

How-to Guide for the GMI Order Portal

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Requesting a Custom Quote (Non-Catalog Order)

Do you need an item that you don't see in our catalog and want it to be processed via punch out? Just follow the below steps!

Contact us directly:

1. Call 425-644-2233 and ask for Eric Kangas or David Sheehan OR
 - a. Send an email to uw-orders@gmi.com
2. Once we determine the pricing and details of your order, we will add it directly into the catalog and send you a notice.
3. Add the item to your cart and checkout like normal.

Free Security Assessment Products (\$0.01 Products)

There are a few products in the GMI Catalog that are listed for \$0.01. These items are informational and don't need to be added to your cart. The two items are:

1. *Click here for Help Guide
 - a. This guide.
2. Looking for IT / Security Solutions?
 - a. Information on how to contact GMI for custom solutions.
3. GMI: Free Tenable Security Scanning Assessment
 - a. Information on how to request a custom scope of work to identify security vulnerabilities with Tenable
4. GMI: Free Varonis Data Protection Assessment
 - a. Information on how to request a custom scope of work to protect and identify valuable/private data with Varonis.

How to Remove Items from the Cart

There are two ways to remove items from your cart.

Option 1: Clear out the Entire Cart

1. Clear out your entire cart.

The screenshot shows the HP SmartStores website interface. At the top, there's a blue header with the HP logo, 'Product Selection', a progress bar at 1%, and 'Next Step: Confirm'. Below the header, there's a navigation bar with 'All Products' and 'Categories'. The main content area displays several product cards for General Microsystems Inc. and HP Elite laptops. A yellow box highlights the shopping cart total of '\$2,824.06' with an 'X' icon next to it. A red arrow points from a text box that says 'Hover over your cart total and click on the X to clear the entire cart.' to the 'X' icon. At the bottom of the page, there's a 'Last Step' button, the total '\$2,824.06', and a 'Next Step' button.

2. Confirm that you want the cart cleared out by clicking **Remove Selection**.

The dialog box is titled 'Remove End User' and has a close button (X) in the top right corner. The main text reads: 'You are about to remove this end user selection and the configurations associated. This action cannot be undone.' Below this, it shows '\$2,948.01 / 3 products'. At the bottom right, there is a yellow button labeled 'Remove Selection'. A red box highlights this button, and a red arrow points to it from a text box that says 'Click here to confirm.'

Option 2: Remove Individual Items from the Cart

1. Hover over the cart at the bottom of the screen and click the X next to each item you want to remove.

The screenshot shows the HP SmartStores website interface. At the top, there is a blue header with the HP logo, 'Product Selection', a progress bar at 1%, and 'Next Step: Confirm'. Below the header, there is a navigation bar with 'All Products' and 'Categories' dropdown. The main content area features logos for W.G. (SINCE 1983), General Microsystems Inc. (Custom Quote), tenable, and VARONIS. A shopping cart icon is visible in the top left. The cart contains two items:

Item	Quantity	Unit Price	Total Price	Action
HP Elite x2 1013 G3 Tablet with 3 Yr NBD On Site Support 4SA58UT#ABA	1	\$1,724.36	\$1,724.36	X
HP EliteBook 735 G5 Notebook PC with 3 Yr NBD On Site Support 4HZ57UT#ABA	1	\$1,099.70	\$1,099.70	X

At the bottom of the page, there is a 'Need help?' link, a 'Last Step' button, a cart icon with a total of \$2,824.06, and a 'Next Step' button. A red box highlights the cart icon and the 'Next Step' button, with a text box stating: '1. Hover here to show the current cart's contents.' Another red box highlights the 'X' buttons next to the items, with a text box stating: '2. Click on the X next to the item you want to remove from the cart.'