

GSS NextGen Customer **User Guide**

v.4.1.0

The procedures outlined in this user guide support the ordering of standard laptops and desktops in accordance with the Office of Management and Budget's (OMB) Category Management Policy 15-1, dated October 16, 2015. To meet OMB's Category Management Policy 15-1, government purchasing officials must ensure their basic laptop and desktop requirements are selected from OMB's three laptop or desktop minimum standard configurations.

FAIR OPPORTUNITY

Requirements for meeting fair opportunity can be found in the FAR Part 16.505. Please call 1.888.773.6542 or email the NITAAC Support Center at if you have any questions.

IMPORTANT:

LOGIN

How to Log In

PRODUCTS

View Header

View Products

Add to Cart

View Cart

Review Order

Check Out

Compare Products

From Different Offerings

Instructions found in this ordering guide are for those that have the procurement authority to purchase on behalf of the government, including p-card holders, members of the Head of Contracting Activity delegated community, and 1102s. Those without procurement authority may review the laptop and desktop offerings and should work with their purchasing official to issue a Request for Ouotation (RFO) or make an award.

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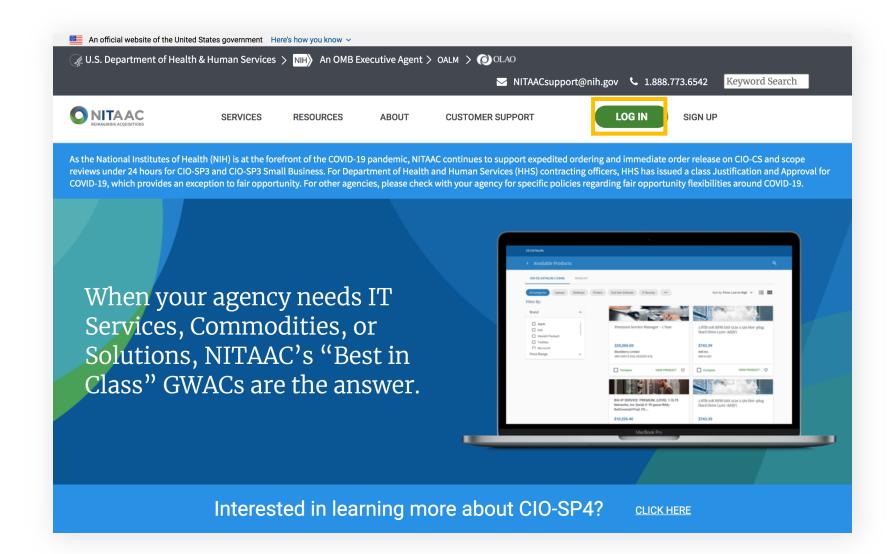
Page 30

BROWSER RECOMMENDATION This site is best displayed in Google Chrome.



How to Log In

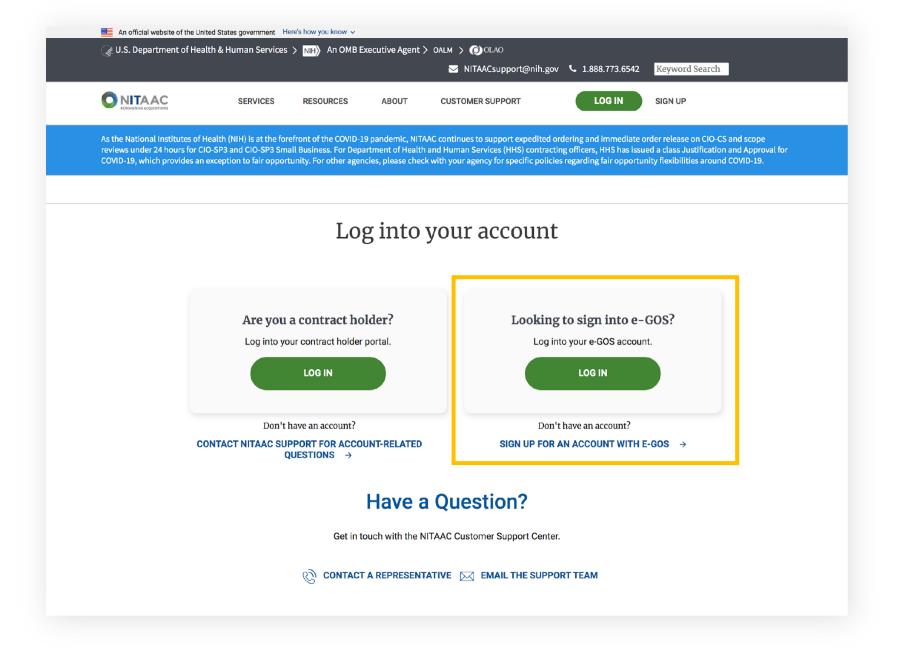
- 1 From the NITAAC homepage, click on the LOG IN button to log into e-GOS. If you don't have a login, click on SIGN UP and follow the on-screen instructions to self-register.
- 2 Click on the e-GOS LOG IN button
- e-GOS will open in a new tab. Enter your login information to continue.





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1 (888) 773-6542 NITAACsupport@nih.gov

Welcome to NITAAC's Electronic Government Ordering System (e-GOS) v. 4.1.7

Existing Users	
Yes, I am an NIH Employee	Password
	Forgot your password?
Log In	
New Users	
Yes, I am an NIH EmployeeEmail	
Register	

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any



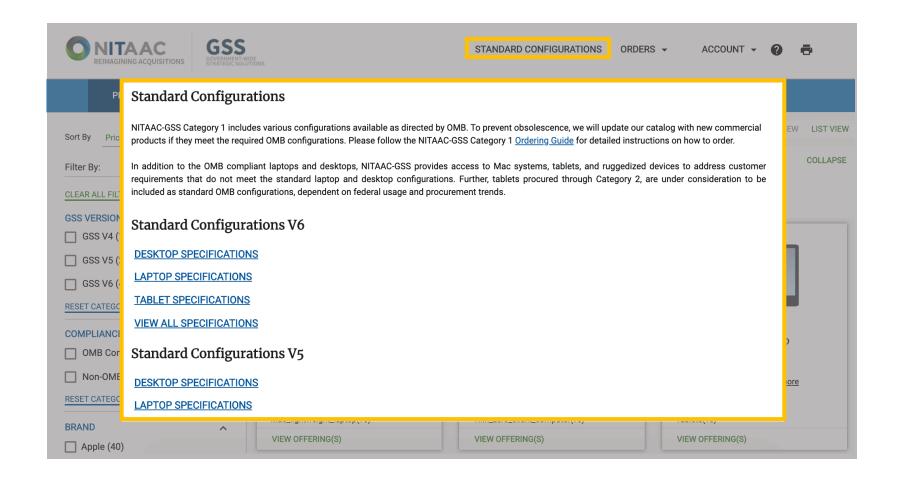
View Header

- 1 Click on the STANDARD CONFIGURATIONS link on the top header to view a pop-up that summarizes the minimum specifications for all OMB products from version 4-6.
- When you return to GSS and would like to view your previous orders, you may click on the Orders dropdown on the header. Click on the Saved Orders to view any items in your cart that were previously saved, and click on the placed orders to view all the orders you've placed for review.
- If you need additional assistance, before contacting NITAAC support you may click on the icon and review the GSS User Guide, the Accessibility Statement, Tutorials, and GSS FAQs.

Note

The Office of Management and Budget (OMB) releases Technical Specifications/Revisions each year as part of the Best in Class designation. When new specifications are released, as a BIC designated IT contract NITAAC releases the newest version of Government wide Strategic Solutions (GSS) for Desktops and Laptops.

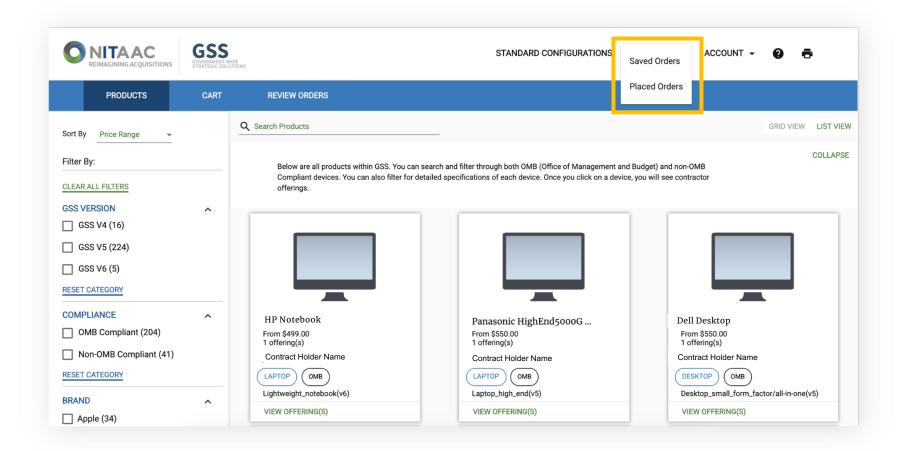
NITAAC-GSS is one of three preferred OMB sources for federal civilian and DoD agencies looking to obtain desktops, laptops, monitors, software and hardware at a competitive price.





View Header

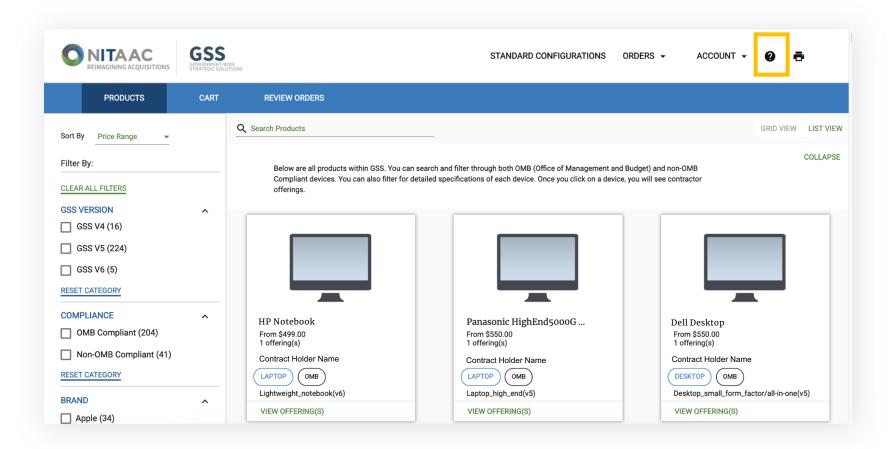
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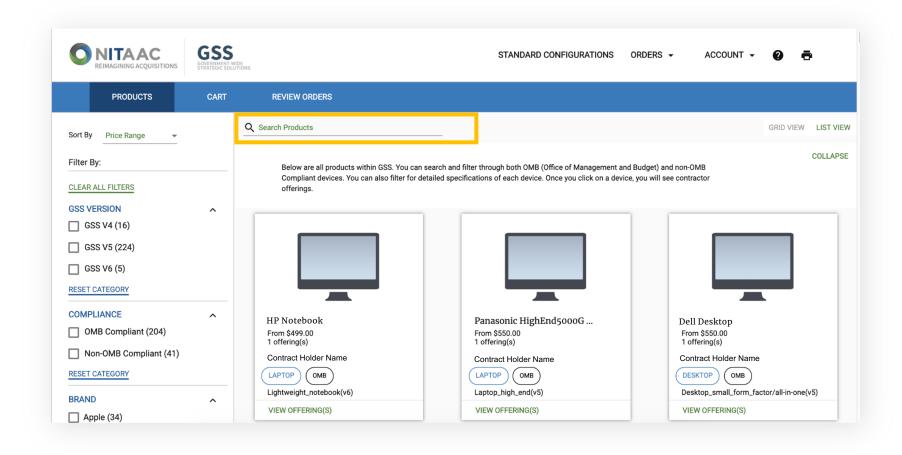




- 1 On the PRODUCTS tab, search for a Product by entering the Product Name into the 'Search Products' field of the Products page.
- 2 Click on LIST VIEW or GRID VIEW on the right-hand side to view the products in Grid View or List View. The default is Grid View.
- Use the 'Filter by:' and 'Sort by' options to filter products. You may filter by VERSION, COMPLIANCE, BRAND, DEVICE TYPE, etc. You may also sort the price by Lowest to highest and vice versa.
- 4 Click on the VIEW OFFERING(S) button on the bottom of the product card to view all offerings of the product that you'd like to learn more about.
- The Product Offerings page displays all available offerings for a particular product. To learn more about a specific product, click on the VIEW PRODUCT button in the bottom right-hand corner of the card associated with the product that you'd like to explore.

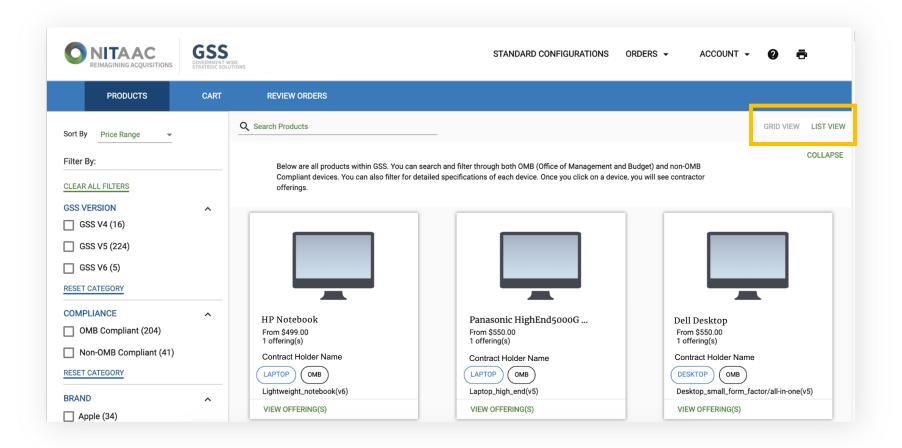


Use filters and sort functionality on the left-hand side of the screen to narrow your results.



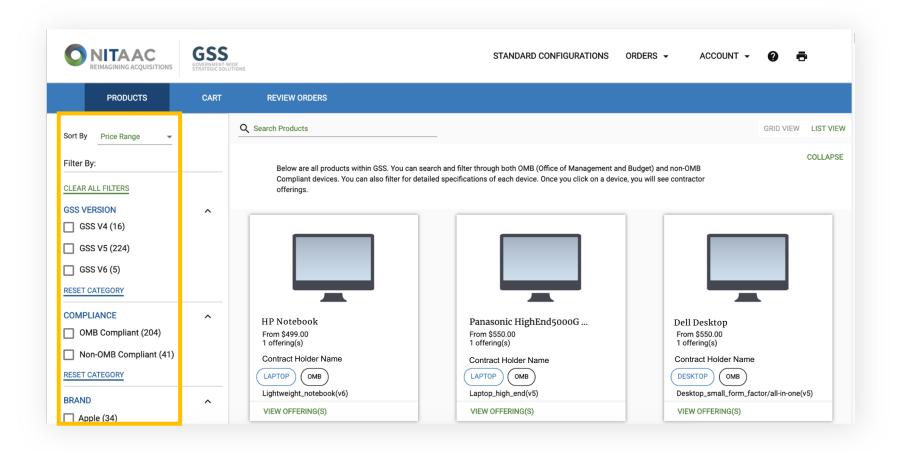


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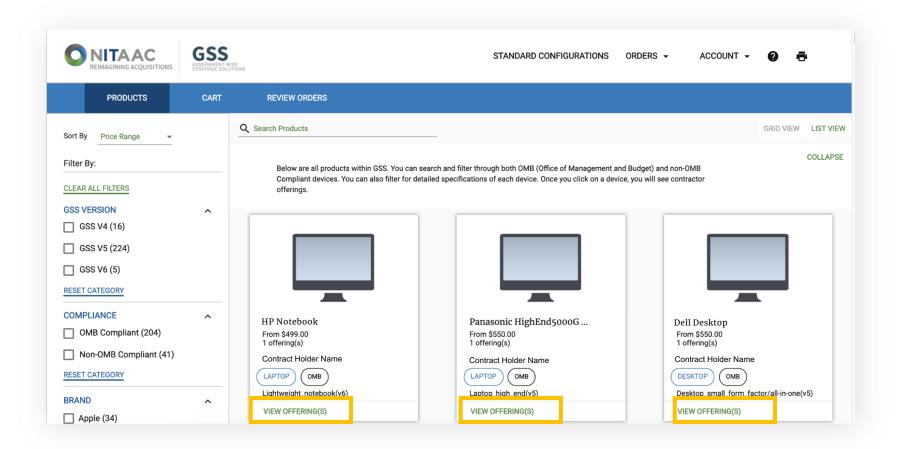


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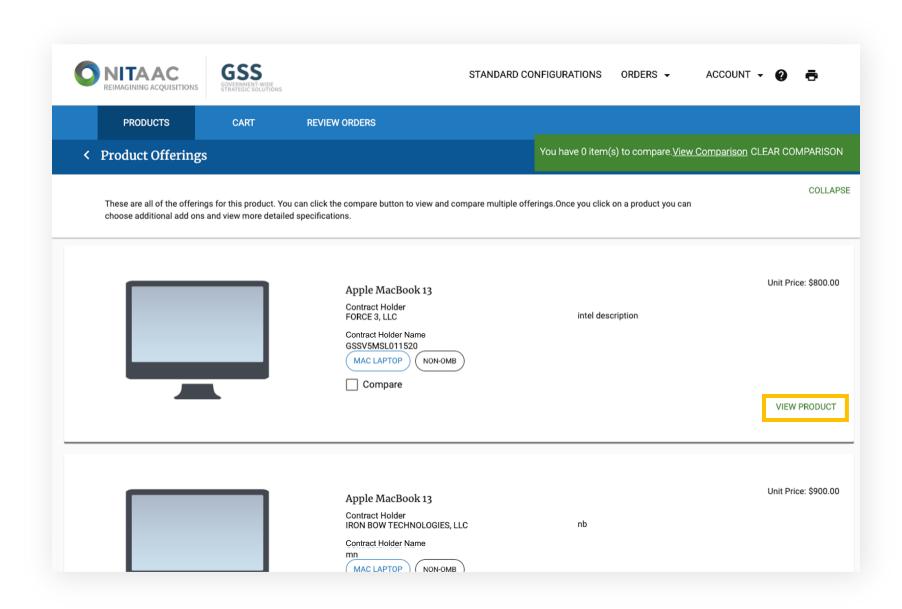
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- Note

From this page, you can compare up to three (3) products at a time. (Please see <u>page 13</u> for instructions on comparing products.)

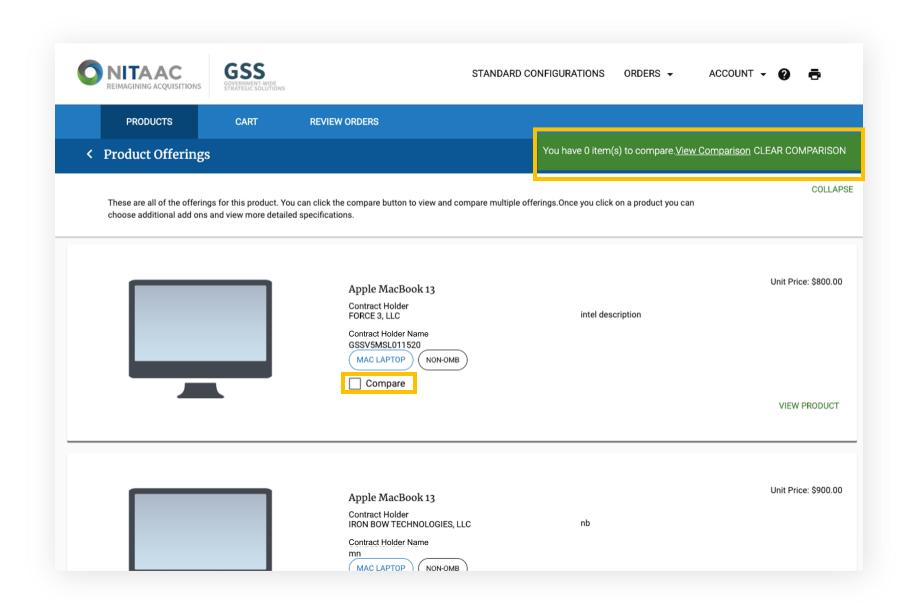




- On the Product Offering page, select the "Compare" checkbox below the product description of each offering you would like to compare. The green box to the top right-hand side shows the number of items currently selected for comparison.
- Select View Comparison to open the comparison popup.
- Within the comparison pop-up, you can remove a product by selecting Remove From Comparison below a product's description. You may click on VIEW PRODUCTS button to add more products to compare. Click anywhere outside of the window to close the popup.
- By clicking CLEAR COMPARISON in the top right-hand side, you can remove all items from the comparison module.

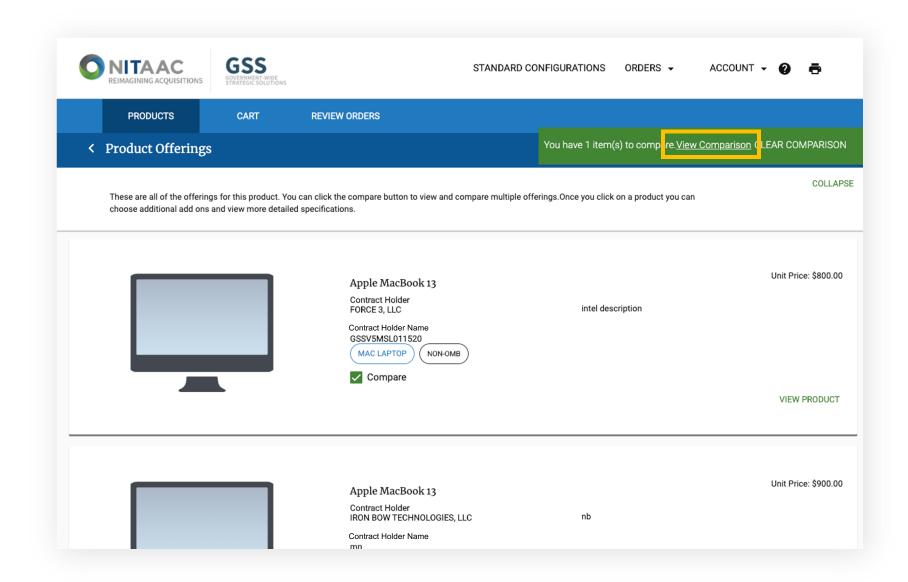
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As a Customer, you can compare up to three (3) products at a time.





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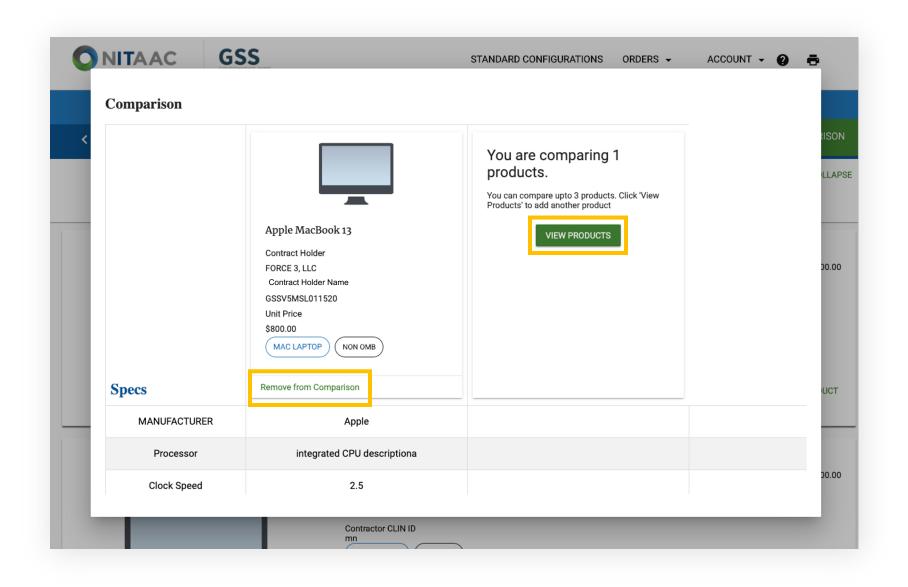




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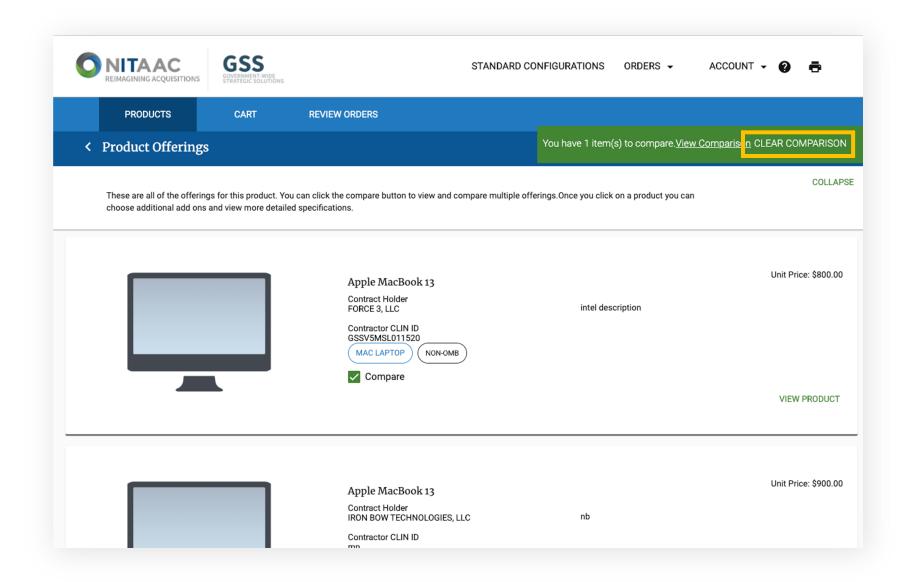


If you have less than three (3) objects in comparison, selecting View Products will bring you to the PRODUCTS tab to select more products. You can also access this feature if you click into the details section of a specific offering.





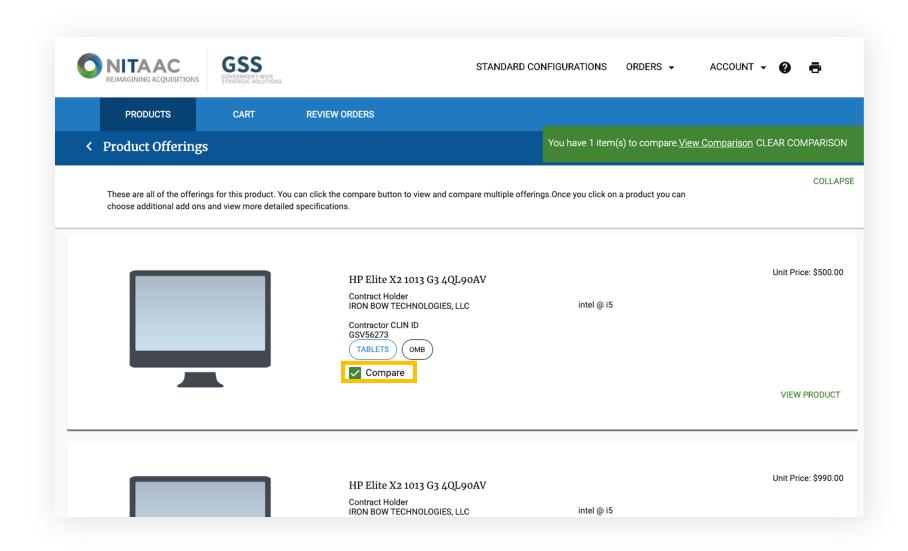
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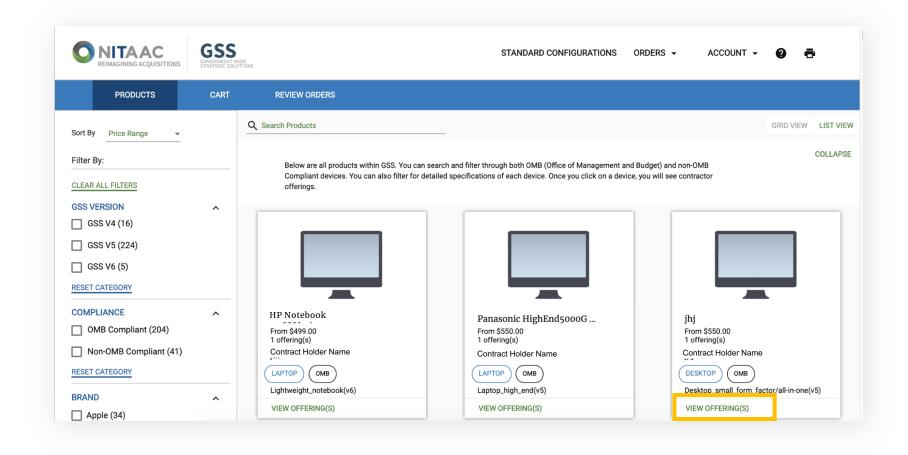
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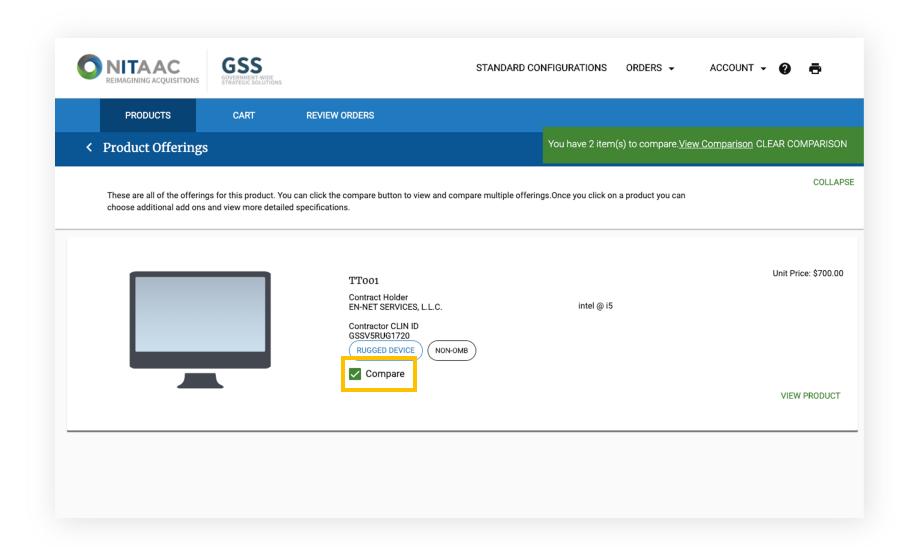


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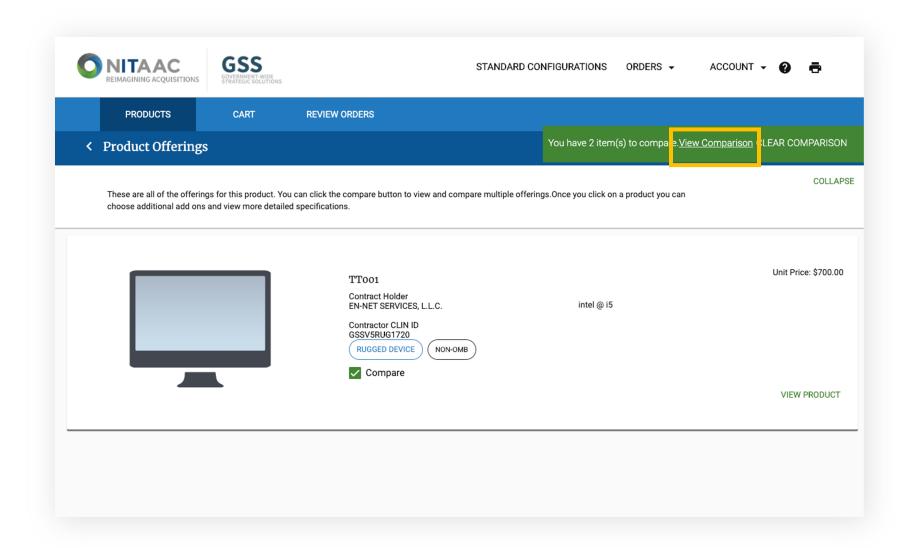


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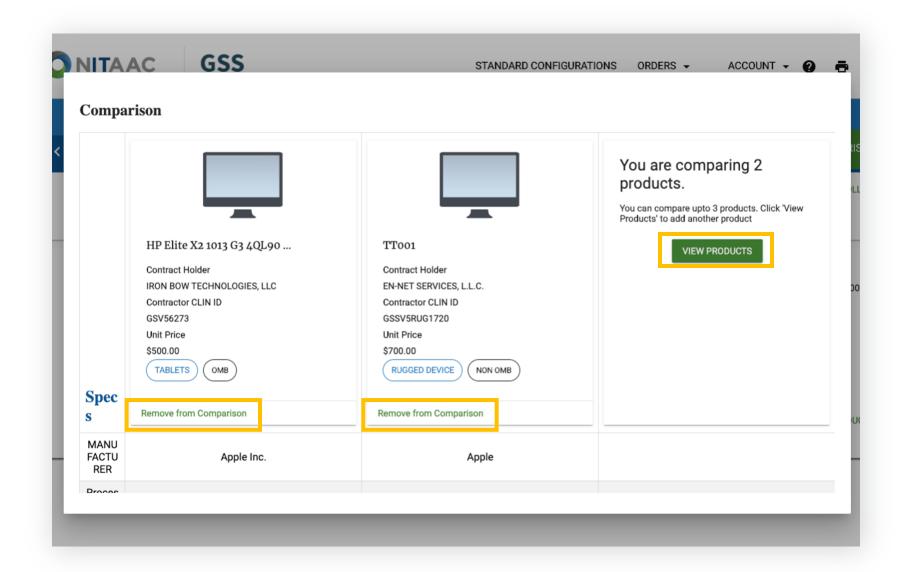




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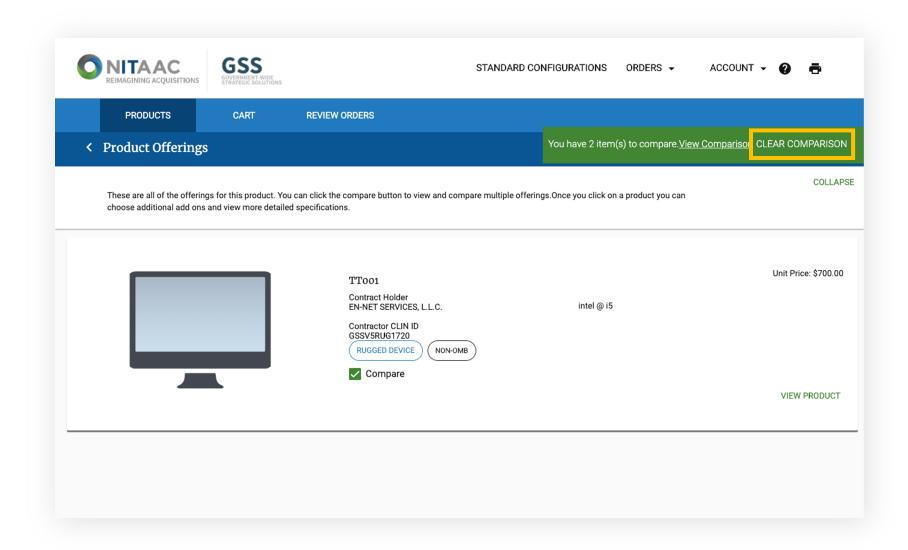
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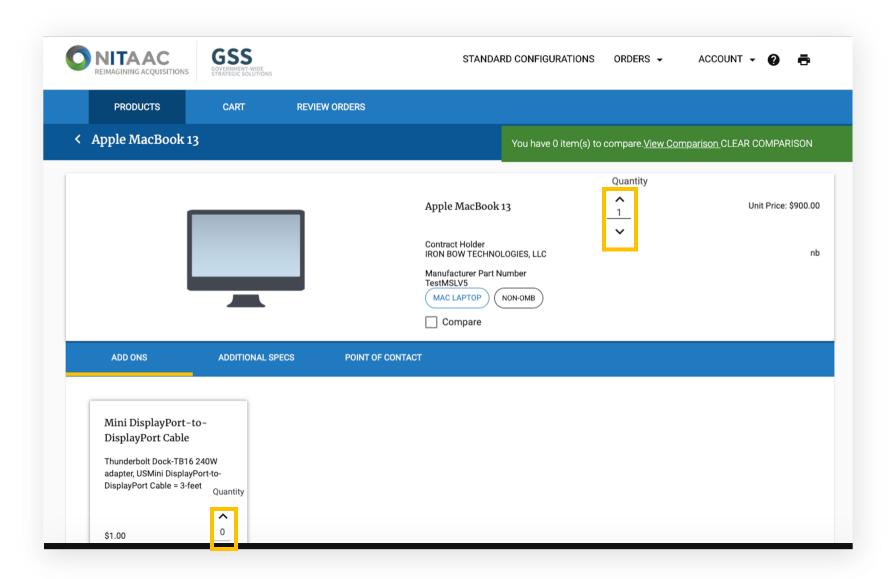


Add to Cart

- 1 From the Product Offering detail page, you can increase or decrease the 'Quantity' by selecting the up and down arrows on the right-hand side or click on the number and enter a value of your choice.
- In the bottom right-hand corner, you will see the total cost of your order as you're making your selection(s).
 Once you are ready to finalize your order and have added all the items you wish to purchase, click the ADD TO CART button next to your total amount.
- A pop-up will direct you to either CONTINUE SHOPPING or GO TO CART to review your placed order.



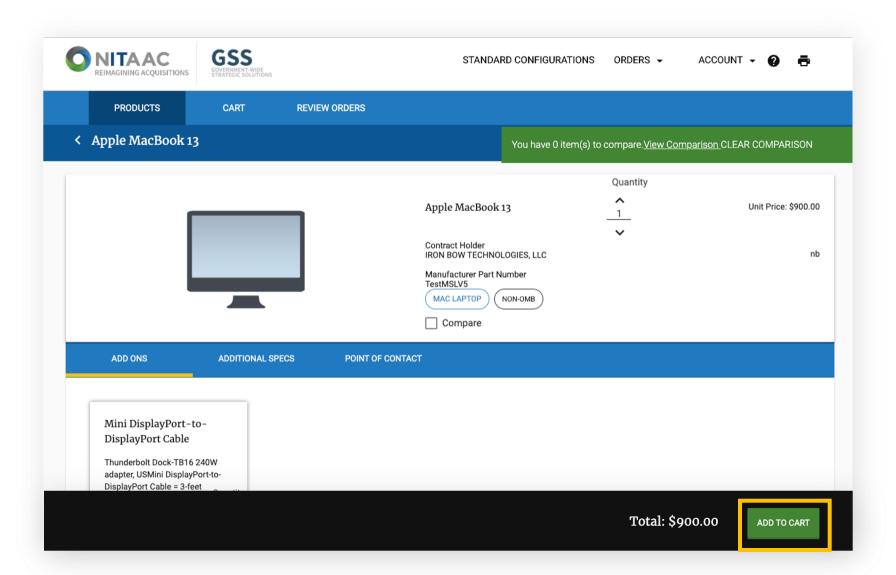
You can also place add-ons into the cart via the ADD ONS tab below the detail section.





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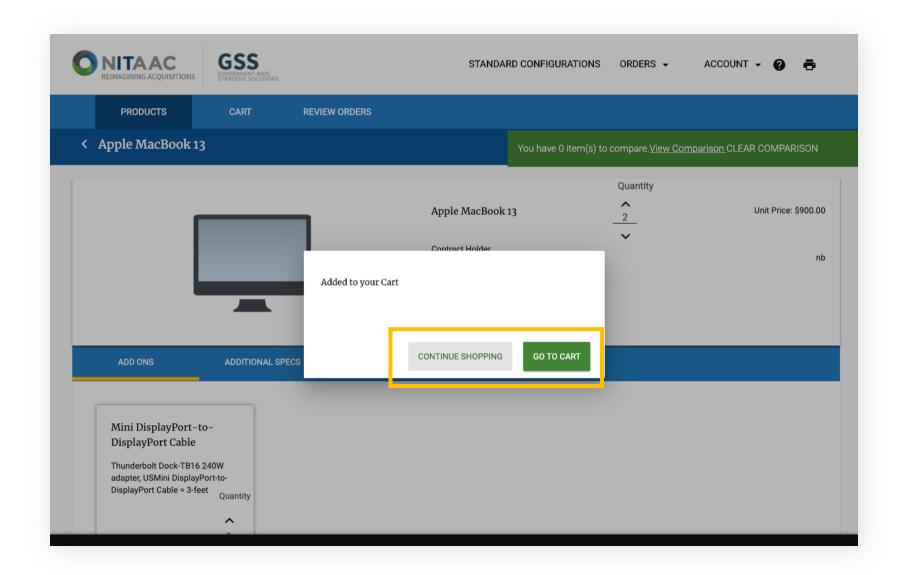


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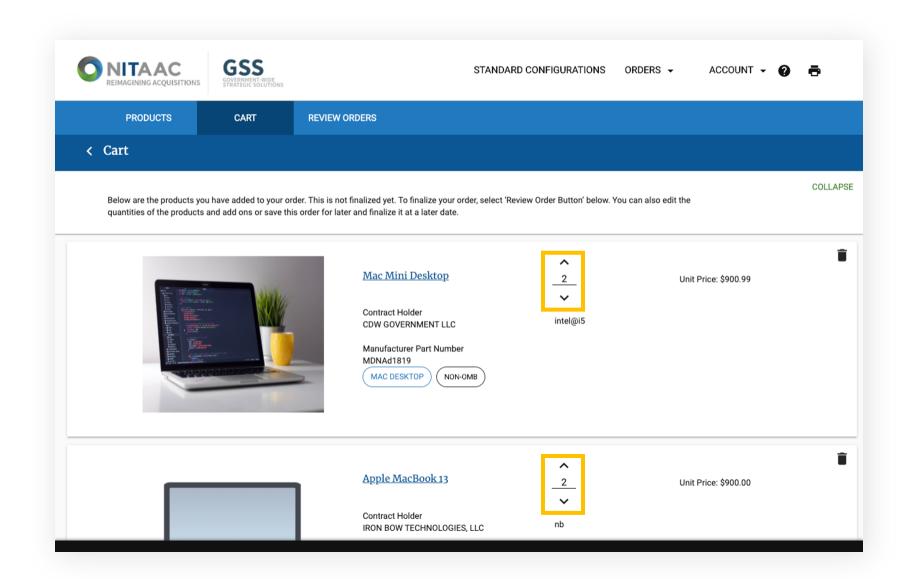
If you continue shopping, you can always return to your cart by selecting the CART tab.





View Cart

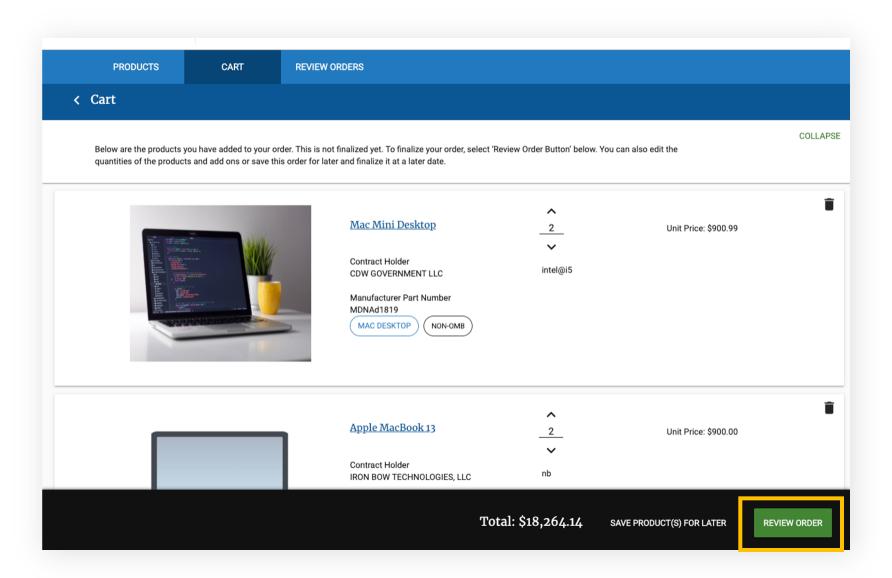
- On the CART tab, you can find all items currently in your cart. Within each item detail, you can increase or decrease the amount of each item by changing the quantity via the arrows. Additionally, by selecting the trash can in the top right-hand corner of the item detail, you can remove a item from the cart entirely.
- In the bottom right-hand corner of the page, you will see the current total for the purchase. Select REVIEW ORDER to continue with your purchase.





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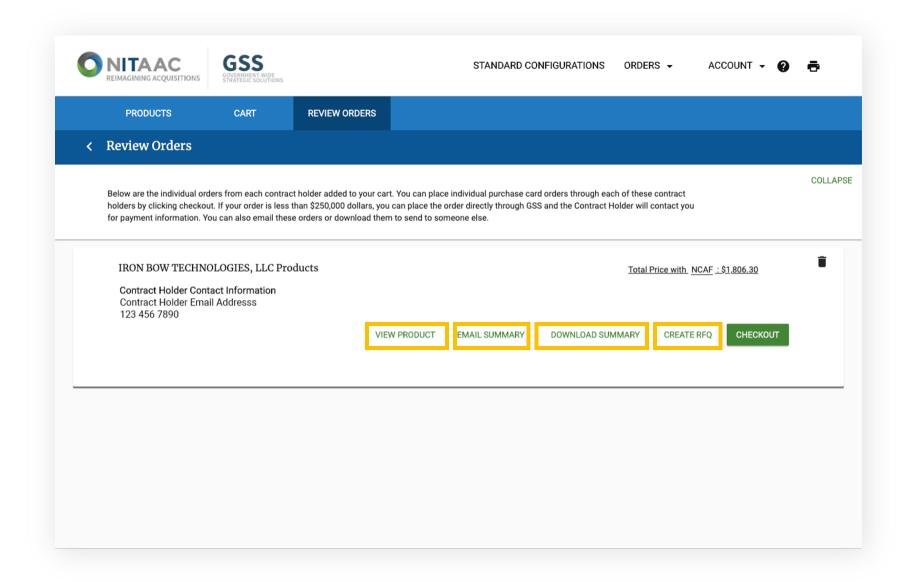




Review Order

- On the REVIEW ORDERS tab, you can see individual orders from each Contract Holder. Select VIEW PRODUCT to view the products associated with each contract holder for that order. You can also create a Request for Quotation by clicking on the CREATE RFQ button which will create a PDF file that can be attached to your RFQ in e-GOS. You can email your order by clicking EMAIL SUMMARY on the bottom of the product card of the product that you'd like to purchase. You can download your order details by clicking on DOWNLOAD SUMMARY button. A PDF file will be downloaded depicting all the product details and specifications.
- If your order is less than \$250,000, you can place the order directly through GSS and the Contract Holder will contact you for payment information. To finalize purchases less than \$250,000, click the CHECKOUT button in the bottom right-hand corner of the product card of the product that you'd like to purchase.

If your order is equal to or greater than \$250,000, you will be asked to informed to e-GOS to create an RFQ or email your product summary to an ordering official that can assist with creating your RFQ through our Assisted Acquisitions service NITAAC provides.

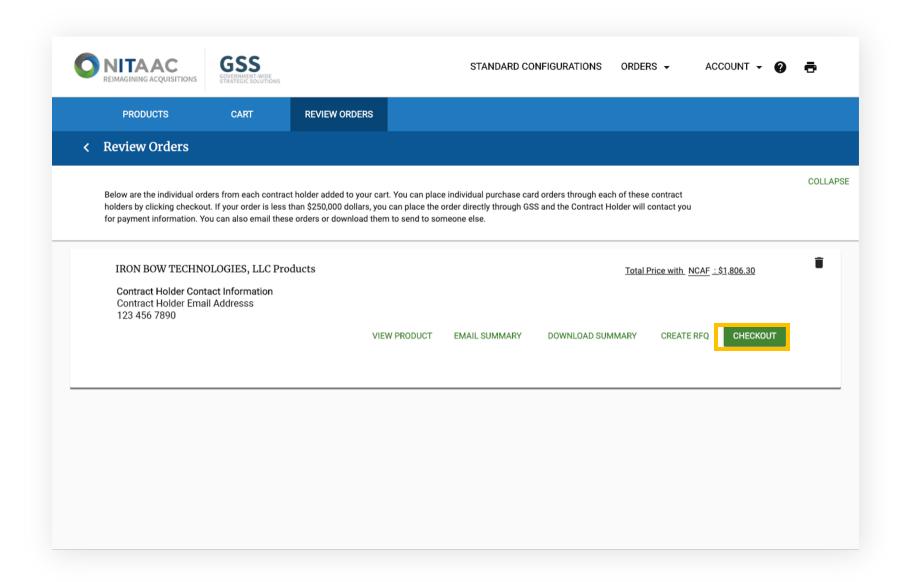




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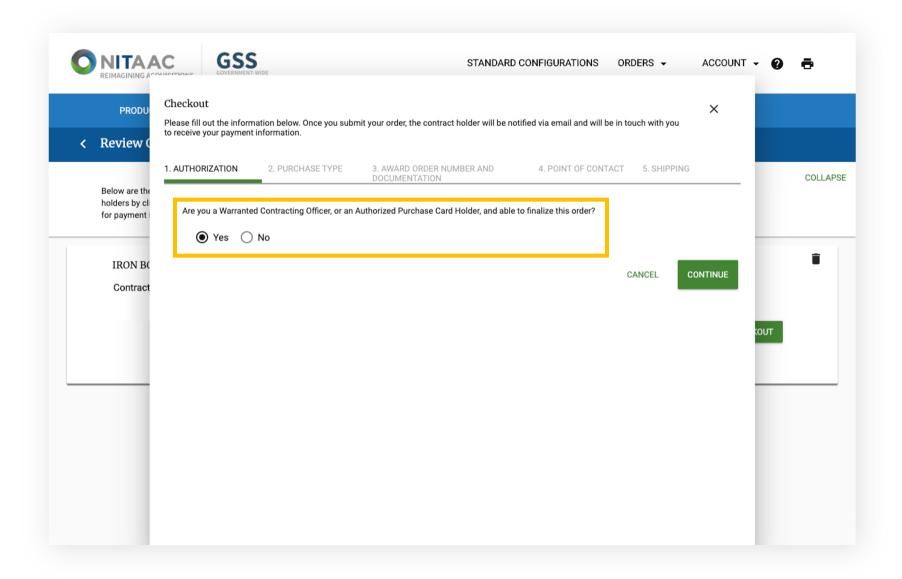
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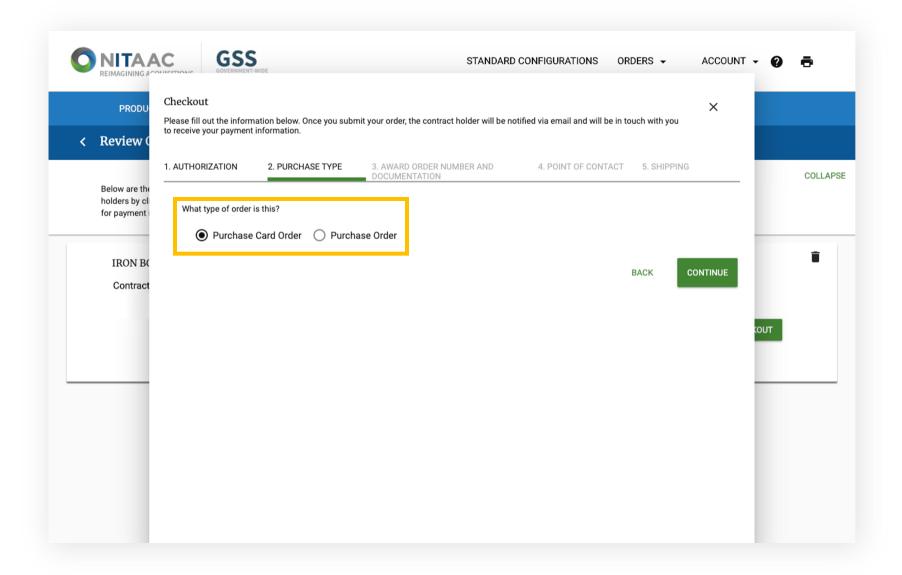


- On the REVIEW ORDERS tab, select the CHECK OUT button when you are ready to place an order. The Checkout pop-up will appear asking you to fill out information below. Select YES or NO to the question if you are a Warranted Contracting Officer or Authorized Purchase Card Holder. If NO, enter the information for the authorized person to continue. The process is now complete for you at this stage
- 2 Next, state whether the order is a Purchase Card Order or a Purchase Order. If it is a Purchase Card Order, state if you are a Purchase Card Holder or not. If no, enter the information for that person. If entered, the process completes at this stage for the authorized person to continue.
- Next, enter the Purchase Order Information and Award Documentation and upload the corresponding award document to the order.
- 4 Next, enter your Point of Contact for this delivery order. For PO, CS, COR, and CO, you may select yourself or an e-GOS registered user from your organization as the POC. If you are unable to find your POC, you will have the option of sending your POC an email directing them to register for e-GOS.
- Finally, enter the information for the shipping address and the requested delivery date. After agreeing to the terms and services at the bottom, select SUBMIT TO CONTRACT HOLDER to finish the process.





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- 2 Next, state whether the order is a Purchase Card Order or a Purchase Order. If it is a Purchase Card Order, state if you are a Purchase Card Holder or not. If no, enter the information for that person. If entered, the process completes at this stage for the authorized person to continue.
- 3 Next, enter the Purchase Order Information and Award Documentation and upload the corresponding award document to the order.
- A Next, enter your Point of Contact for this delivery order. For PO, CS, COR, and CO, you may select yourself or an e-GOS registered user from your organization as the POC. If you are unable to find your POC, you will have the option of sending your POC an email directing them to register for e-GOS.
- Finally, enter the information for the shipping address and the requested delivery date. After agreeing to the terms and services at the bottom, select SUBMIT TO CONTRACT HOLDER to finish the process.

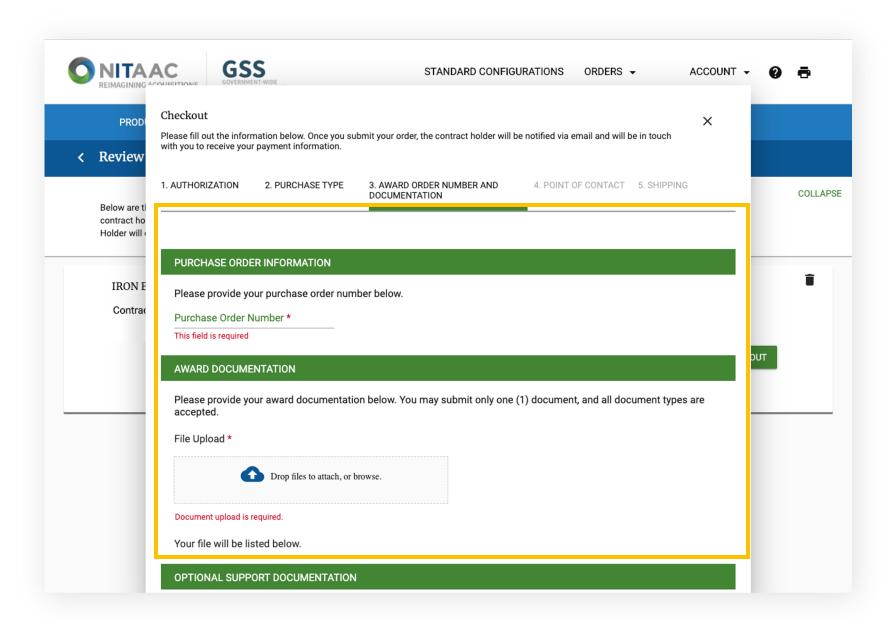




- On the REVIEW ORDERS tab, select the CHECK OUT button when you are ready to place an order. The Checkout pop-up will appear asking you to fill out information below. Select YES or NO to the question if you are a Warranted Contracting Officer or Authorized Purchase Card Holder. If NO, enter the information for the authorized person to continue. The process is now complete for you at this stage.
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- Note

You may only upload 1 document under the Award Documentation section.

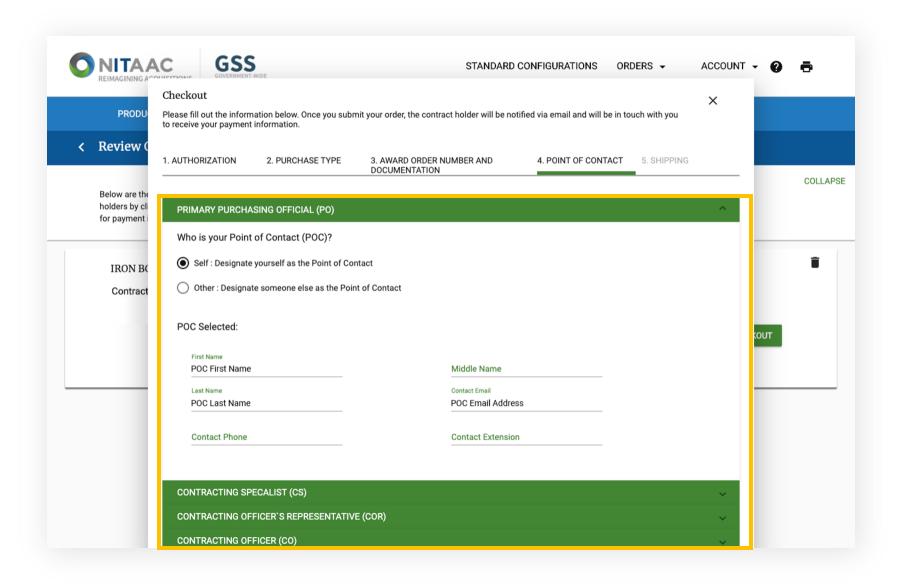
You may only upload 4 supporting documents under the Optional Support Documentation section.





- On the REVIEW ORDERS tab, select the CHECK OUT button when you are ready to place an order. The Checkout pop-up will appear asking you to fill out information below. Select YES or NO to the question if you are a Warranted Contracting Officer or Authorized Purchase Card Holder. If NO, enter the information for the authorized person to continue. The process is now complete for you at this stage.
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- Finally, enter the information for the shipping address and the requested delivery date. After agreeing to the terms and services at the bottom, select SUBMIT TO CONTRACT HOLDER to finish the process.
- Note

You cannot have duplicate POCs in this process.





- On the REVIEW ORDERS tab, select the CHECK OUT button when you are ready to place an order. The Checkout pop-up will appear asking you to fill out information below. Select YES or NO to the question if you are a Warranted Contracting Officer or Authorized Purchase Card Holder. If NO, enter the information for the authorized person to continue. The process is now complete for you at this stage.
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- Finally, enter the information for the shipping address and the requested delivery date. After agreeing to the terms and services at the bottom, select SUBMIT TO CONTRACT HOLDER to finish the process.
- Note

You can also add a message to the vendor for additional details.

