



University of Iowa Purchasing Site Punch-out User Guide

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Overview

When punching-out to the HP site from your procurement system, you are directed to the HP Products home page.

The right navigation area of the Products Page lists the catalog categories that are available to you. The product offering is driving by the contract that has been negotiated between HP and the customer. Click any of the links in the right navigation area to browse the catalog. At the bottom of the navigation is an Export Catalog link. This link allows you to export the catalog in various formats for off line viewing.

The screenshot shows the HP Products page for the University of Iowa. At the top, there is a search bar and a 'More options' link. The main header includes the HP logo and the word 'Products'. A navigation menu on the left lists various links such as 'HP.com Business to Business home', 'Orders & quotes', 'Products', 'Account administration', 'Terms & conditions', and 'Help'. Below this is a 'Shopping cart' icon and a 'Quick Buy' section with a text input field for product numbers or company names. The main content area displays a welcome message: 'Welcome University of Iowa to your HP Direct Business to Business Web Site'. It includes a 'Purchase for buying organization:' section with 'University of Iowa' and a 'Standard configurations' section with expandable categories for 'Desktops', 'Monitors', and 'Notebooks'. On the right, there is a 'Change my purchasing view' link and a detailed list of catalog categories for the 'University of Iowa catalog: United States', including BladeSystem, Desktops & Workstations, Handhelds and Calculators, Monitors, Networking, Laptop and Tablet PCs, Options and Accessories, Printers and Multifunction, Rack and Power Infrastructure Products, Scanners/Copiers/Faxes, Servers, Services, Software, Storage, Ink/Toner/Paper/Printer Supplies, Third Party Products, Smart Buys Desktops, Smart Buys Notebooks & Tablet PCs, and Smart Buys Point of Sale Systems.

Quick Buy

The **Quick Buy** field in the left navigation area allows you to enter either a product number or a company standard name to quickly and easily purchase products. This option allows products or company standards to be added directly to your shopping cart without browsing the product categories or using the product search.



The screenshot shows a box titled "Quick Buy" with the text "Enter product number(s) and/or company standard name(s) to add to cart". Below the text is a text input field and a button with a right-pointing arrow (>>).

To purchase a product using Quick Buy:

1. Enter a product number or a company standard name and click the arrow.
2. The shopping cart displays with the product added.

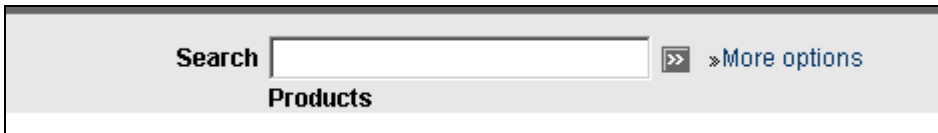
Catalog Browsing

To purchase or browse products using the catalog:

1. Click a product category in the right navigation area to display the product sub-category page.
2. Select a product sub-category.
3. Choose a product series to view the product within that series.
4. Select a product by clicking the Add to Cart button.

Search Options:

Click the More Options to the right of the Search box.



The screenshot shows a search bar with the word "Search" on the left, a text input field, a button with a right-pointing arrow (>>), and a link labeled "»More options". Below the search bar, the word "Products" is displayed.

Search

» **HP.com Business to Business home**

» Products
» Order status
» Terms & conditions
» Help

Shopping cart

Quick Buy
Enter product number(s) and/or company standard name(s) to add to cart

Product search

To limit your search for a particular product, enter all or part of the name or number.

Search for:

Search within:

Product number/
Base Model ID:

Product description keyword:

Search »

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The search for drop-down menu offers the following options to narrow your search:


- Single Items
- Items in Standards
- Items in Company Standards
- Configurations

Adding Products to your Requisition from a product category.

1. Make your product selection and click on add to cart:

Products > Monitors > Business Monitors > Advantage Monitors

HP L1745 17-inch LCD Monitor

Product	Description
 Note** USD 196.00 Preferred price	HP L1745 Flat Panel Monitor with 17 inch screen, TFT, 300 nits brightness, 500:1 contrast ratio, 0.264 mm pixel pitch, 1280 X 1024 resolution at 60 Hz refresh rate, Carbonite

Add to Cart »

- At the Shopping Cart screen, click on Add to Requisition.
- Click the Continue Shopping button to add more products to the shopping cart; otherwise click on Add to Requisition button to return the shopping cart to your eProcurement application

hp Shopping cart

» **HP.com Business to Business home**

» Products
» Order status
» Terms & conditions
» Help

Shopping cart

Quick Buy
Enter product number(s) and/or company standard name(s) to add to cart

Qty	Product description Product number	Unit price [USD]	Total price [USD]
1	HP L1745 17-inch LCD Monitor GE178AA#ABA	196.00	196.00

[delete](#) [Options & Accessories](#)

[USD] Subtotal: 196.00
[USD] Total price: **196.00**

Continue Shopping »
Update Prices »
Add to Requisition »

Adding Products to your Requisition from your Standard configurations:

1. Make your selection from your standard.

The screenshot shows the HP Business website interface. At the top left is the HP logo. The main heading is "Products". Below this, there are several navigation and informational sections:

- HP.com Business to Business home**: A link to the business home page.
- Products**: A menu with sub-links for "Order status", "Terms & conditions", and "Help".
- Shopping cart**: A link to view the shopping cart.
- Quick Buy**: A section for adding products to the cart, with a text input field for "Enter product number(s) and/or company standard name(s) to add to cart" and a search button.
- Welcome University of Iowa to your HP Direct Business to Business Web Site**: A personalized welcome message.
- Purchase for buying organization:** A dropdown menu currently showing "University of Iowa".
- Standard configurations**: A section with a collapsed "Desktops" menu. Under "Desktops", there are four product options with their prices:

» DC5800 Microtower - High End	USD 144.00
» DC5800 Microtower - Low End	USD 370.00
» DC5800 Small Form Factor - High End	USD 612.00
» DC5800 Small Form Factor - Low End	USD 385.00
- Change my purchasing view**: A link to adjust the purchasing view.
- University of Iowa catalog: United States**: A list of product categories including BladeSystem, Desktops & Workstations, Handhelds and Calculators, Monitors, Networking, Laptop and Tablet PCs, Options and Accessories, Printers and Multifunction, Rack and Power Infrastructure Products, Scanners/Copiers/Faxes, and Servers.

2. Configure your standard

» **HP.com Business to Business home**

» Products

» Order status

» Terms & conditions

» Help

Shopping cart

Quick Buy

Enter product number(s) and/or company standard name(s) to add to cart

Bundle details:

- AJ408AV
- 80PLUS Power Supply - dc5 MT Chassis
- HP dc5800 Country Kit US
- HP Parallel Port Adapter

HP recommends Windows Vista® Business.

Note**

[Add to Cart »](#)

Bundle Options » Overview » Specifications » Supplies, Accessories & Services

Unit price 144.00

Qty	Product description Product number	Unit price [USD]	Total price [USD]
1	AJ408AV AJ408AV	106.00	106.00
1	80PLUS Power Supply - dc5 MT Chassis AJ414AV	35.00	35.00
1	HP dc5800 Country Kit US GX015AV#ABA	1.00	1.00
1	HP Parallel Port Adapter AJ407AV	2.00	2.00
Operating System		0.00	0.00
<input checked="" type="radio"/> not selected			
<input type="radio"/> [1 x KM969AV#ABA] Vista Downgrade to XP Pro US [74.00 USD]			
<input type="radio"/> [1 x GX025AV] FreeDOS SW [2.00 USD]			
<input type="radio"/> [1 x GX024AV#ABA] Windows Vista Home Basic US [52.00 USD]			

3. Click on Add to Cart
4. Click the Continue Shopping button to add more products to the shopping cart; otherwise click on Add to Requisition button to return the shopping cart to your eProcurement application.

» **HP.com Business to Business home**

» Products

» Order status

» Terms & conditions

» Help

Shopping cart

Quick Buy

Enter product number(s) and/or company standard name(s) to add to cart

Shopping cart

[Add to Requisition »](#)

Qty	Product description Product number	Unit price [USD]	Total price [USD]
1	DC5800 Microtower - High End ECC_BUNDLE_1646273	144.00	144.00
delete	Options & Accessories		

[USD] Subtotal: 144.00

[USD] Total price: 144.00

[Continue Shopping »](#)

[Update Prices »](#)

[Add to Requisition »](#)

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Order Status

Click the **Order Status** link in the left navigation area to access the order reporting system and display the Simple Order Search status summary page. The Order status summary page displays the status of your recent orders and allows you to search for orders.

This link also gives you access to the full order reporting menu including a downloadable detailed order reporting user guide.

HP.com Business to Business Purchasing Online Help

For additional details, click on the **Help** link in the left navigation to access the complete Business to Business Purchasing Online Help.

hp Products

» **HP.com Business to Business home**

» **Products**

- » Order status
- » Terms & conditions
- » **Help**

Shopping cart

Quick Buy
Enter product number(s) and/or company standard name(s) to add to cart
 >>

Welcome University of Iowa to your HP Direct Business to Business Web Site

Purchase for buying organization:
University of Iowa

Standard configurations

- + Desktops
- + Monitors
- + Notebooks

» Change my purchasing view

University of Iowa catalog: United States

- » BladeSystem
- » Desktops & Workstations
- » Handhelds and Calculators
- » Monitors
- » Networking
- » Laptop and Tablet PCs
- » Options and Accessories
- » Printers and Multifunction
- » Rack and Power Infrastructure Products
- » Scanners/Copiers/Faxes
- » Servers