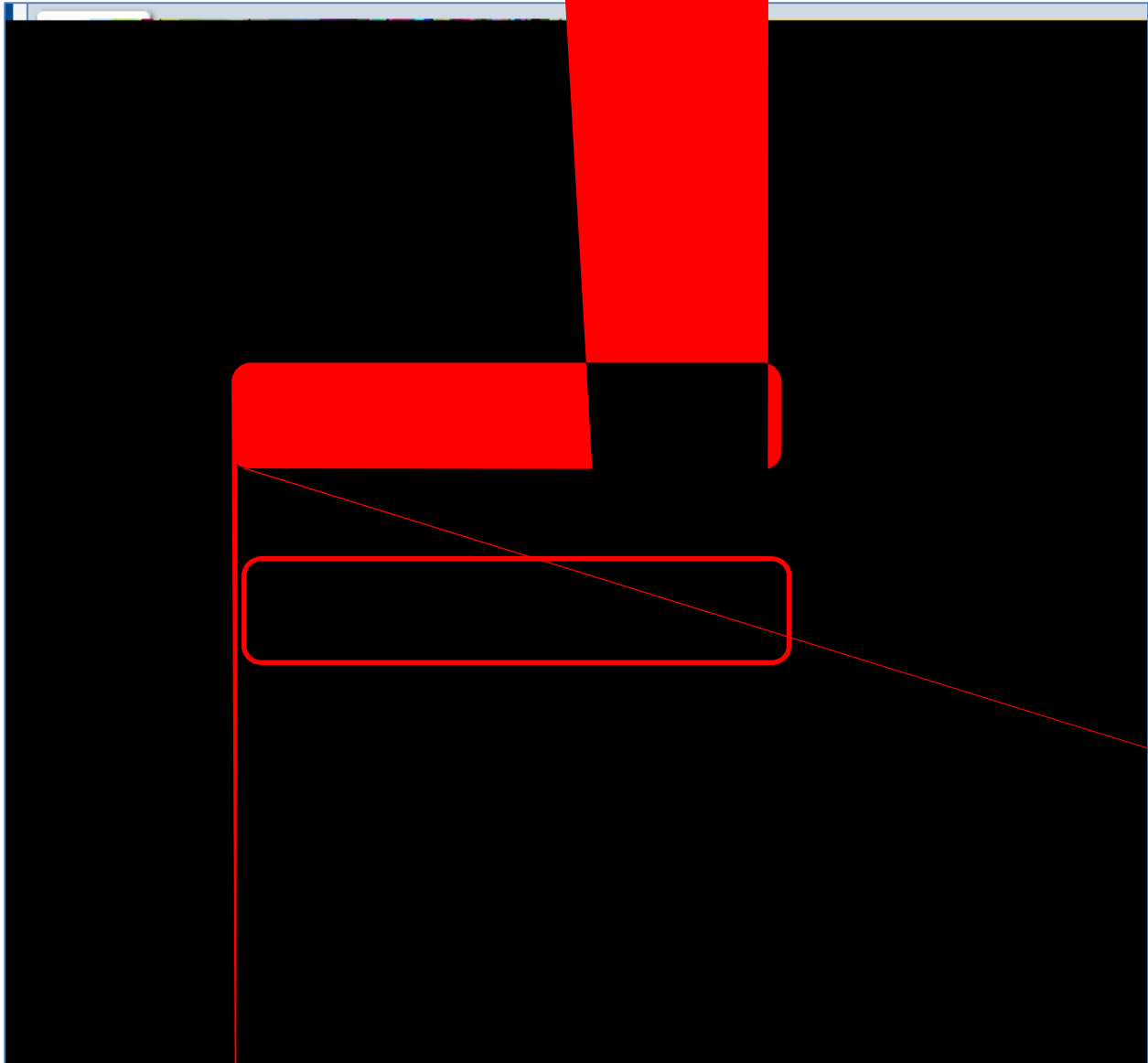


FIRS

The purpose of this Job Aid is to provide instructions for using the Hewlett Packard Enterprise contracts

- ,! You ha"e sa"ed ite/s in 7our cart and recei"e this #arning8 7ou should select Save my cart items to retain the ite/s and continue processing the cart.
 - ,! 7ou select Change my organization8 7our ite/s #ill be cleared !ro/ the cart.
- 2 Carts for HP !" #etwor\$ing E%uipment contracts must be processed to an ePro re%uision prior to creating a new cart from the HP Servers&Storage contract
- 1urrent !unctionalit7 in GF% #here there are /ultiple contracts !or one supplier onl7 allo#s !or one contract nu/ber to be used !or the ite/s !ro/ the punchout. here!ore8 i! /ultiple carts !or di!!erent contracts are created !or the supplier8 onl7 the in!or/ation !or the de!ault



Also notice that HPE repurposed their) anufacturer !- fie.d to sho# 7ou #hich line ite/ belongs to #hich contract.

,! the line ite/ belongs to the de!ault contract !or HPE :, -et#or\$ing E. uip/ent; no change is needed.
,! the (er"ers5(torage contract needs to be assigned to the line8 7ou #ill need to change the contract in!or/ation.

1. 1lic\$ the change/ lin\$ on the line ite/ #hich needs the (er"ers5(torage contract assigned to it:

2.