Active Supplier Contract: Information Sheet

Overview: The Office of Procurement Services aims to create and maintain Active Supplier Contracts that are available for use by the campus community on an as needed basis. This document provides information regarding an active supplier contract so that faculty and staff may become familiar with the scope of work, and take advantage of the already established agreement.

Benefits of Utilizing an Active Supplier Contract:

- All procurement and compliance requirements have been satisfied, and therefore reducing the time and resources required to place orders.
- The selected Vendor was evaluated by University stakeholders and deemed to be advantageous, price and other factors considered.

Project Description:	Apple computers and related equipment
Contract:	Sourcewell Contract #121923-CDW *(University Waiver #W261206)*
Term:	January 1, 2026 through December 31, 2030 (five-years)
Awarded Vendor:	CDW Government, LLC
CDW Government, LLC Contact Information:	**Primary Representative**: Joe Masulli **Title**: Senior Account Manager (Higher Education) **Phone**: 203.851.7057 **Email**: joemasu@cdwg.com **Secondary Representative**: Roberto Natalino **Title**: Senior Account Representative (CDW-EDU) **Phone**: 203.851.7247 **Email**: robenat@cdwg.com

Scope of Services:

This contract is for Apple computers and related equipment for all campus locations.

Purchases under this Contract may be made through a Punch-Out (preferred) or outside of the Punch-Out (requisition process). Please see the guides below on how to purchase items through the Punch-Out, and outside the Punch-Out.

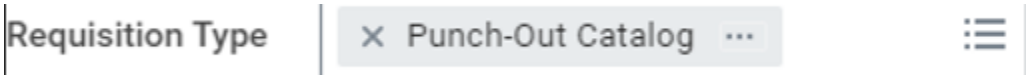
This Contract may be utilized by any department on an as-needed basis.

For more information regarding computer hardware configurations, or disposing of computer equipment, please refer to the Division of Information Technology's webpage for Department Computer Purchases.



CDW - Apple Punch-Out Catalog

Effective January, 2026 CDW Government, LLC. (Supplier ID: S-00001688) has been created as a punch-out catalog in Workday. **ALL** requisitions for CDW Government, LLC(CDW). must now be entered through the punch-out process (such as W.B. Mason, Grainger, etc.) using "**Punch-Out Catalog**" as the **Requisition Type.**



Montclair State University has standardized Apple equipment to ensure all devices are fully supported by the Information Technology (IT) Service Desk, and local academic technology teams. Therefore, only pre-approved standardized desktops, laptops, workstations, monitors, and peripherals are available for purchase under the punch-out. For assistance purchasing products outside of the standardized equipment, please send an email to itservicedesk@montclair.edu.

As with all other punch-outs, CDW requests cannot be edited, canceled and/or a change order cannot be created, once they have been submitted in the system. For any changes to the original request, contact the CDW representative listed below:

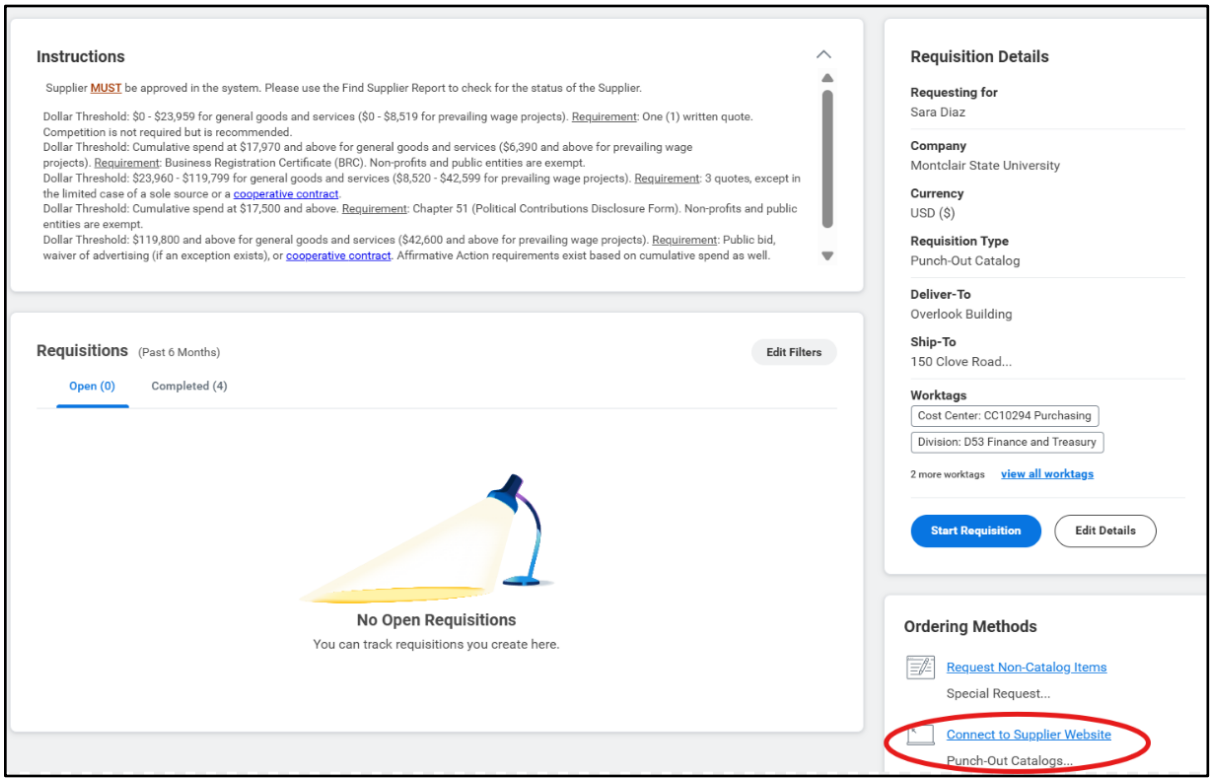
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Title: Senior Account Manager (Higher Education)
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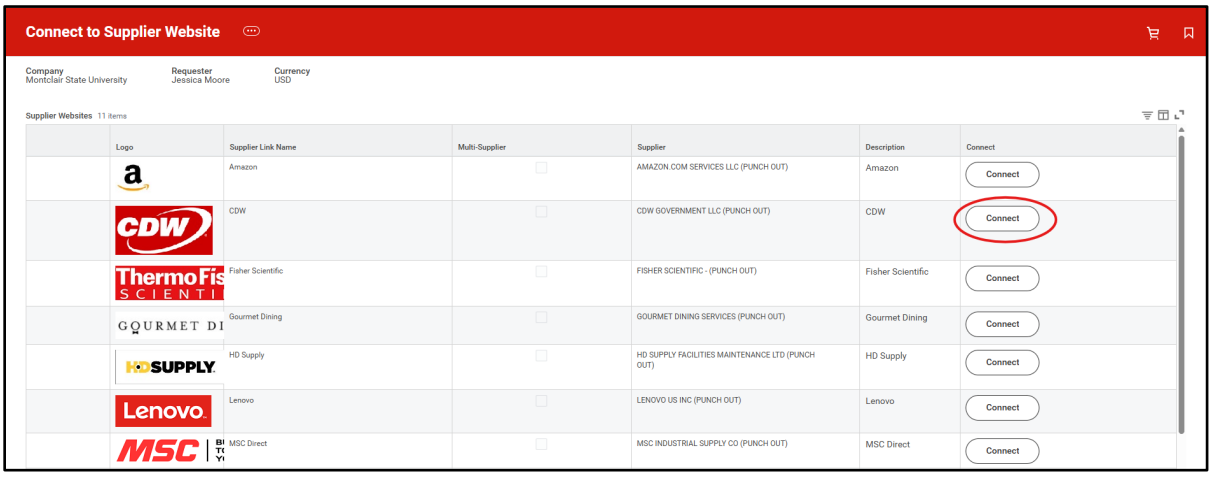
For more information regarding computer hardware configurations, or disposing of computer equipment, please refer to the Division of Information Technology's webpage for Department Computer Purchases.

TO CREATE A PUNCH-OUT REQUISITION:

1. In Workday, go to **Create Requisition**.
2. Select **Connect to Supplier Website** under *Ordering Methods*.

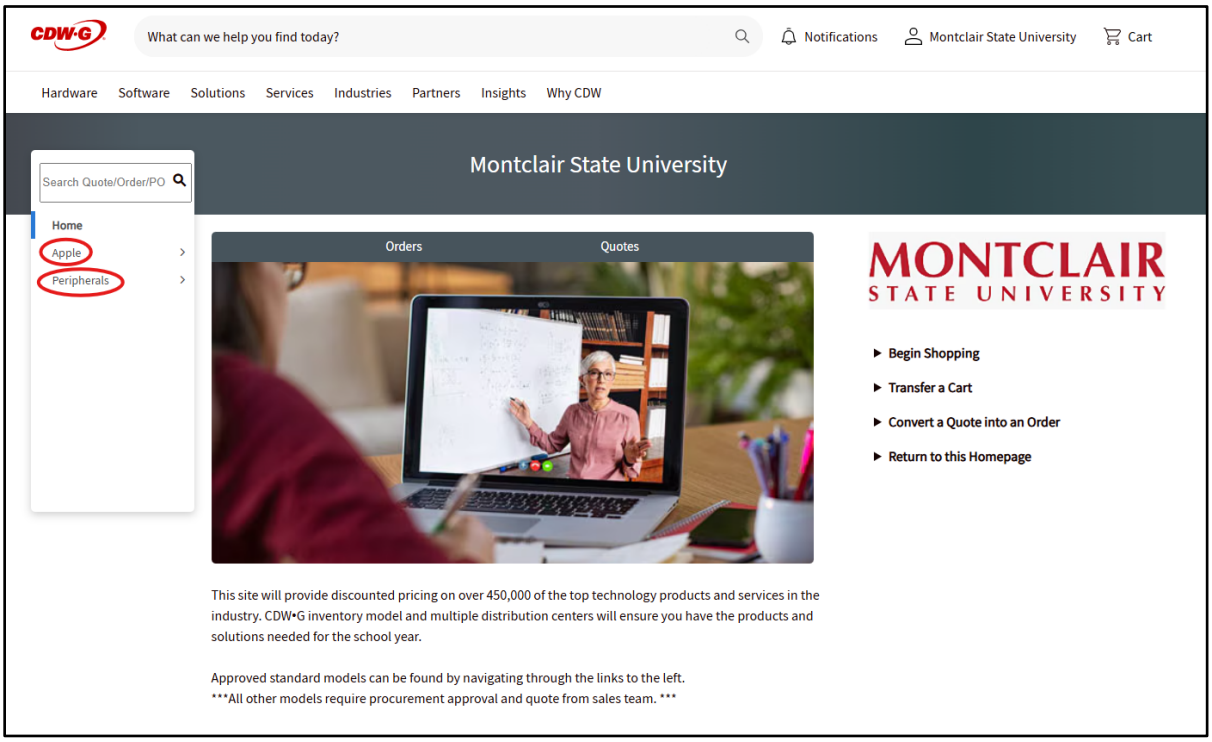


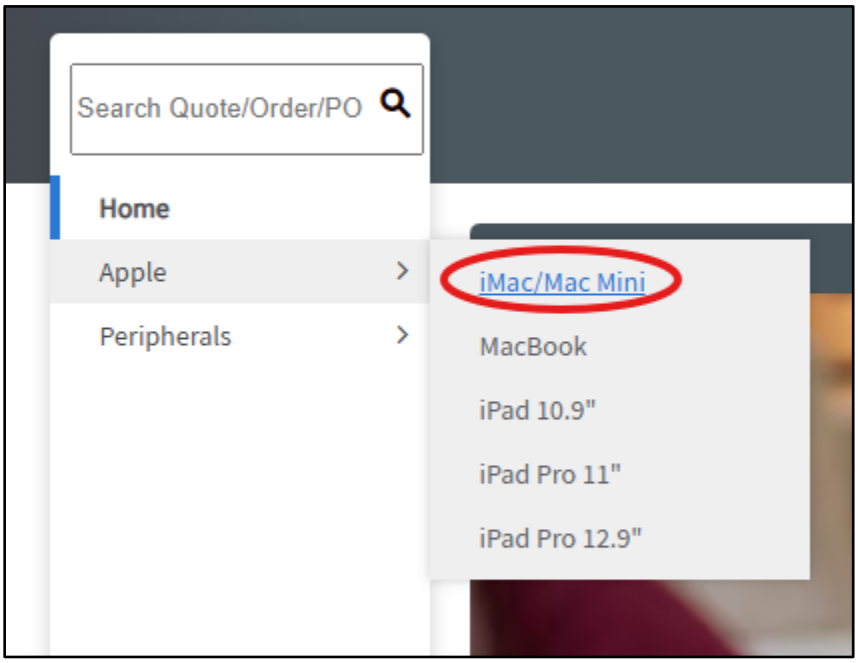
3. Click the **Connect** button on the **CDW** line.



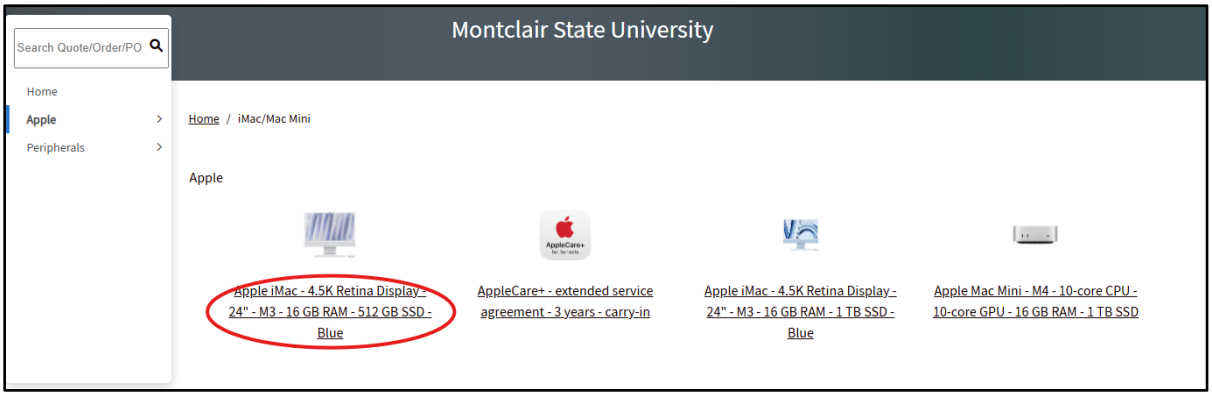
TO PURCHASE AN ITEM:

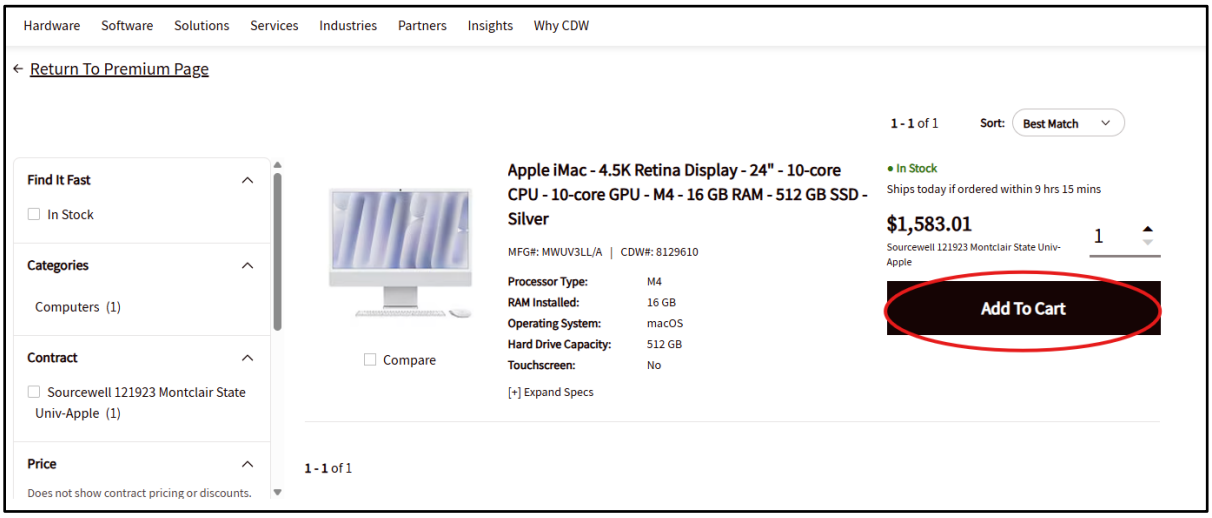
1. Once on CDW's website, click on either options "Apple" or "Peripherals" and click on the desired item.



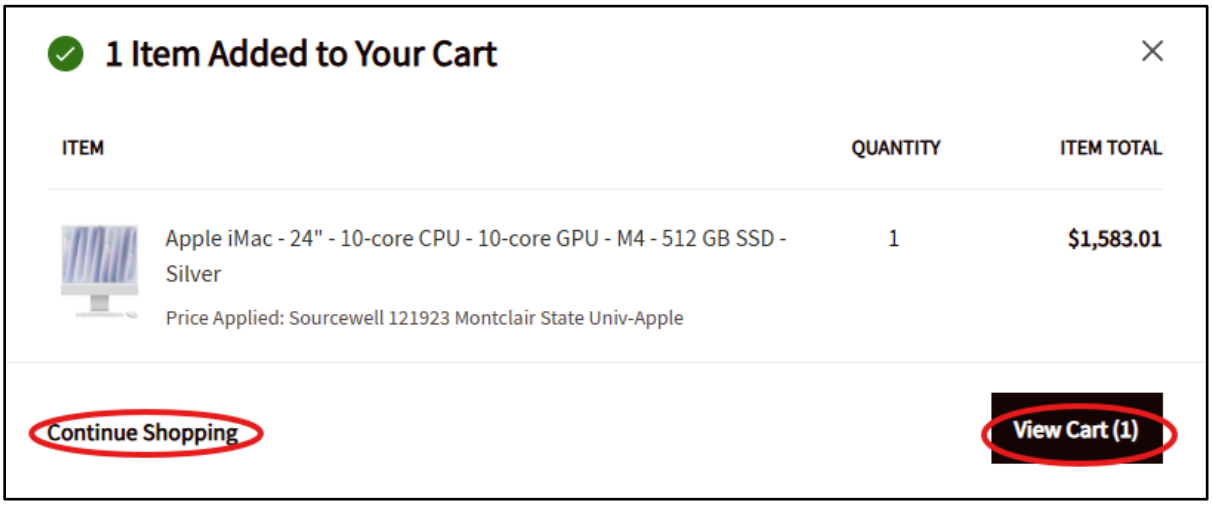


2. Click the item you wish to purchase. Once in the main "Item" page, click the corresponding **Add to Cart** link to the right of the item.



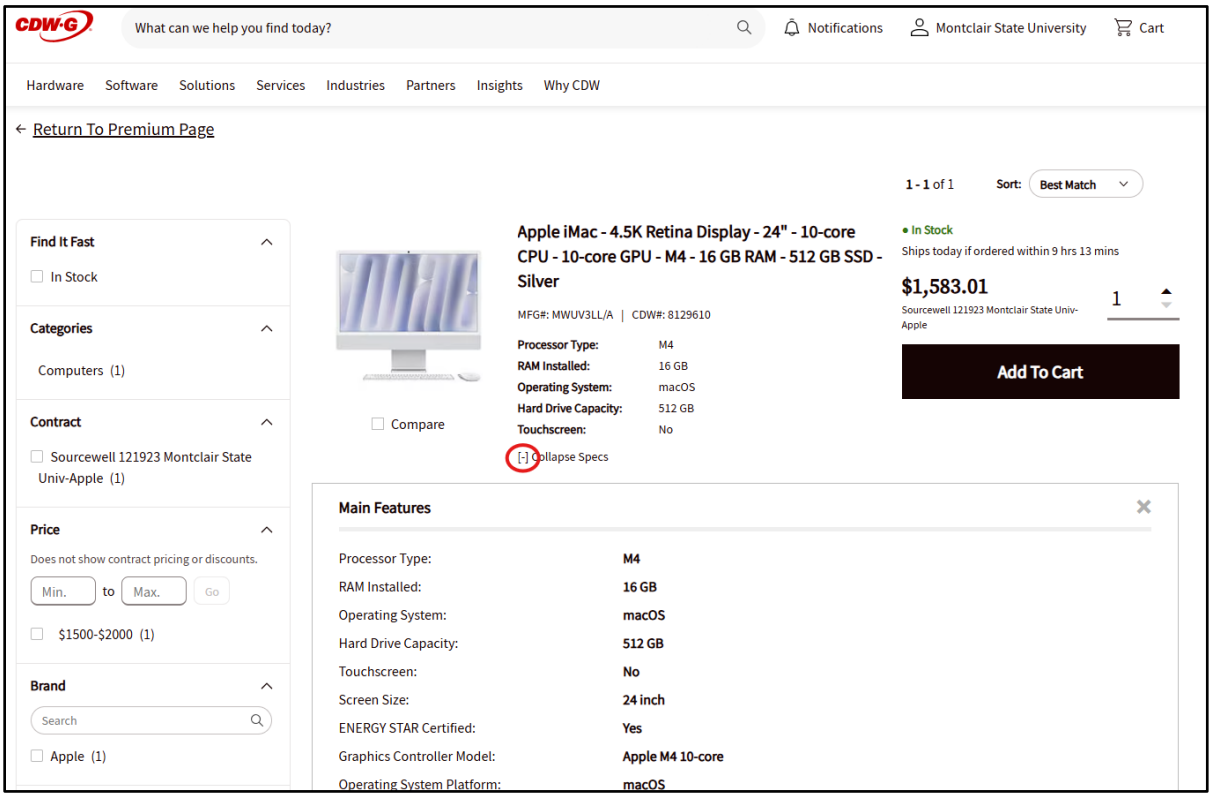


3. After clicking **Add to Cart** a window will appear allowing you to view cart or continue shopping to add additional items to your cart.



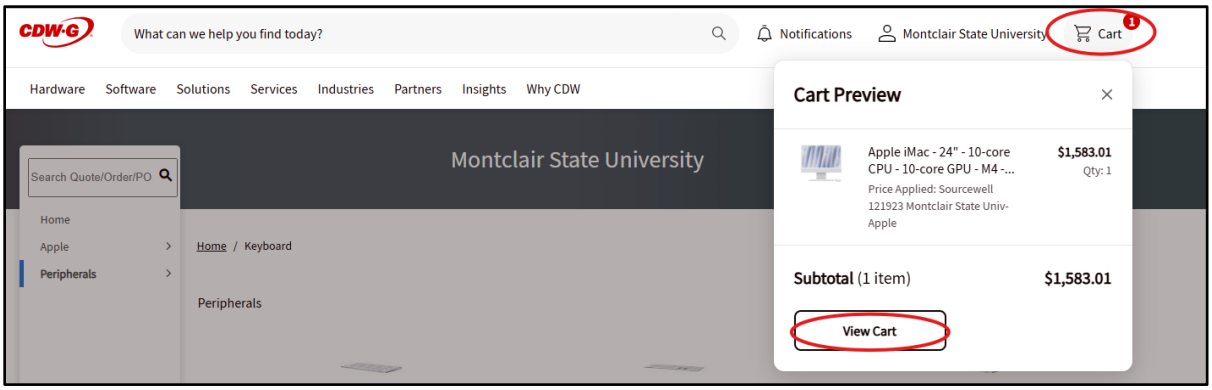
TO VIEW THE SPECIFICATIONS OF A SPECIFIC ITEM:

1. Click the [+] View All, under the corresponding item. *Note, only specific items which include additional components (such as some laptops and external drives) are customizable. Most items are standard and customization is NOT available.*

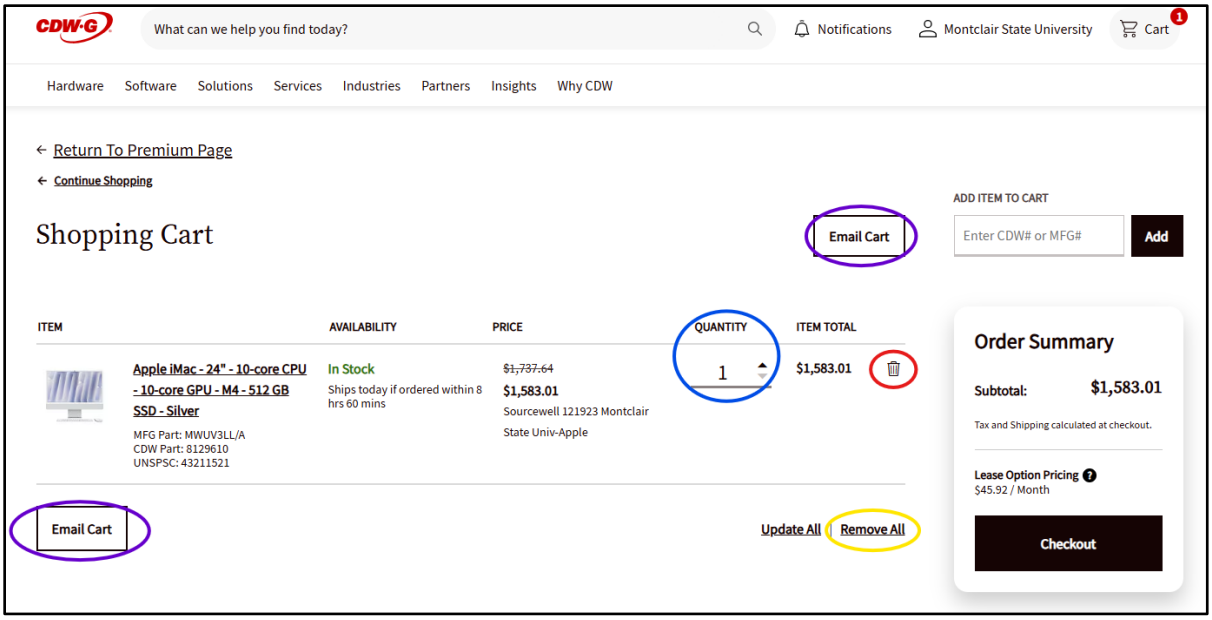


TO VIEW ITEMS ADDED TO YOUR CART:

1. To view items added to your cart, click the cart icon in top right of your screen for a quick snapshot or click View Cart button to open cart in its own window.

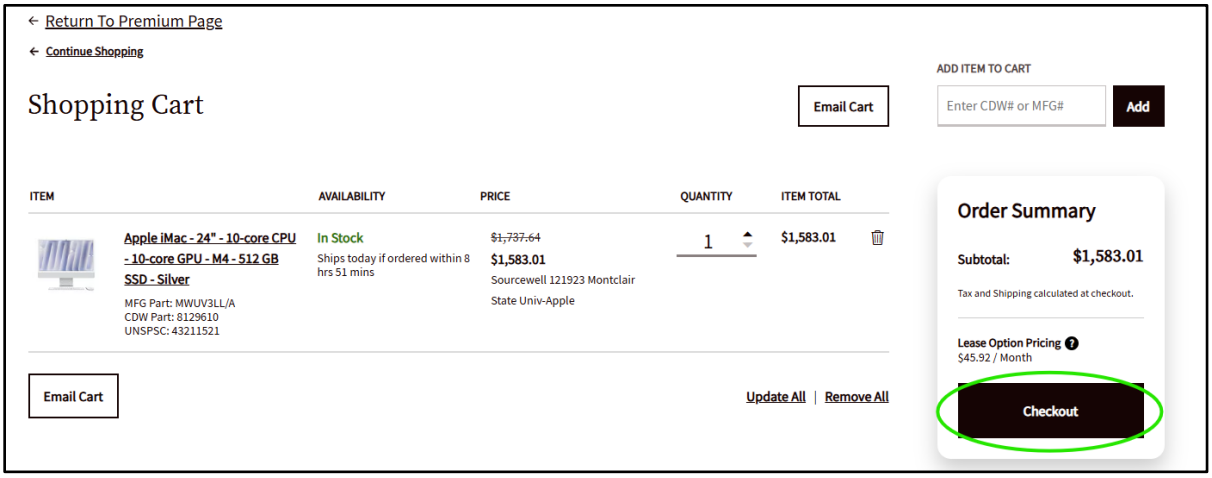


2. Your Shopping Cart has the following functionality:
    a. To remove an item from the cart, click the trash can next to item total.
    b. To adjust the quantity of an item within the cart, click up or down arrow under the quantity field next to the corresponding item you wish to update quantity.
    c. To remove all items in your cart, click the Remove all link at the bottom right corner.
    d. To email your cart to yourself or others, click on the email cart link at top right or bottom left of your cart.



TO CHECKOUT:

1. To **Checkout** of the CDW punchout screen and return to the requisition, click the **Checkout** button. This will bring your items to Workday to continue your requisition.



FINAL APPROVALS & CONFIRMATIONS:

After the department manager's approval, all purchases will be routed in Workday to Information Technology for approval, and then CDW will receive the purchase order.

Once a request is submitted, the Requester will receive three emails from CDW, as follows:

- First email will be sent immediately after the request has been submitted through Workday and will confirm that the request was received (Purchase Order Acknowledgement).

- Second email indicates that CDW has processed the Purchase Order and is working on fulfilling the request (PO Confirmation).

- Third email confirms that the request has been shipped from CDW (Shipment Confirmation).

For questions regarding hardware configurations, please contact Information Technology:

Name: Jason Francis
Title: Director of Endpoint Engineering, Technical Support Services
Email: FrancisJ@montclair.edu
Phone: 973.655.3374

Outside the Punch-Out: CDW Government, LLC

Departments (end-users) may purchase outside of the Punch-Out (requisition) for Apple computers or related equipment that is non-standard, nor available for purchase in the Punch-Out.

Part 1: If the required computer or other hardware is not available in the Punch-Out, reach out to the CDW representative for a quote meeting your needs.

Waranty Requirement: All quotes received for non-standardized computers through this process must include a minimum 3-year warranty.

Primary Representative: Joe Masulli
Title: Senior Account Manager (Higher Education)
Phone: 203.851.7057
Email: joemasu@cdwg.com

Part 2: Create a requisition in Workday, based on the quote provided from CDW.

- When creating the requisition, select "Nationally Recognized Cooperative Contract," as the requisition type.
- Select Supplier Contract #000550.
- Use one of the following spend categories: SC0057: Hardware Desktop, Laptop, tablet, iPad - or - SC009: Computer peripherals/supplies.
- Within the 'Memo to Suppliers,' field, please enter Sourcewell #121923.
- After completing the requisition, the Questionnaire box will appear for a response. Please reference the Contract, "W261206."

Part 3: All requisitions for CDW-purchased Apple computers or other hardware through this process must include a justification, including the name of the primary user, and an explanation as to why a pre-approved model is insufficient.

Part 4: Receive any good(s) in Workday once the product(s) has been delivered.

Part 5: CDW should submit the invoice to Accounts Payable, as directed on the purchase order. If, however, you receive the invoice, please email it to Accounts Payable (APinvoices@montclair.edu) for payment, and include the purchase order number, receipt number, your name, and extension on the invoice.

Important Note: CDW should never deliver any equipment without a purchase order. Therefore, all requisitions must be created from the quote received, and not an invoice.