



**IMPORTANT:**

*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 Quote (RFQ) or make an award.*

# GSS NextGen Ordering Guide

**PURPOSE:**

The procedures outlined in this ordering 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 [FAR Part 16.505](#). Please call 1.888.773.6542 or email the NITAAC Support Center at [NITAACSupport@nih.gov](mailto:NITAACSupport@nih.gov) if you have any questions.

**BROWSER RECOMMENDATION:**

This site is best displayed in Google Chrome or Firefox.

- 1 From [NITAAC homepage](#), Log into e-GOS using this button on the navigation bar:

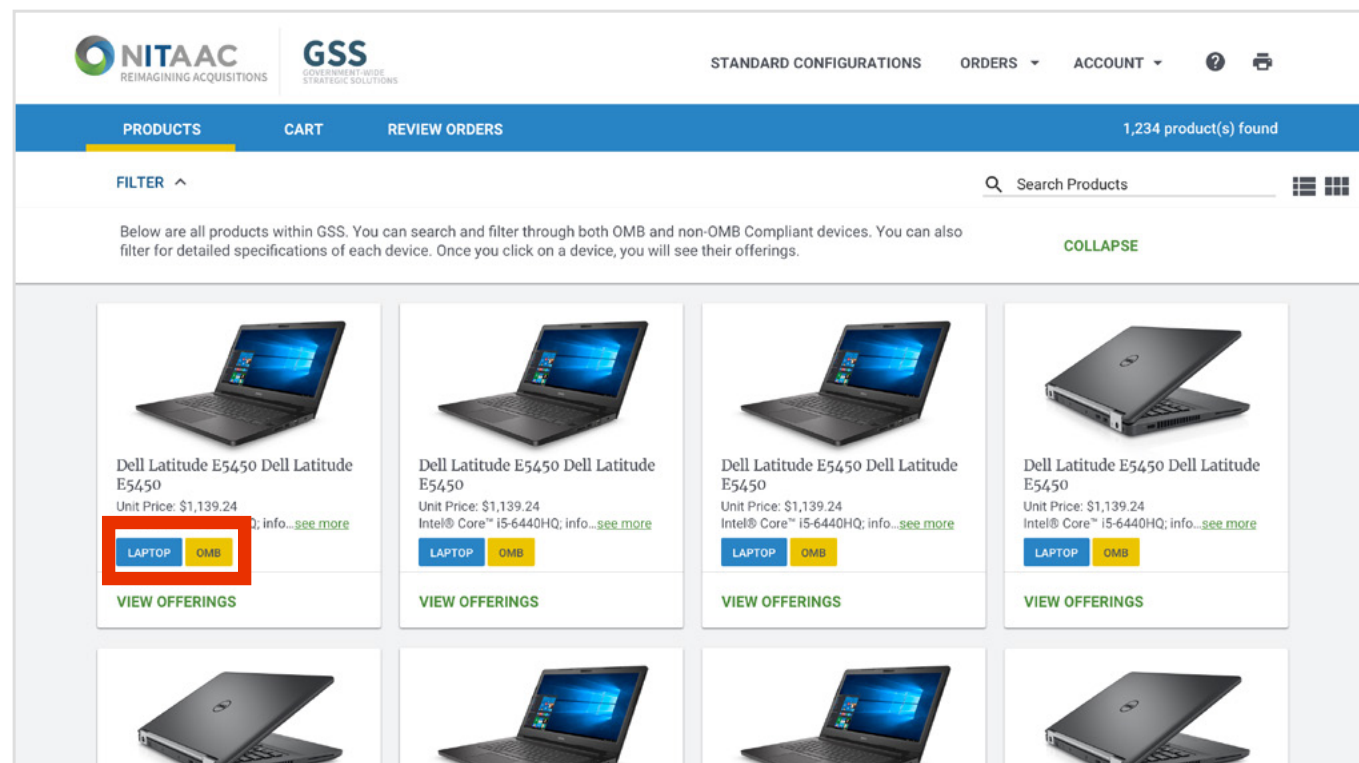


If you don't have a login, follow onscreen instructions to self-register

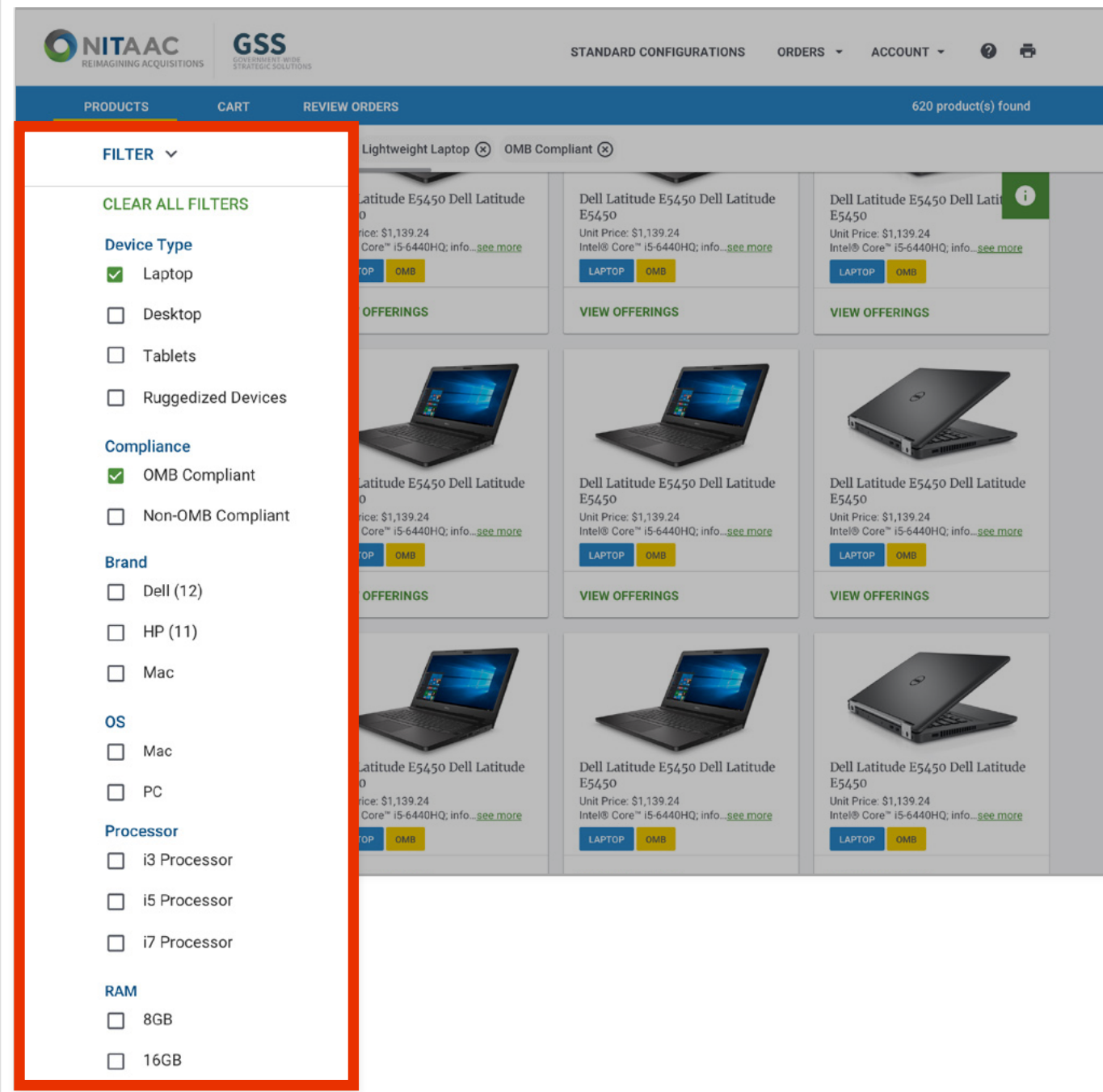
- 2 Click on **NITAAC GSS**. GSS will open in a new tab



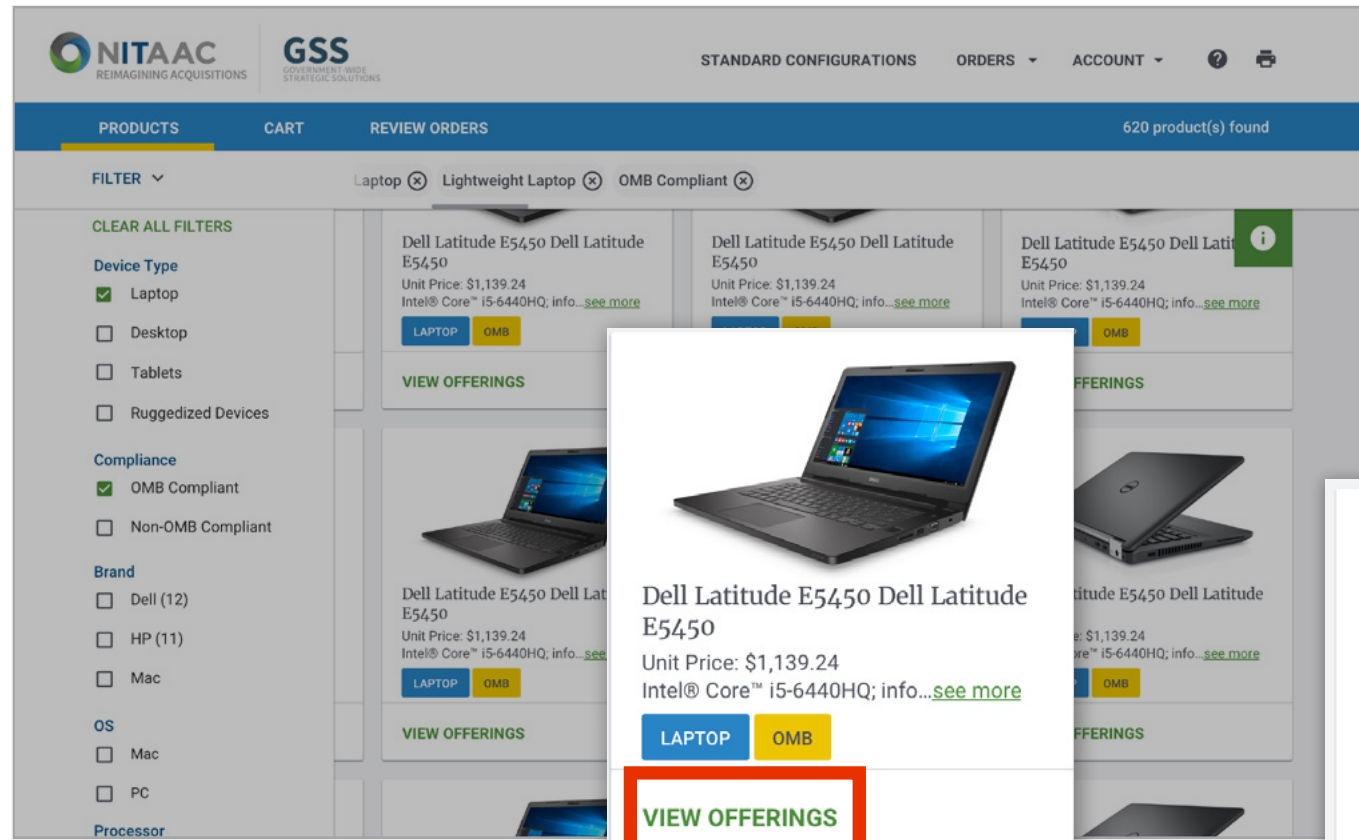
- 3 View all **OMB and NON-OMB Compliant** offerings within the new GSS Products Home Page



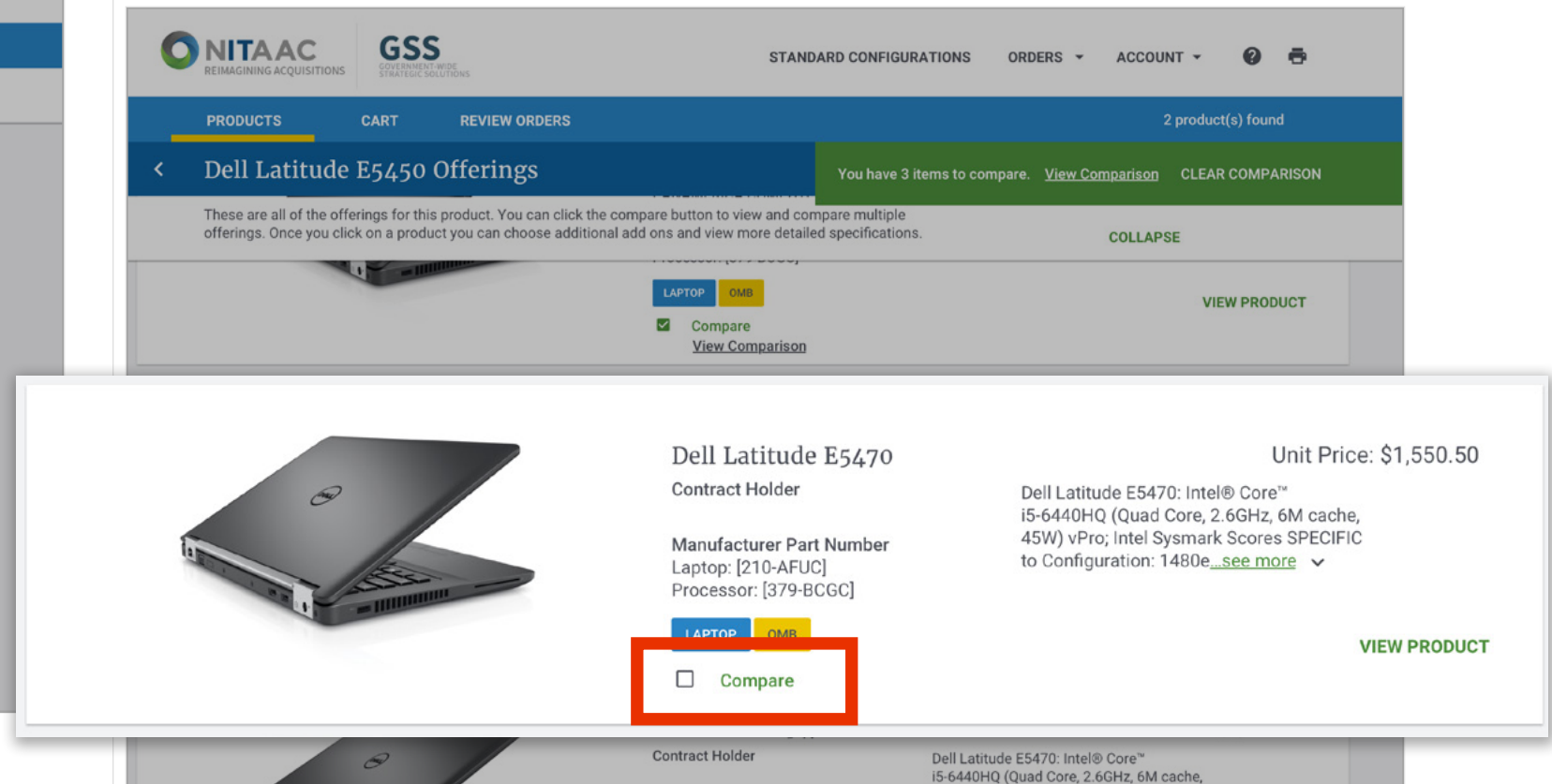
- 4 Filter through products using the search or choose categories such as OMB Compliant devices or even narrow it down to specific brands and device types



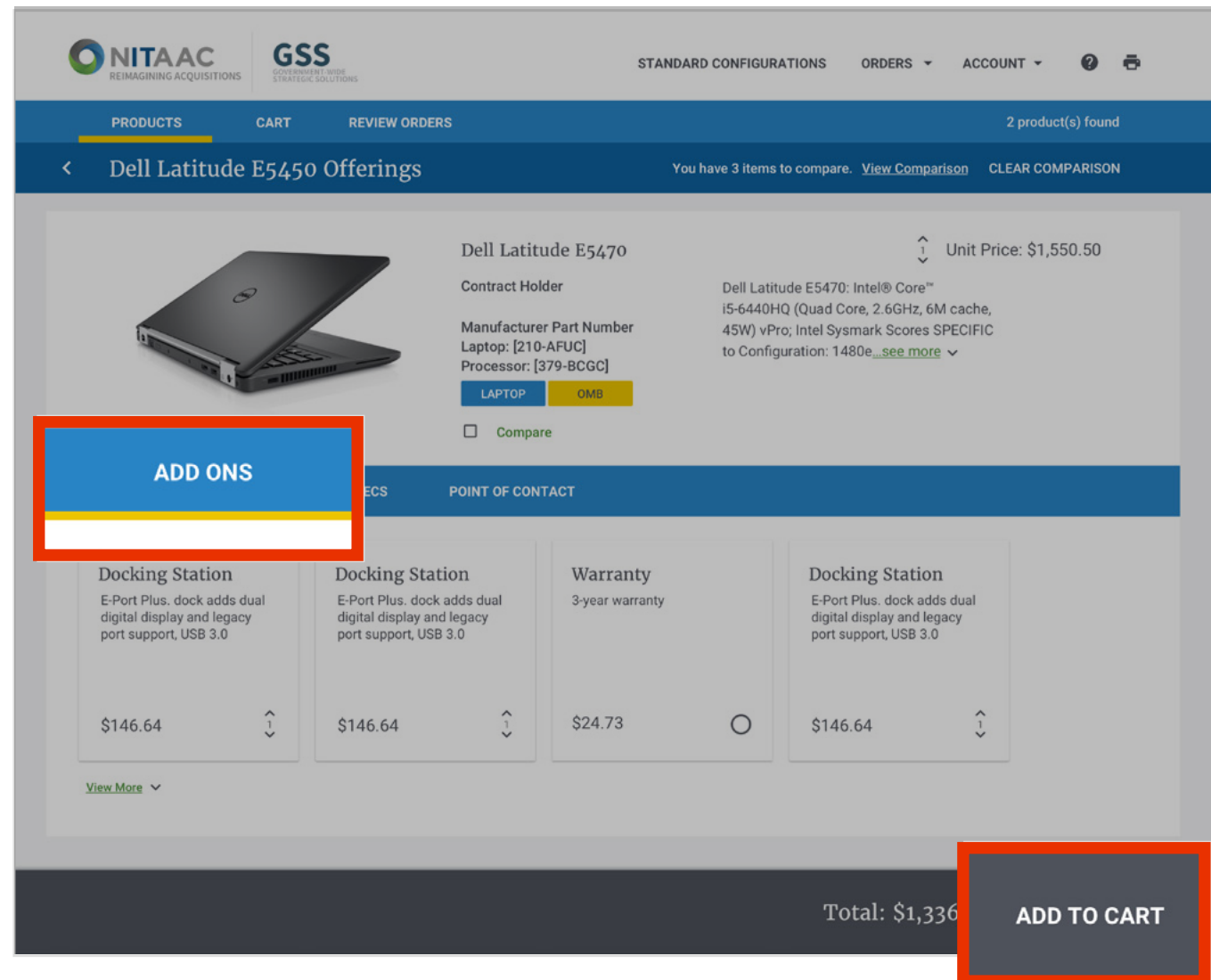
**5** Click on a product card to **View Offerings** for a particular product



**6** You can click the **Compare** button to view and compare multiple offerings. Once you click on a product you can choose additional add ons and view more detailed specifications

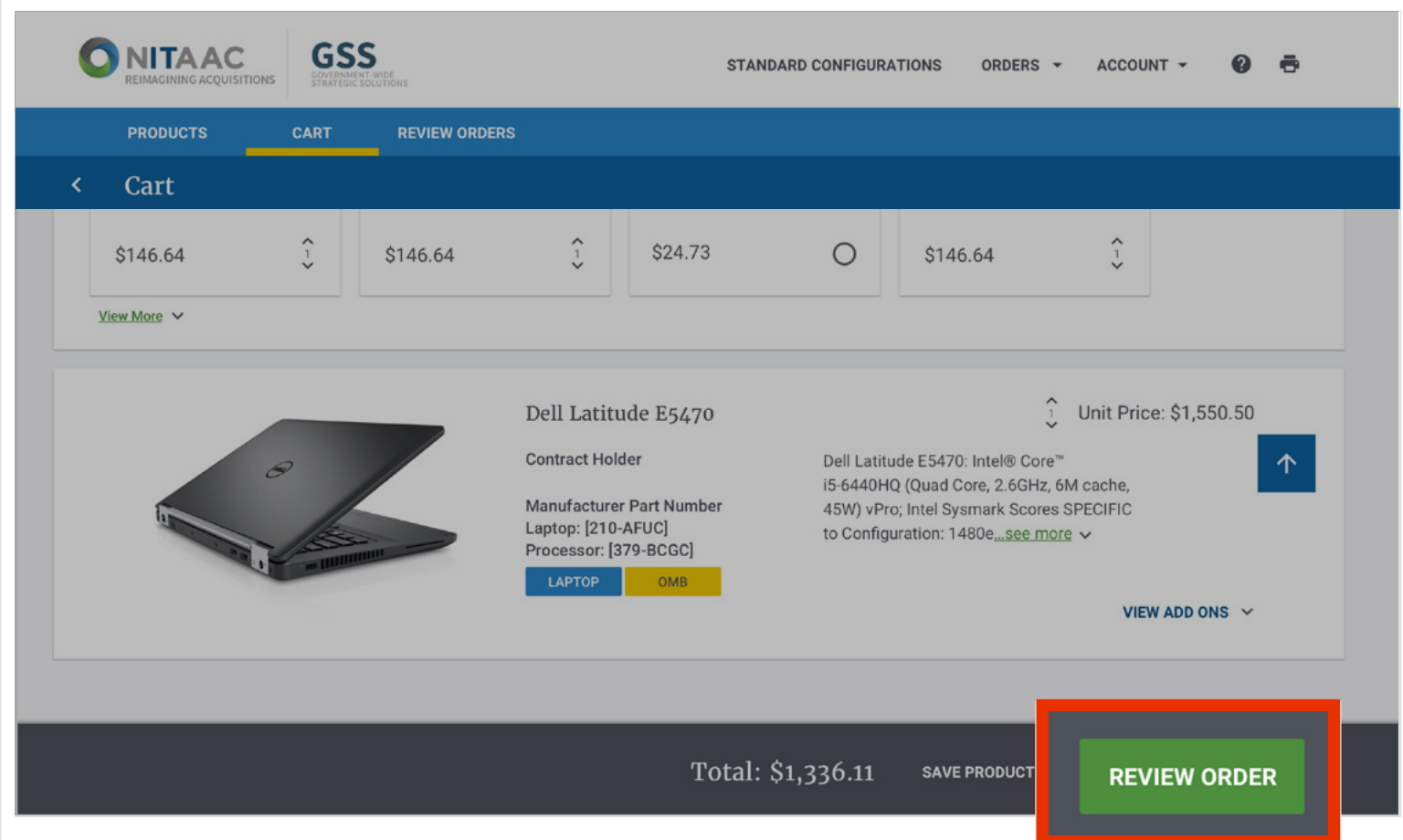


- 7 Click **Add to Cart** to add this item to your cart. You can continue shopping for more product **Add Ons** or go directly to your cart and then review your order



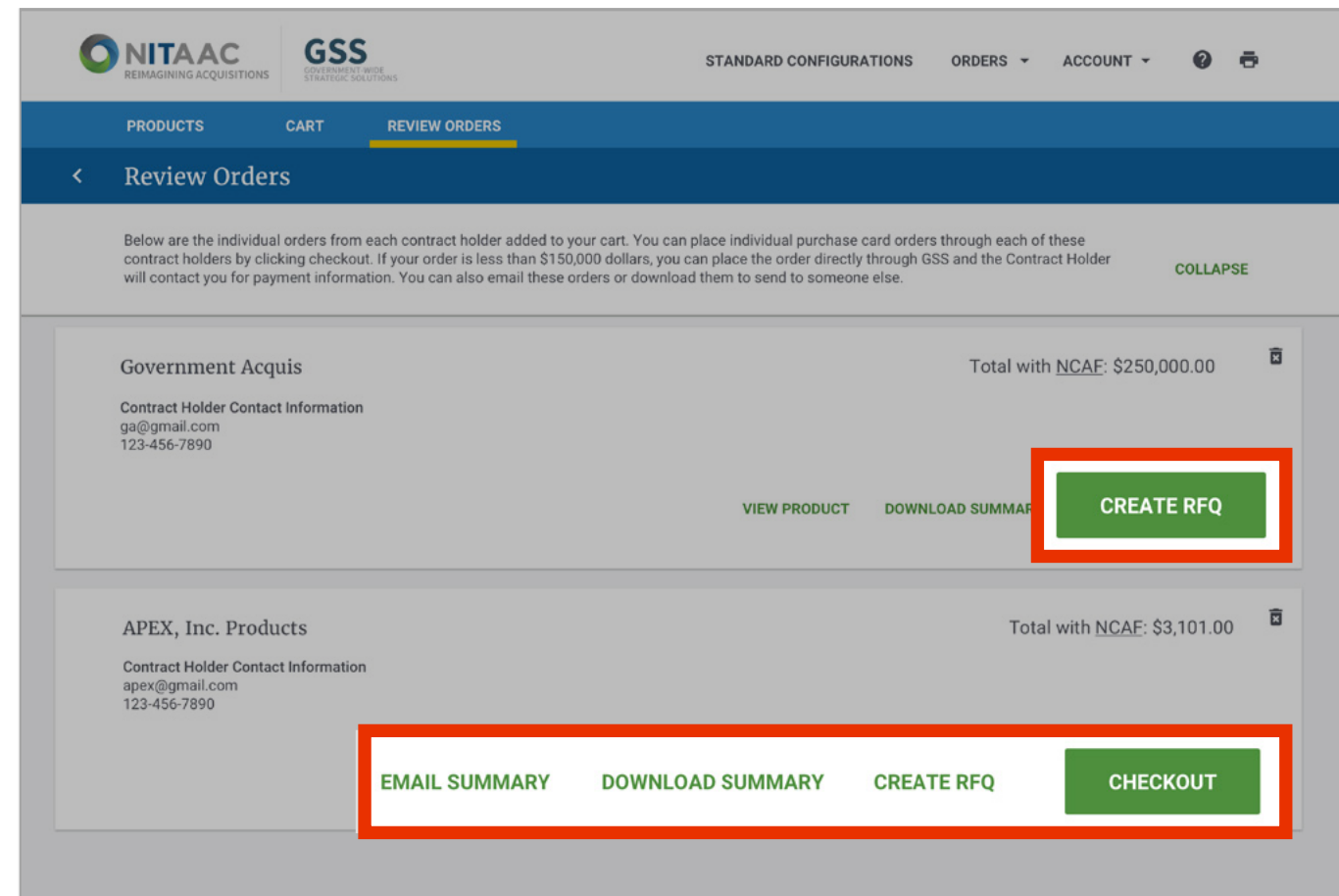
- 8 This is not finalized yet. To finalize your order, select **Review Order**. You can also edit the quantities of the products and add ons or save this order for later and finalize it at a later date

- 9 When you are ready to review your order (e.g. place the order directly or email/download the order summary) click **Review Order** at the bottom or top of the page



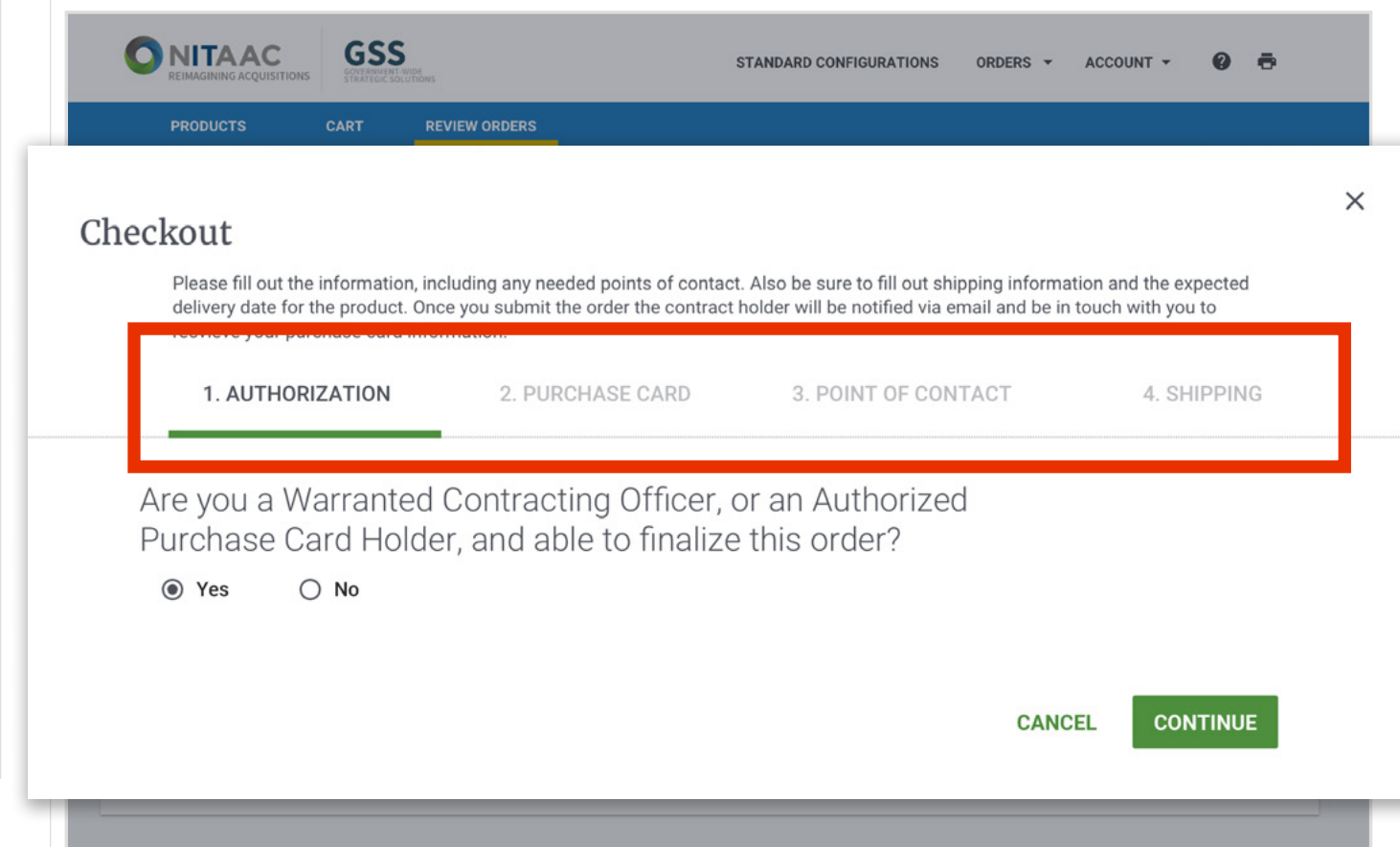


- 10 In the **Review Orders** page, your products are split into orders based on the vendor from where you are ordering those products
- 11 You can **email your individual order summaries** to share with a colleague, or **download the summary** for your records or sharing

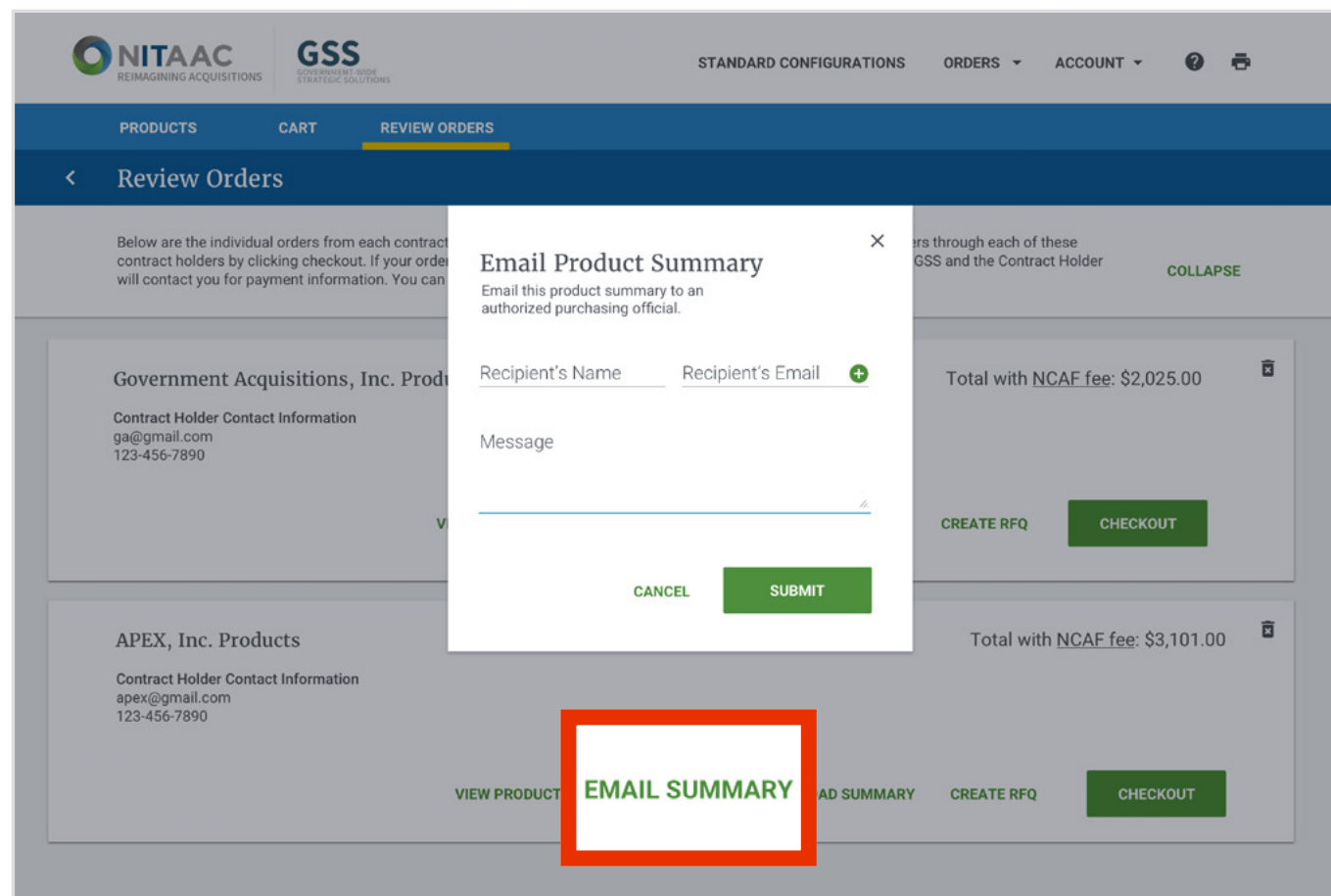


- 12 If the order is **less than** the Simplified Acquisition Threshold of \$150,000 and you are a Warranted Contracting Officer, or an Authorized Purchase Card Holder, you can place the order through GSS by clicking **Checkout** and following the on-screen instructions

*NOTE: GSS NextGen is not a financial system and credit card information will not requested or captured as part of the checkout process.*



- 13 For purchase card orders, the order summary will be emailed directly to the contract holder(s). Contract holder(s) will be responsible for reaching out to the purchase card holder directly to collect payment information.
- 14 If your order is **above** the Simplified Acquisition Threshold of \$150,000, you may compete this large requirement among several vendors by **issuing an RFQ** or by **e-mailing your cart** to your ordering official



- 15 After placing an order you can view a history and status of that order by going to the **Orders** dropdown at the top of the page and clicking on **Placed Orders**

