

ProModel Purchase Made Easy Through GSA Advantage

SOFTWARE PURCHASE (Sin 132-33)

To order through GSA Advantage, you must have a GSA buyer membership. Go to www.gsaadvantage.gov and on the top of the screen in red letters hit “Login” or “Register” depending on what is appropriate. The following steps will help clarify how to use GSA Advantage to order ProModel products and services.

1. Go to www.gsaadvantage.gov.

2. In the top left hand corner, there is a box entitled “What are you looking for?” Type in ProModel’s GSA contract number, **GS-35F-0174T** or simply **promodel corporation** as seen in the picture to the right and then hit “Find it!” on the bottom right corner of the box. You will see a similar to Figure 2.

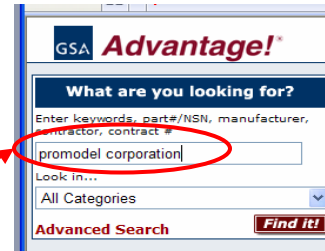


Figure 1

3. To view the ProModel GSA catalog that lists all of our products and services, go to the bottom of the current page and click on the red “view catalog”. If you click the red “PROMODEL CORPORATION” it will take you to the vendor information site seen in Figure 3.

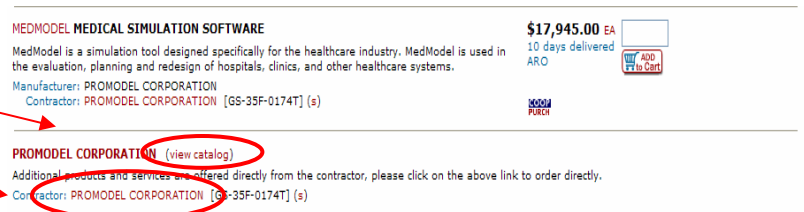


Figure 2

4. The vendor information site (Figure 3) has ProModel’s contact information. If you need assistance, please contact us via phone or email. ProModel’s catalog is also available from this site by clicking on the “View Contractor Catalog” link.

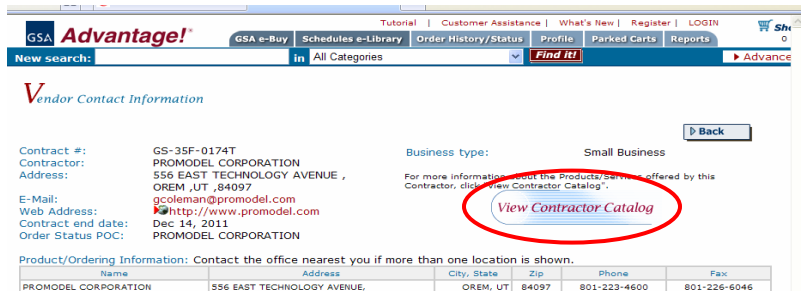


Figure 3

5. To purchase SOFTWARE, enter the quantity that you desire in the box under quantity. If you want more than one product, you must hit the “Add to Cart” after each selection (see figure 4). After you have added something to the cart, you will hit “Continue Shopping” (see Figure 5 below). You will repeat these steps until you have selected all the software that you require in the quantity boxes.

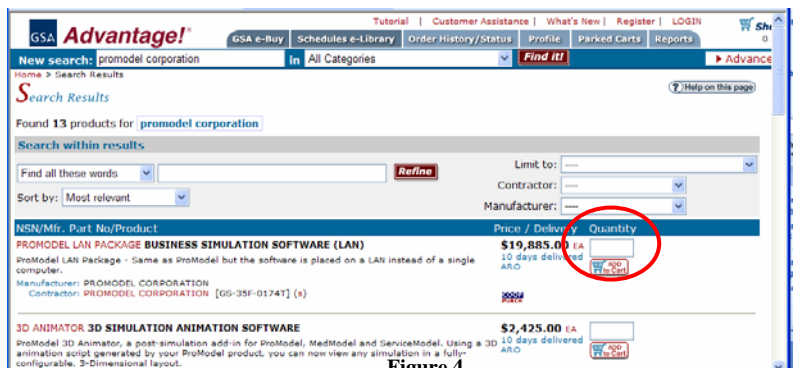


Figure 4

6. ProModel offers GSA approved discounts for purchasing multiple copies of any software. This discount does not apply to the entire order but just the multiple software purchase.

- 2 copies = 10% discount
- 3 copies = 20% discount
- 4 or more = 30% discount

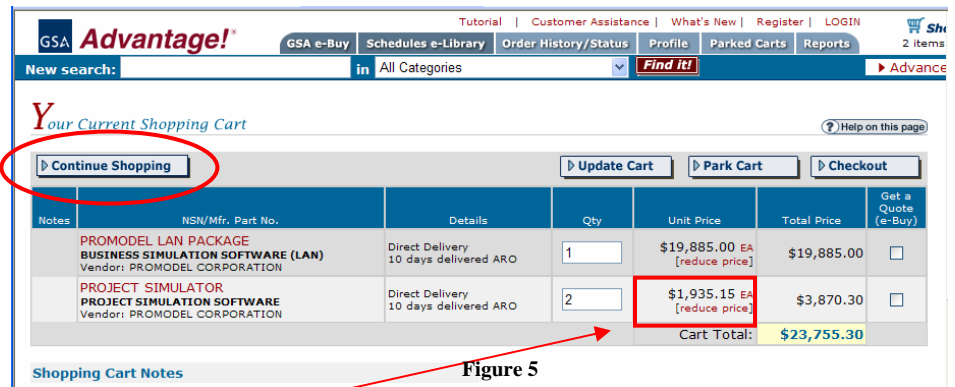


Figure 5

7. GSA does not apply the discounts from Figure 5 above. If you are purchasing multiple quantities of an item, go to the “Unit Price” box for the multiple purchases and hit the “reduce price” link. A price reduction authorization screen will open as seen in Figure 6.

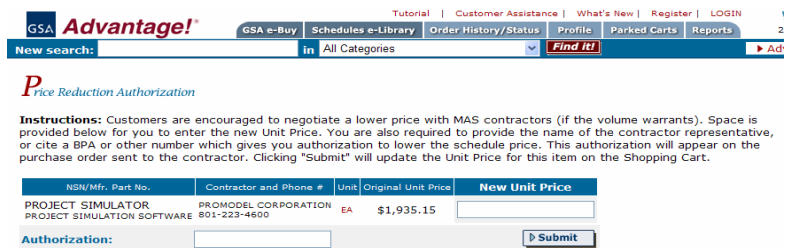


Figure 6

8. To determine the unit price, use your calculator and plug in the following:

- If the quantity purchased is 2 then multiply (original unit price)(.9)= new unit price
- If the quantity purchased is 3 then multiply (original unit price)(.8)= new unit price
- If the quantity purchased is 4 or more then multiply (original unit price)(.7)= new unit price

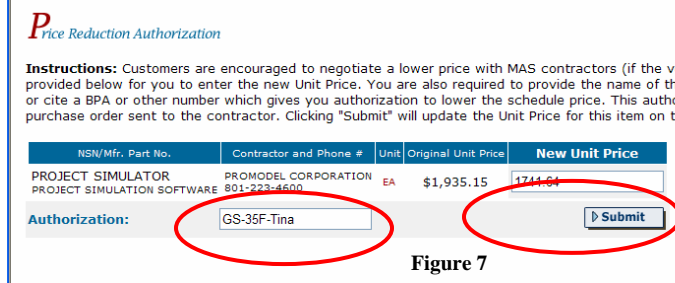


Figure 7

The purchaser must input the new unit price and an authorization code to get the discount or the discount will not be applied. The authorization code is **GS-35F-Tina** as seen in Figure 7 above. ProModel will check the invoice to insure you get the proper discount. If there is a discrepancy, we will notify the buyer.

9. When you hit the submit button from Figure 7, you will return to the shopping cart screen with your discounted prices for the multiple software purchases in the unit price box. You are now ready to “Checkout.” (Note the price difference between Figure 5 and Figure 8).

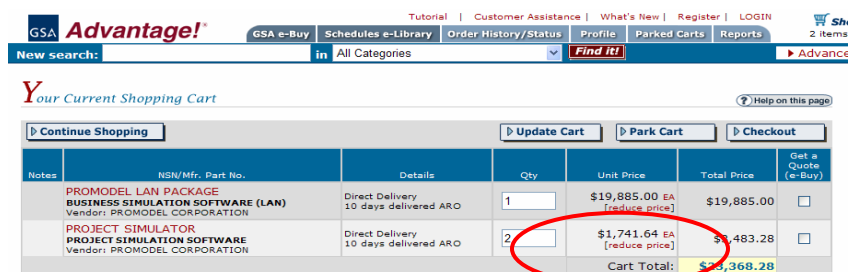


Figure 8

10. When you hit the check out button, you will see the screen depicted in Figure 9. Input your log in information and follow the GSA procedures.

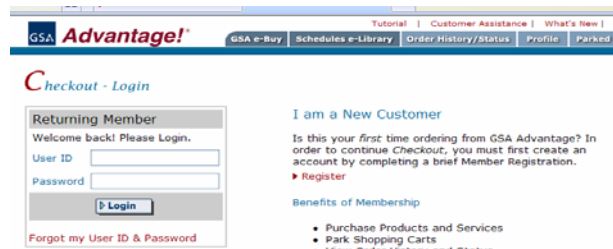


Figure 9

ProModel Purchase Made Easy Through GSA e-Buy

MAINTENANCE & SUPPORT PURCHASE (Sin 132-34)

TRAINING PURCHASE (Sin 132-50)

IT CONSULTING PURCHASE (Sin 132-51)

Sin 132-34 Maintenance & Support, Sin 132-50 Training, and Sin 132-51 IT Consulting are included in ProModel's GSA contract. These services are available for purchase on the GSA e-Buy services site. There are 2 ways to navigate to these services. Go to www.gsaadvantage.gov and on the top of the screen, click on the GSA e-Buy tab and follow the instructions. The other option is to go directly to GSA's e-Buy through <http://www.ebuy.gsa.gov>. Within GSA e-Buy, you can develop a custom requirement and request a quote from ProModel. We will work closely with your organization to identify the support you need to accomplish your mission.

If you are unfamiliar with the GSA e-Buy system, from the homepage, click on the "e-Buy training" link as seen in Figure 10.

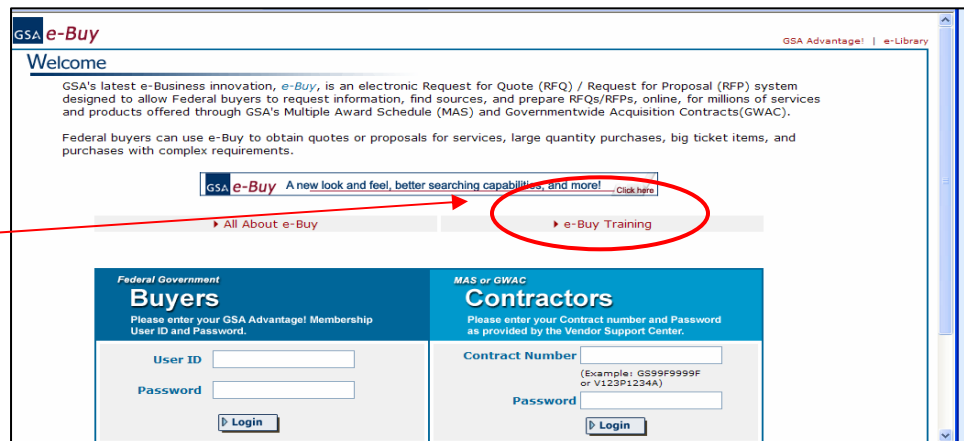


Figure 10

Figure 11 shows the training that is available for the GSA e-Buy system. You can download a PowerPoint (PPT) presentation or view a webex. A word of caution for the PPT presentation. If you double click on the file, you will get a huge listing of “wing-dings”. Download the file to your computer. It will download in an “htm” format. Open PowerPoint and then open the file. The instructions are very good and will walk you through setting up a custom requirement and quote.

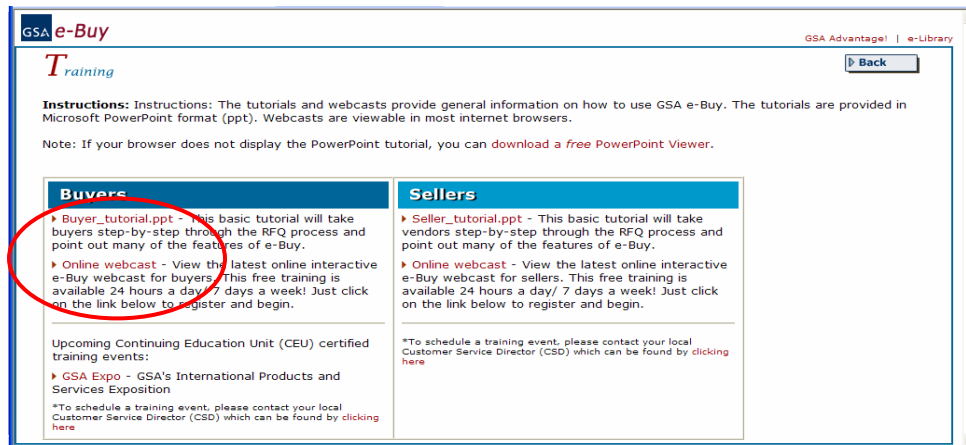


Figure 11

If you have any questions or problems, please contact the Director of Government Services, MAJ (Ret) Geoff Coleman at gcoleman@promodel.com or phone: 404-401-1737 or Shawnee Draper at sdraper@promodel.com or phone: 801- 223-4604.

Thank You for using ProModel Services. We are committed to helping you make:

BETTER DECISIONS – FASTER !!