HP Punchout Cart Configuration Options

HP offers two ways in which to pull configurable items into your cart in the Georgia FIRST Marketplace. Either option can be turned on at the business unit level; therefore, each business unit is invited to select the preferred option.

Note: The HP punchout depicted in the screenshots in this document may look different from your institution’s HP punchout. However, the functionality works the same.

Option 1: One item with multiple components → Multiple line items

This is the default setting for all institutions.

When there are multiple components to a single item in the HP punchout, this option will allow each component to be listed as a separate line item within the cart in GFM.

In the example below, the user is ordering 1 EliteDesk 800 Mini G2 computer. Within the HP punchout, each component that makes up that computer is listed. For this example, there are 15 separate components.
Once the cart is transferred into the GFM from the HP punchout, each component is listed as a separate line item. The cart within GFM has 15 lines and the requisition within PeopleSoft will also have 15 lines:

Option 2: One item with multiple components → One line item

When there are multiple components to a single item in the HP punchout, the system will NOT list each component of an item as a separate line item in the GFM cart. In the example below, the user is ordering the same computer, with a quantity of 1. Notice that the look of the item within the HP punchout is the same as Option 1:
With this option, when the cart is transferred into the GFM from the HP punchout there is only a single line for the item.

Please contact the ITS Helpdesk to submit a ticket if a change to this configuration is requested. Please allow one business week for the processing to be completed.

Self-service support website: http://www.usg.edu/customer_services
E-mail: helpdesk@usg.edu
Call: 706-583-2001, or 1-888-875-3697 (toll free within Georgia)