CONNECTION

Columbia University Marketplace Job Aid

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SHOPPING the Connection website:

An online catalog of contract products and computer standards has been created.

- **Search**: Connection Part Number, Manufacturer Part Number or Keywords using the Search Box option at the top of the Account Home page.

- **Products**: Shop by product categories using the drop down search option.

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<table>
<thead>
<tr>
<th>PRODUCTS</th>
<th>SOLUTIONS</th>
<th>SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessories</td>
<td>Cables &amp; Adapters</td>
<td>Cables &amp; Port Converters</td>
</tr>
<tr>
<td>Apple</td>
<td></td>
<td>Cable Accessories</td>
</tr>
<tr>
<td>Cables &amp; Adapters</td>
<td></td>
<td>Cables</td>
</tr>
<tr>
<td>Computer Parts</td>
<td></td>
<td>Power Cords</td>
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<tr>
<td>Computers</td>
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<tr>
<td>Electronics</td>
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<tr>
<td>Media &amp; Supplies</td>
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<tr>
<td>Monitors &amp; Projectors</td>
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<tr>
<td>Networking</td>
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<tr>
<td>Office Equipment</td>
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<tr>
<td>Power</td>
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<tr>
<td>Printers &amp; Supplies</td>
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<tr>
<td>Servers &amp; Accessories</td>
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<tr>
<td>Services</td>
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<tr>
<td>Software</td>
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<tr>
<td>Storage</td>
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</tbody>
</table>
- **Refine Your Results**: Search allows you to further refine your results by technical specifications, manufacturer, compliant standards and more.

```
Refine Your Results
- Search Within
  - Clearance items only
  - In Stock items only
- Manufacturer
- List Price
- Battery Run Time (max)
- Battery Technology
- CD/DVD Type
- Chassis Form Factor
- Color
- Compliant Standards
- Display Size
```

**Search Results:**

The Search results page offers:
- Sort By, (*Availability*, *Best Matches*, *List Price*, *Most Popular*, *Product Name*)
- Custom page view with Results per page and List or Grid View.
- Compare up to five products

```
PRODUCT COMPARISON
1 - 12 of 56669 Results
Sort By: Availability

C2G Cat5e Snagless Unshielded (UTP) Network Patch Cables
- Item #: 13097219
- Mfr Part #: 22012
- Patch / RJ-45 (M) connector(s)
- SW/M & STP
- See All: Cables

C2G High Speed HDMI M M 4K Cable with Ethernet, Black, 6 ft
- Item #: 16989941
- Mfr Part #: 56783
- See All: Cables
```

```Results per page: 12 | 25 | 40```
## Compare Product View

<table>
<thead>
<tr>
<th>Name</th>
<th>Price</th>
<th>Status</th>
<th>Manufacturer Name</th>
<th>Manufacturer Part#</th>
<th>Actual Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2G Cat6e Snagless Unshielded (UTP) Network Patch Cable, Blue, 10ft</td>
<td>$2.42</td>
<td>In Stock</td>
<td>C2G Cable</td>
<td>22042</td>
<td>201 lbs</td>
</tr>
<tr>
<td>C2G High Speed HDMI M/M 4K Cable with Ethernet, Black, 6ft</td>
<td>$4.87</td>
<td>In Stock</td>
<td>C2G Cable To Go</td>
<td>56083</td>
<td>4.70 oz</td>
</tr>
<tr>
<td>StarTech.com USB 2.0 Cable, High Speed Certified, USB A Male to USB B Male, 10ft</td>
<td>$2.75</td>
<td>In Stock</td>
<td>StarTech.com</td>
<td>1S624AB10</td>
<td></td>
</tr>
<tr>
<td>Belkin Cat5e UTP Snagless Patch Cable, Black, 3ft</td>
<td>$1.22</td>
<td>In Stock</td>
<td>Belkin</td>
<td>322401-03-BLU-5</td>
<td></td>
</tr>
<tr>
<td>Belkin HDMI Cable, M-M, Black, 10ft</td>
<td>$7.00</td>
<td>In Stock</td>
<td>Belkin</td>
<td>F8V211B10</td>
<td></td>
</tr>
</tbody>
</table>

Add to Cart

## Product Detail:

Product Detail includes images, overview, specifications, accessories, warranties, and **ADD TO CART** to begin Request Quote or Checkout.
Personal Quicklist

For frequently purchased items, Users can create personal product list for quick purchasing. Quicklist can be created from product detail and product search page.

Once created, quicklists are available on the Account Home page.
ORDERING:

Click **ADD TO CART** to build your cart.

Once the cart is complete. Click the Cart icon on the top right corner.

Cart Preview Options:

- View Full Cart – takes you to the “My Cart Detail” page
- Request Quote – cart is sent to Account Manager
- Begin Secure Checkout – begins order placement
My Cart Detail: Options include:
- **Request Quote**: Sends a request to your Account Manager to quote
- **Save & Close**: Cart will save for future shopping
- **Save As PDF**: Cart is available to save in PDF format
- **Begin Secure Checkout**: Ready to buy!

Review and Submit Cart: Review your cart for accurate product and quantities and select “Submit Cart”. The cart will checkout to the Columbia MarketPlace, where billing and shipping information is configured. Once the order is completed an email notification will be sent with order number and details.