Using the Georgia*FIRS*T Marketplace (GFM) HP Enterprise Punchout

The purpose of this Job Aid is to provide instructions for using the Hewlett Packard Enterprise contracts and punchout within the Georgia*FIRST* Marketplace. HP Enterprise has two statewide contracts available within the GFM:

1. 99999-SPD-T20120501-011A - IT Networking Equipment
2. SWC90813-04A - Servers/Storage

Both are set up within the HP Enterprise punchout. Users can access the different items on each contract by selecting the applicable contract upon entering the punchout:
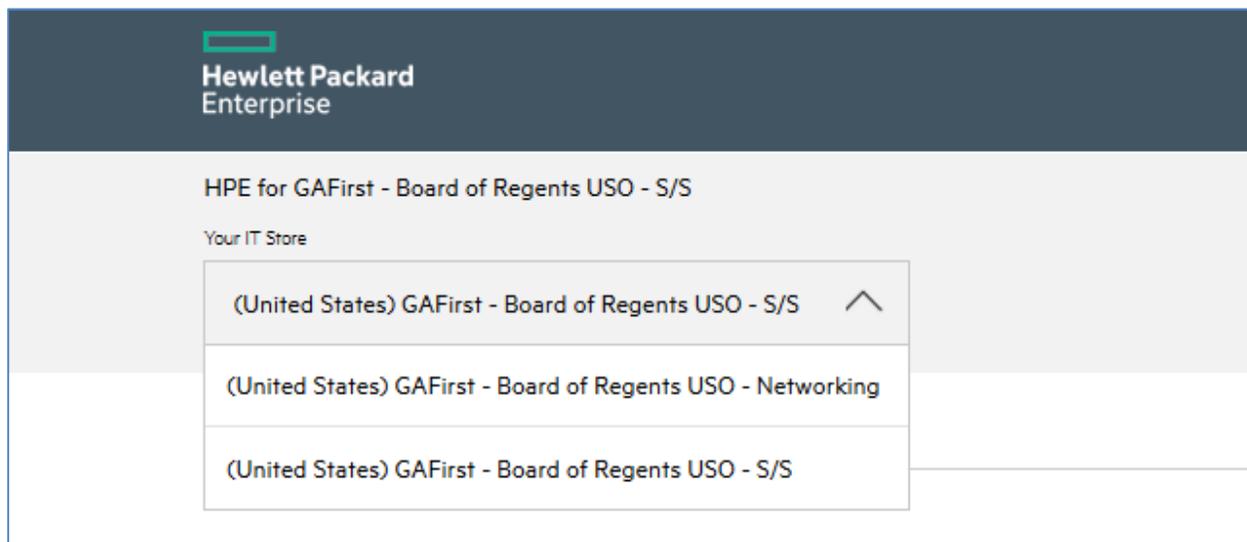
How to Create Carts and Process Orders from the HP Enterprise Punchout

After selecting either the Networking or the Servers/Storage contract upon entering the punchout, you can shop and place your items in the shopping cart.

However, there are very specific instructions as to how the carts should be created and processed in order for the correct contract information to be included on each order.

1. **You may not mix items from both HP contracts in one cart**.
   o If you attempt to mix items from both contracts within the punchout, you will receive the below warning message:
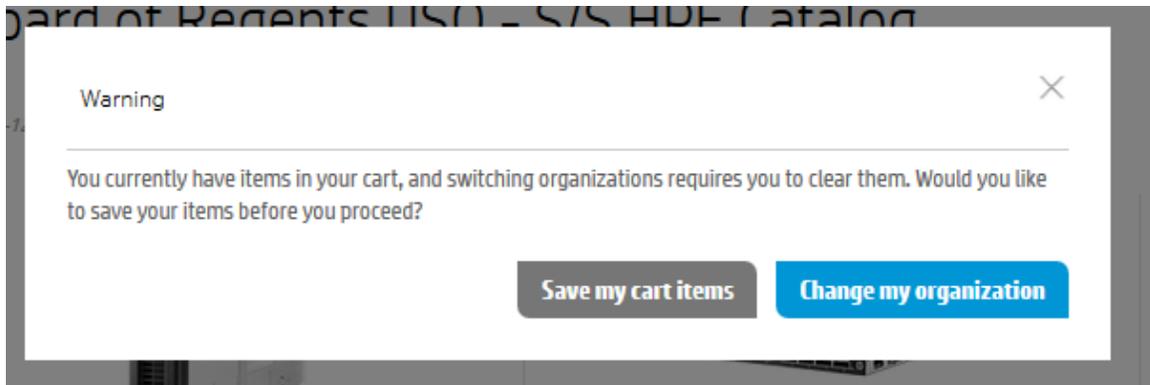
- o If you have saved items in your cart and receive this warning, you should select **Save my cart items** to retain the items and continue processing the cart.
- o If you select **Change my organization**, your items will be cleared from the cart.

2. **Carts for HP IT Networking Equipment contracts must be processed to an ePro requisition prior to creating a new cart from the HP Servers/Storage contract.**

- o Current functionality in GFM where there are multiple contracts for one supplier only allows for one contract number to be used for the items from the punchout. Therefore, if multiple carts for different contracts are created for the supplier, only the information for the default contract for the supplier will be populated.
- o The default contract number for the HP Enterprise supplier is set as 99999-SPD-T20120501-011A - IT Networking Equipment. In the event a cart from the Servers/Storage contract gets created prior to the processing of an IT Networking Equipment cart, the default information from the IT Networking Equipment contract will default onto all lines of the order.

How to Correct Carts in GFM (SciQuest) with Incorrect Contract Information

In the example below, two carts from HPE with items from each of the HPE contracts have been pulled into the GFM cart. Notice that all four items reflect the IT Networking Equipment contract:

Also notice that HPE repurposed their **Manufacturer ID field** to show you which line item belongs to which contract.

If the line item belongs to the default contract for HPE (IT Networking Equipment), no change is needed. If the Servers/Storage contract needs to be assigned to the line, you will need to change the contract information.

1. Click the **change…** link on the line item which needs the Servers/Storage contract assigned to it:

2. A window will pop up. Select the Servers/Storage contract radio button, and press OK:

3. Verify that the contract ID changed on the line item:

4. Once each line item has the correct contract ID applied to it, the GFM cart can be submitted as usual, either by assigning the cart to your Requester, or by issuing the requisition.