
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:

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Part #</th>
<th>Customer Part #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFG Name</td>
<td>MFG Part #</td>
<td>UNSPSC Code</td>
</tr>
</tbody>
</table>

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.
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.
When a shopper selects a system, they have the opportunity to buy the base configuration, by selecting \textcolor{green}{ADD TO CART}, or \textcolor{blue}{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 \textcolor{green}{ADD TO CART}, to see the reflecting changes in their price, or simply \textcolor{green}{ADD TO CART} to add the configured system to their shopping cart.
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.
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.
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**.

**Conclusion**

That’s it! If you have any questions please contact your sales rep or your Gateway eProcurement Team: emarketplacesupport@gateway.com. Thank You!