

# HP2B - The Cart

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# Introduction



# Introduction

HP2B is your organization's own customized HP online store that frees you from the red tape and paperwork that is ordinarily part of IT procurement.

Intuitive and easy to use, HP2B allows you to focus on the more value-producing aspects of your job.

This quick guide is designed to help you know how to use the cart, which plays a central role in using HP2B effectively and efficiently.





# Add products to cart

# Add Products to Cart

The cart is where you put all the products and services that you want to purchase.

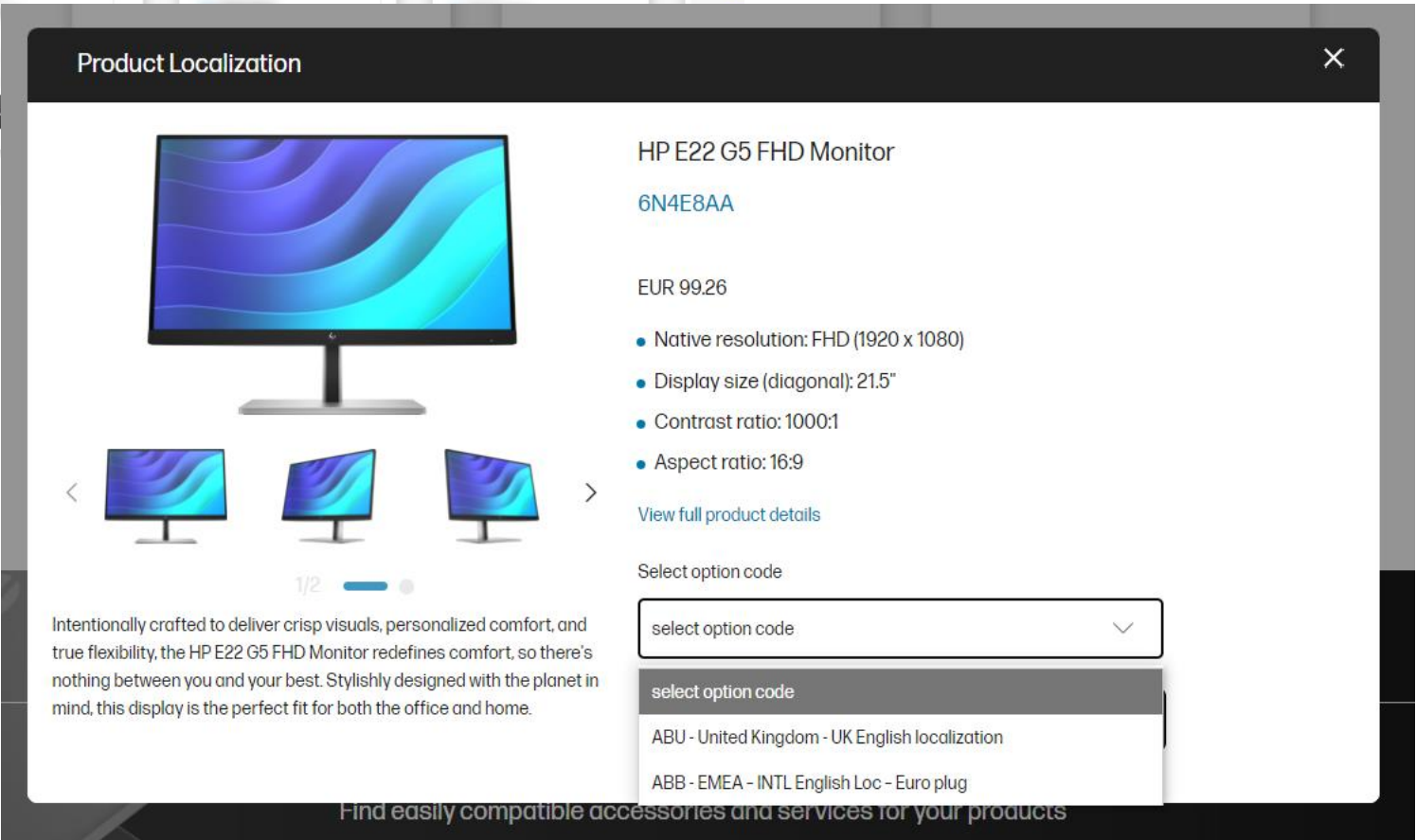
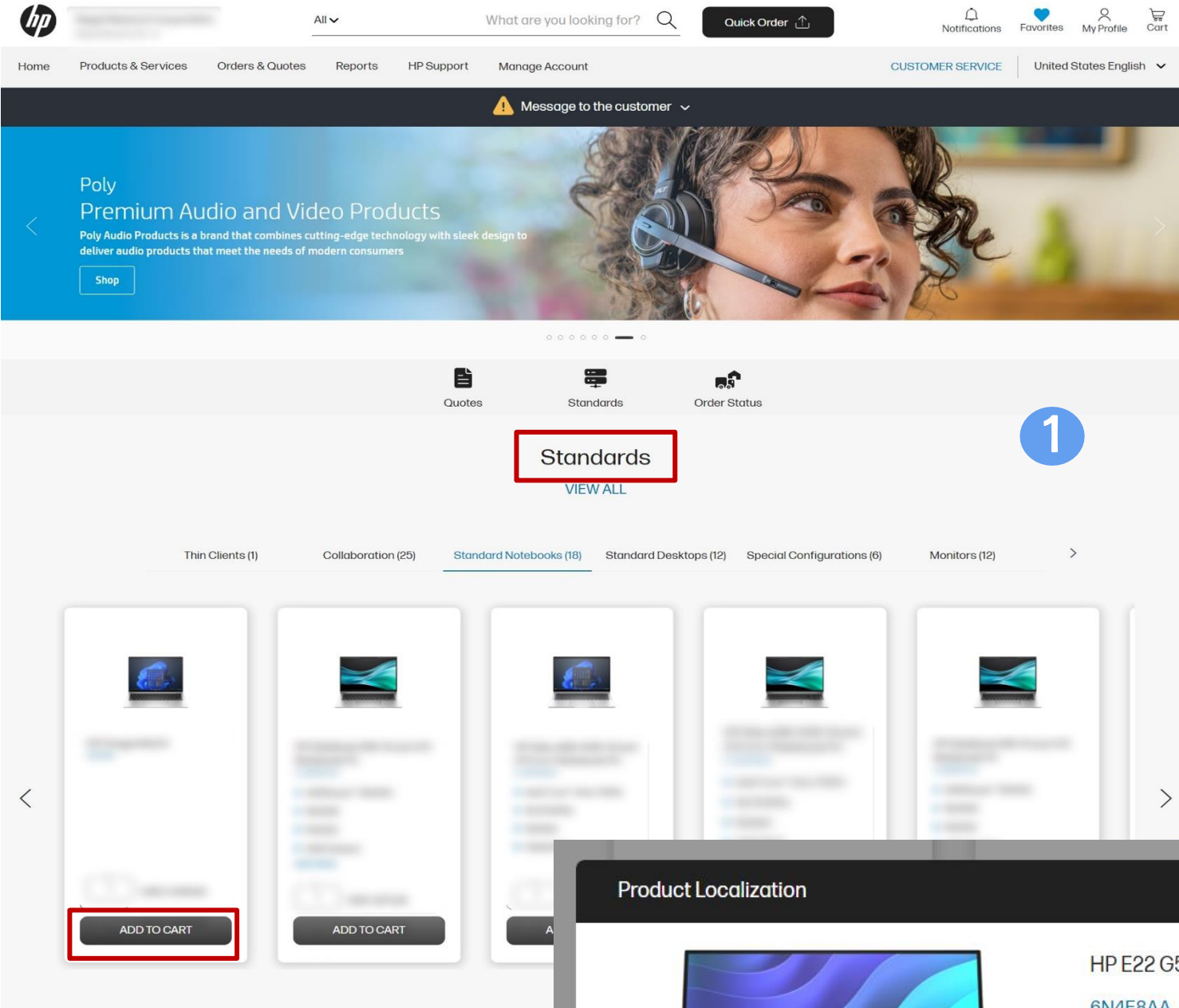
Always look for the “Add to cart” button near the product you wish to purchase and click on it. The product will be put into your cart.

Whenever you create an order or a purchase request, you can find the products and services you’ve selected by clicking on the shopping cart icon at the top right of any page.

You can add products to the cart in four ways:

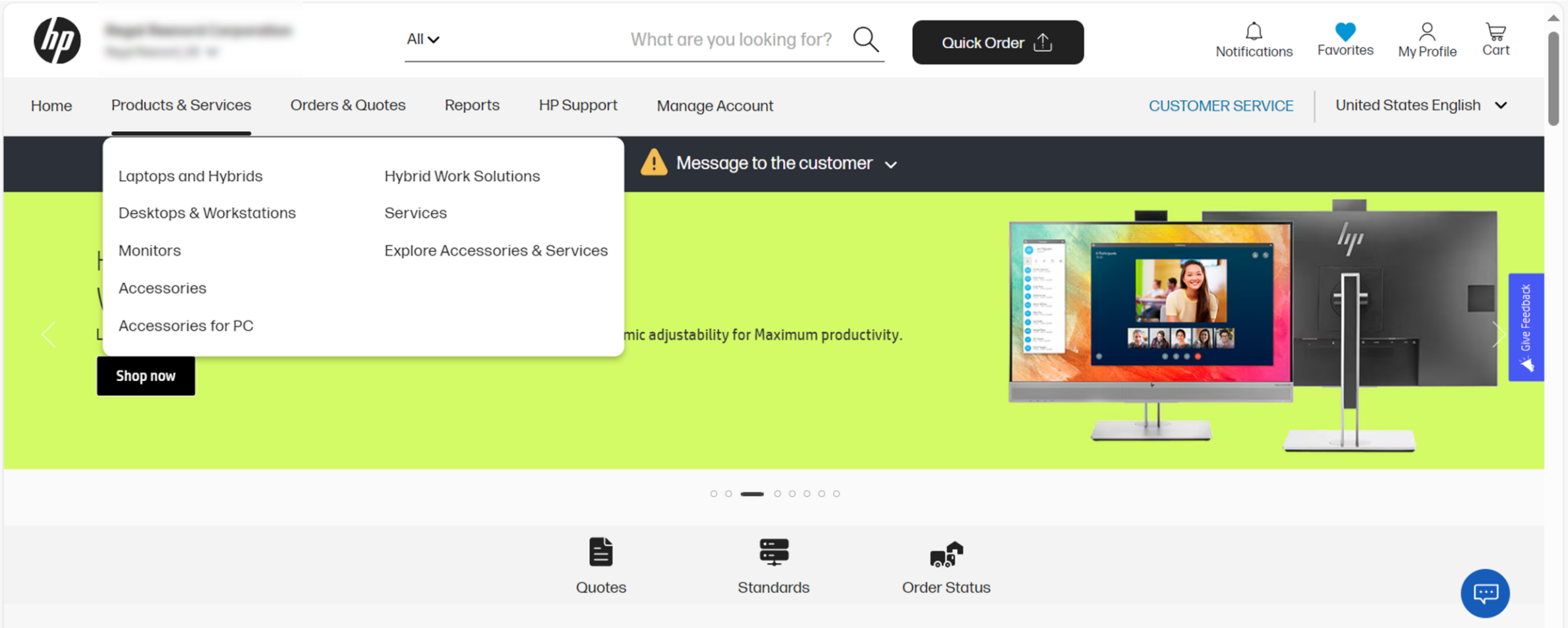
1. First, you can add products to the cart directly from the “Standards” section of the Home Page.

If the product you select has multiple localization options, a pop-up screen will appear, asking you to choose a geographic location.

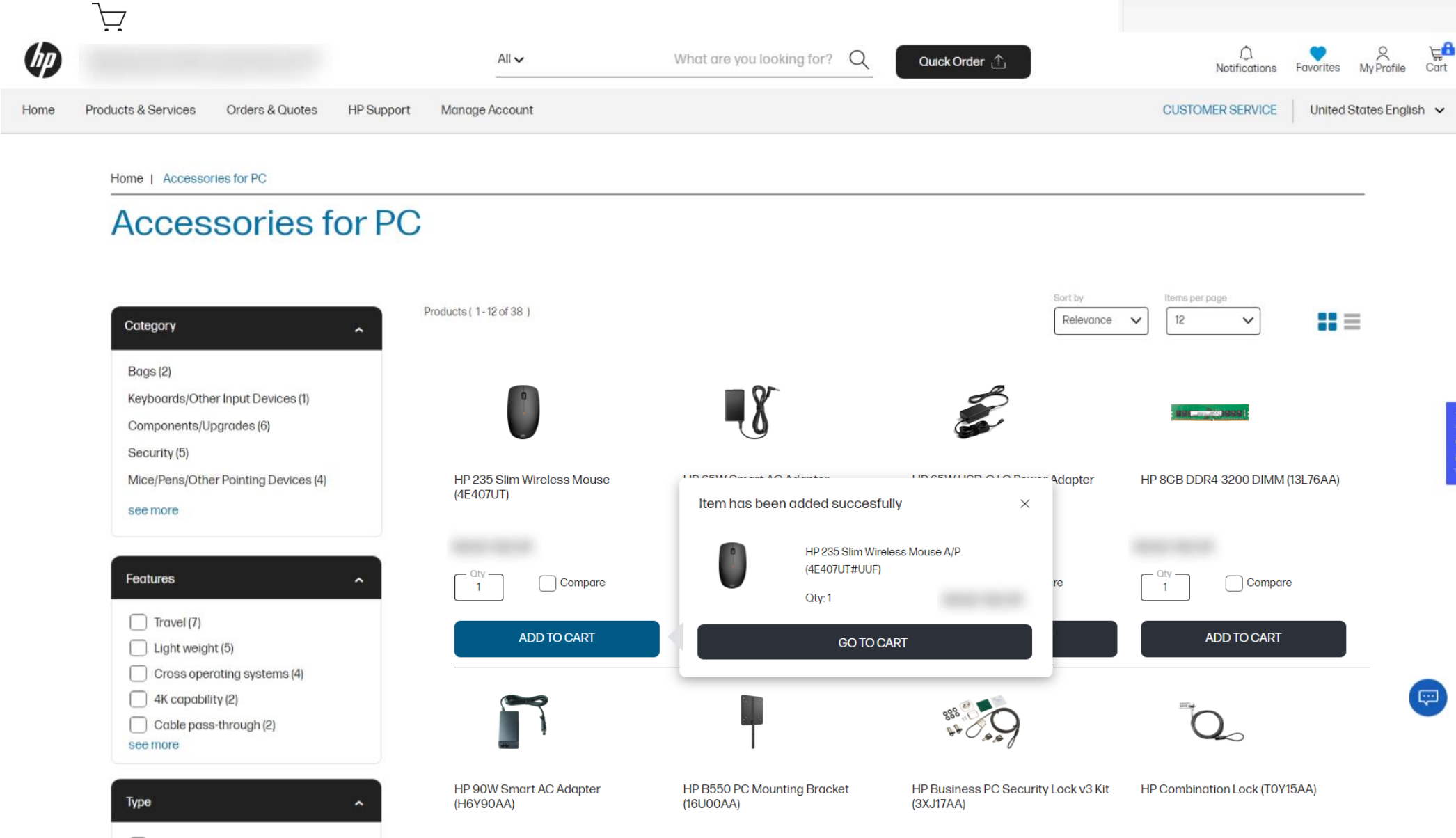


# Add Products to Cart

2. Next, you can buy from the catalog or a category from the “Products & Services” tab on the Home Page.



2

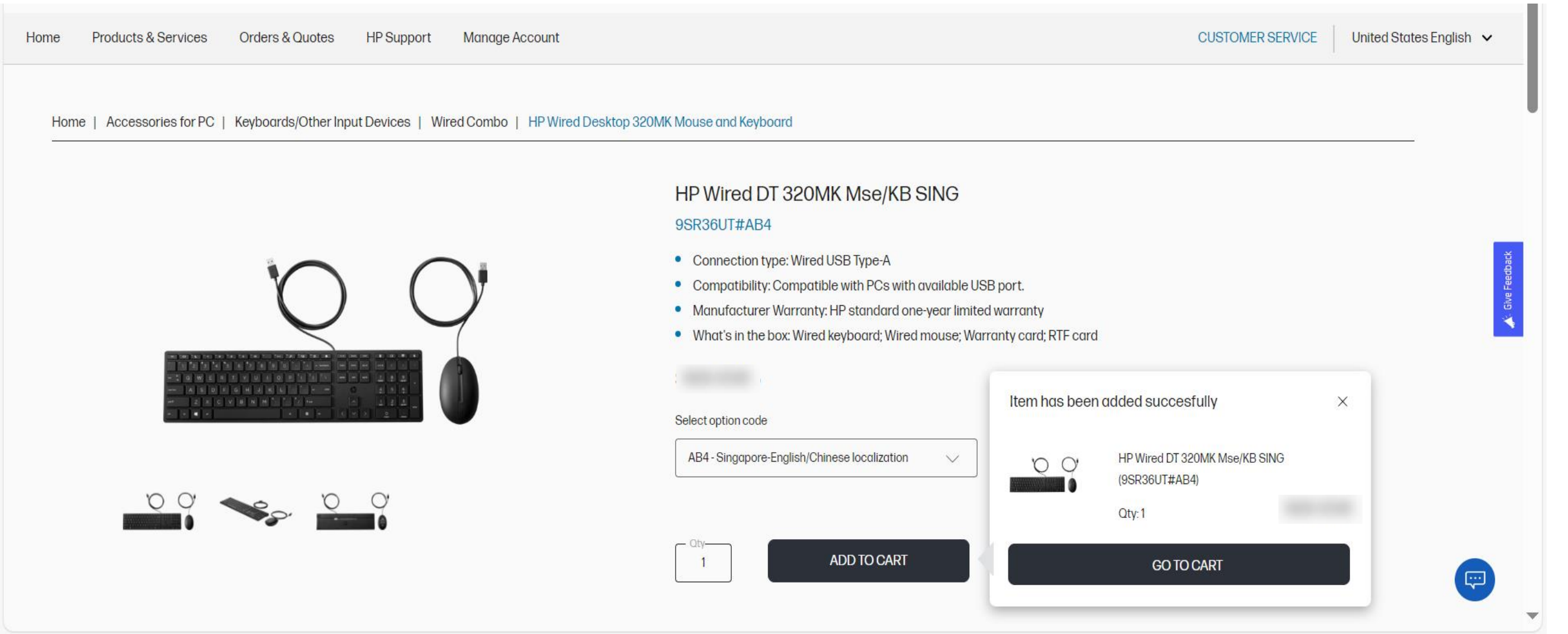
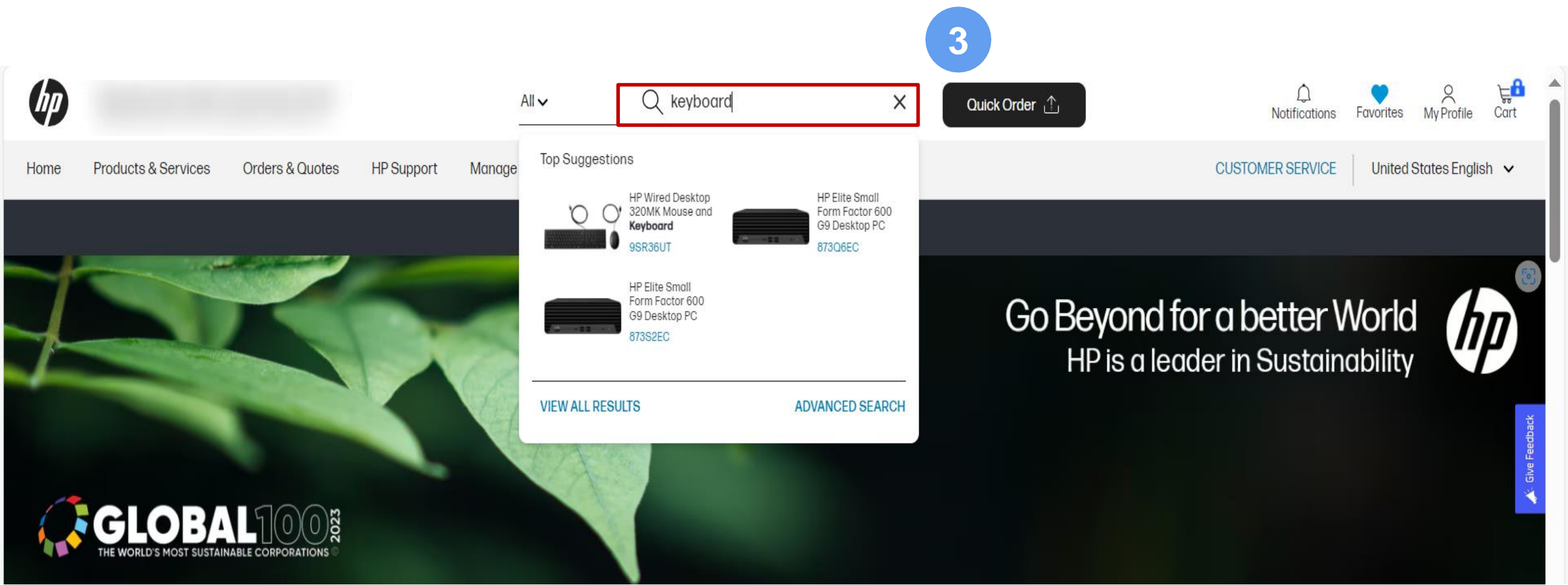




3. You can also search by product name or number, or by keyword using the search function at the top of the Home Page.

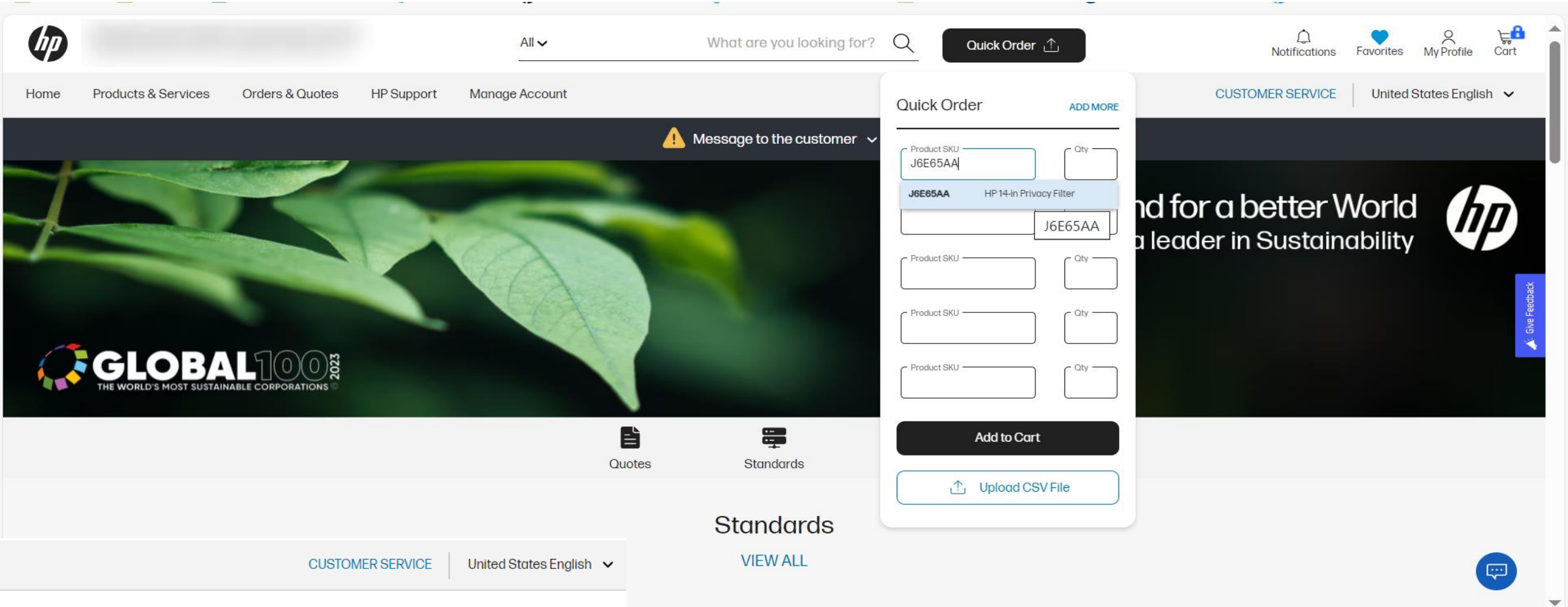
A screen will appear showing the results of your search.

Click on the product you want to buy and then “Add to cart.”





(4) Finally, you can also add a product to the cart by going to the bottom of the Home Page, clicking “Quick Order,” and adding the SKU number.



## Shopping cart

When you are finished making changes, click Check Out, or click Unlock to hand over cart back to shopper.

Unlock

Cart summary

Continue shopping

Quickly add to cart

Simply enter the product number from the catalog for items to be added to this order.

Search product name / part number

Remove Selected

Update All

Product	Qty	Each	Total
<div><div><div></div></div><div><div>HP 14-in Privacy Filter</div><div>SKU: J6E65AA</div><div>Deal ID: 46453355</div></div></div> <div><div>Contract: (United Kingdom) BNP</div><div>Paribas United Kingdom Computing &amp; Printing EUR</div><div>Copy ⓘ Remove</div></div>	<div>1</div> <div>Update</div>		

Remove Selected

Update All

Summary

Subtotal

EUR 24.82

Special pricing code

Apply

Lookup

Checkout

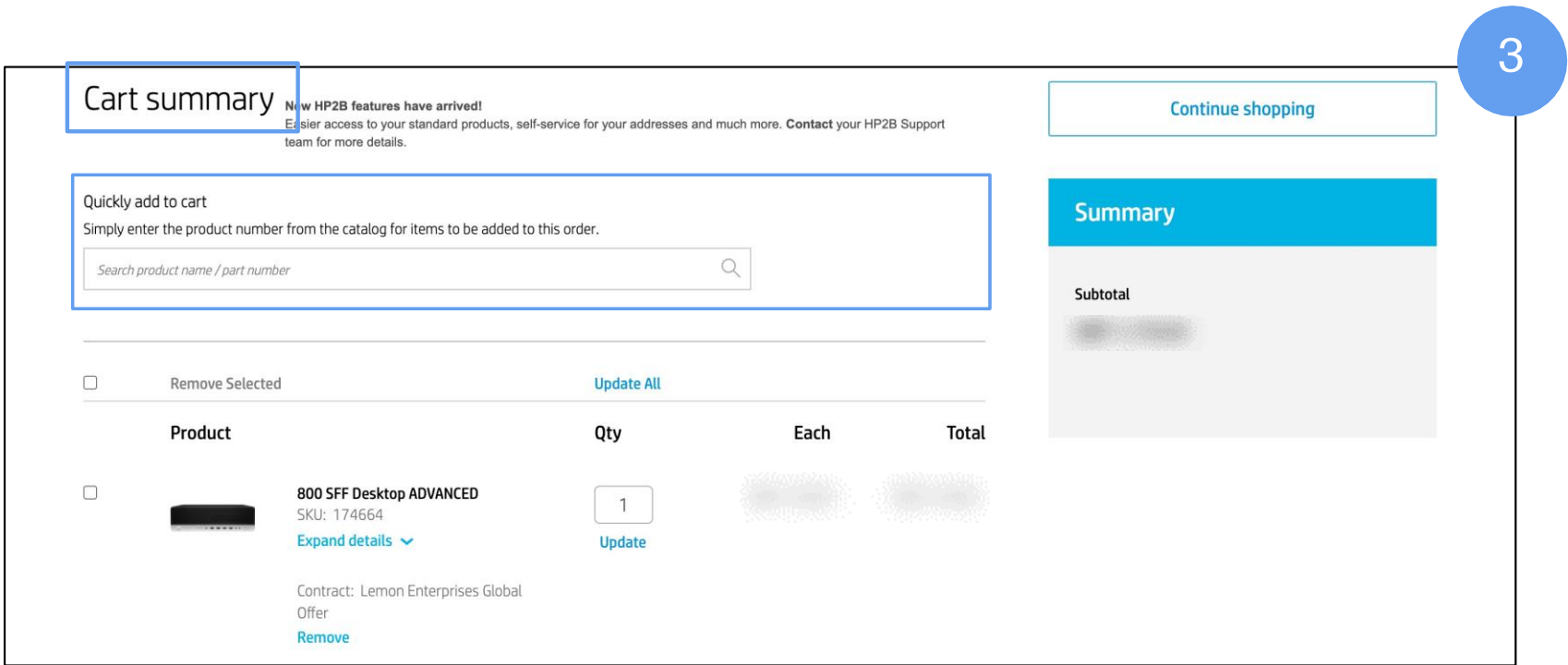
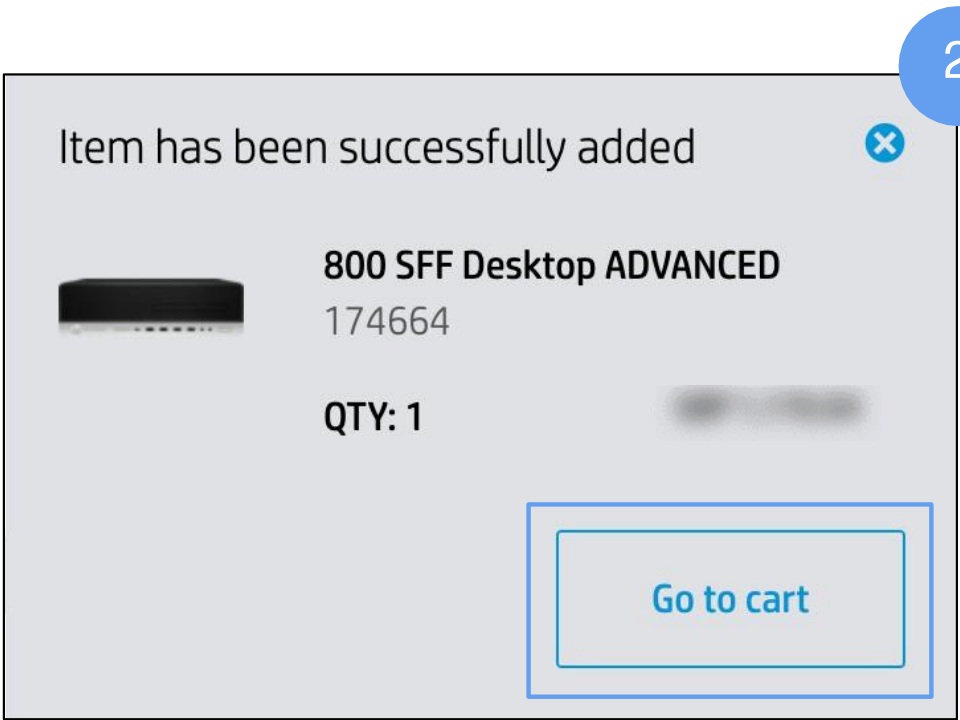
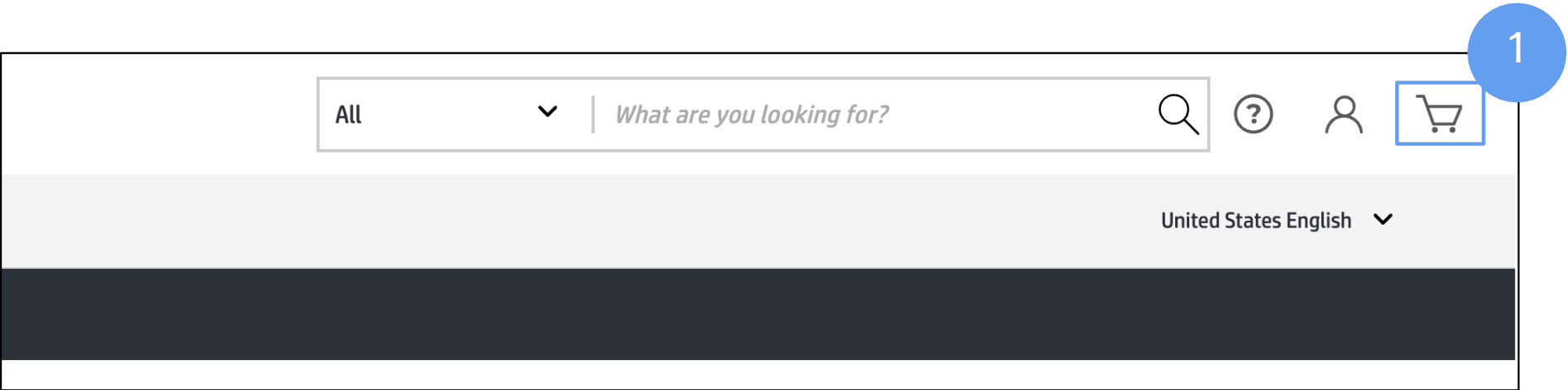
Save as quote

Save as favorite

# Cart summary

# Cartsummary

1. You can see what’s in your cart at any time by clicking on the cart icon at top right of any page .
2. Immediately after you add a product to the cart, the system will show a pop-up screen, and will offer you the option to “Go to cart.”
3. When you click “Go to cart,” the “Cart summary” page appears. You can initiate numerous actions from this page:
  - See all products you have added to your cart
  - Add more items
  - Check the details of a configuration or bundle
  - Update a configuration
  - Remove a product from the list
  - Change quantities for any item (maximum quantity is 9,999)
  - Apply a special pricing code (if applicable)
  - Create a favorite
  - Create a quote
  - Create a purchase request
  - Create an order

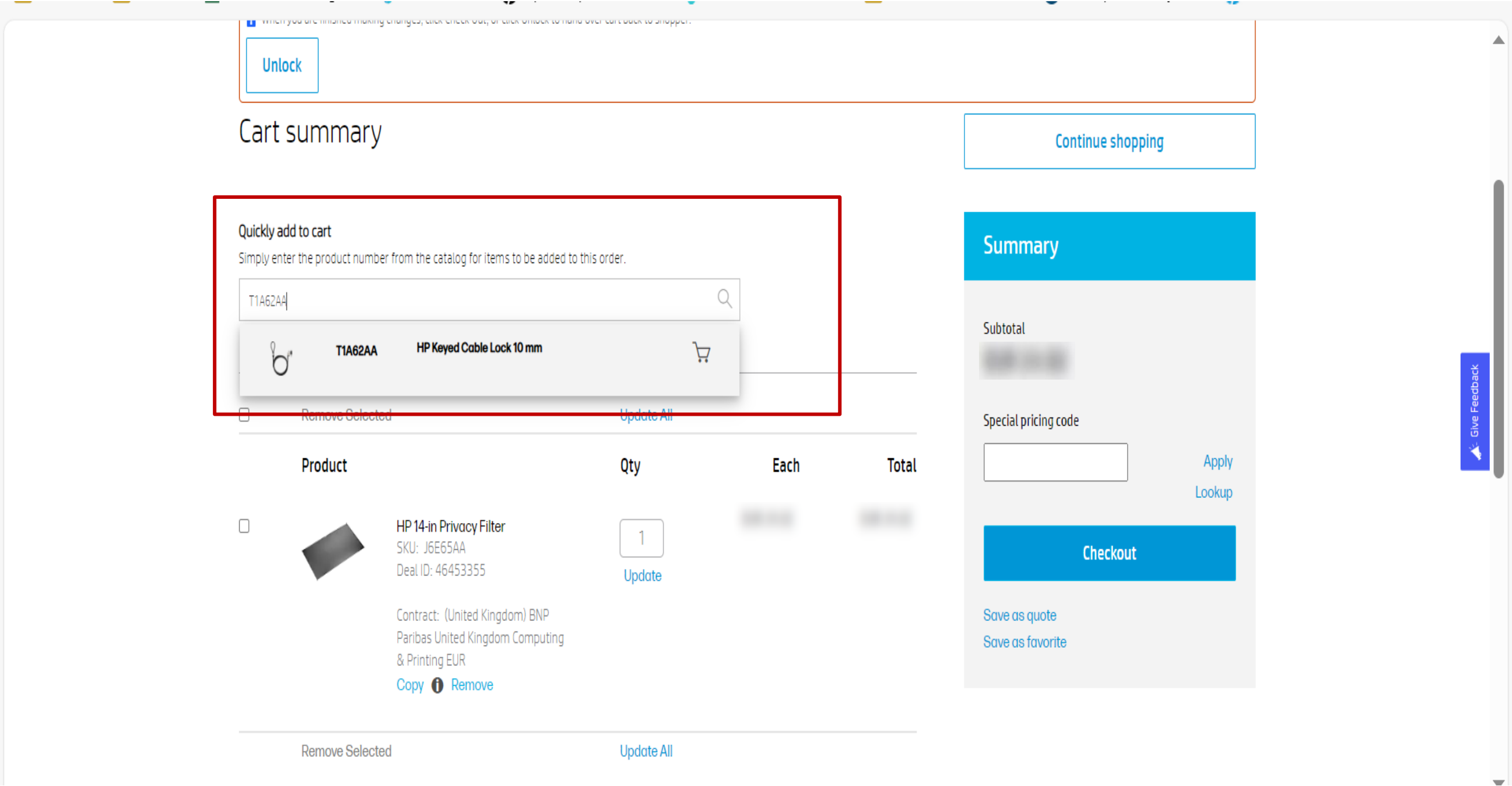




# Quickly add to cart

You can quickly add products directly from the Cart summary screen.

Simply type the SKU number and click on the search icon



# Quickly add to cart

When the item name appears in a drop-down menu, click on the cart icon.

The item will be added to your cart immediately.

## Shopping cart

When you are finished making changes, click Check Out, or click Unlock to hand over cart back to shopper.

Unlock

Continue shopping

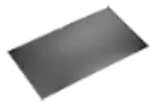

Quickly add to cart

Simply enter the product number from the catalog for items to be added to this order.

Search product name / part number

Remove Selected

Update All

	Product	Qty	Each	Total
<input type="checkbox"/>	<div><div></div><div><div>HP 14-in Privacy Filter</div><div>SKU: J6E65AA</div><div>Deal ID: 46453355</div></div></div> <div><div>Contract: (United Kingdom) BNP</div><div>Paribas United Kingdom Computing &amp; Printing EUR</div><div>Copy ⓘ Remove</div></div>	<div>1</div> <div>Update</div>		
<input type="checkbox"/>	<div><div></div><div><div>HP Keyed Cable Lock 10 mm</div><div>SKU: T1A62AA</div><div>Deal ID: 46453355</div></div></div> <div><div>Contract: (United Kingdom) BNP</div><div>Paribas United Kingdom Computing &amp; Printing EUR</div><div>Copy ⓘ Remove</div></div>	<div>1</div> <div>Update</div>		

Remove Selected

Update All

Summary

Subtotal

Special pricing code

Apply

Lookup

Checkout

Save as quote

Save as favorite

# Product attributes and details

1. If you have any standalone products in your cart, you will see an “Expand Attributes” drop-down menu underneath the product name. (For bundles or configurations, you will see “Expand Details.”)

2. Attributes and details can be expanded or hidden. Click on “Expand” to get the full list of specifications.

You can also see these attributes on:

- Quote page and the PDF (when exported)
- Purchase order page and the PDF (when exported)
- Purchase order notification
- Purchase request page and PDF (when exported)
- Purchase request email

Cart summary

New HP2B features have arrived!

Easier access to your standard products, self-service for your addresses and much more. [Contact](#) your HP2B Support team for more details.

Quickly add to cart


Simply enter the product number from the catalog for items to be added to this order.

Search product name / part number

☐

Remove Selected

Update All

Product	Qty	Each	Total
<div><div><input type="checkbox"/></div><div><div><div><div>HP PB650G5 i5-8365U 15 8GB/256 PC</div><div>SKU: 6ZV37AW#ABU</div><div>Expand Attributes</div></div></div></div><div><div>Contract: Lemon Enterprises Global Offer</div><div>Remove</div></div></div> <td><div>1</div><div>Update</div></td> <td></td> <td></td>	<div>1</div> <div>Update</div>		

Continue shopping

Summary

Subtotal

Checkout

Save as quote

Save as favorite

Feedback

Cart summary

New HP2B features have arrived!

Easier access to your standard products, self-service for your addresses and much more. [Contact](#) your HP2B Support team for more details.

Quickly add to cart


Simply enter the product number from the catalog for items to be added to this order.

Search product name / part number

☐

Remove Selected

Update All

Product	Qty	Each	Total
<div><div><input type="checkbox"/></div><div><div><div><div>HP PB650G5 i5-8365U 15 8GB/256 PC</div><div>SKU: 6ZV37AW#ABU</div><div>Hide Attributes</div></div></div></div><div><div>Operating system - Windows 10 Pro</div><div>Memory - 8 GB DDR4-2400 MHz</div><div>RAM (1 x 8 GB)</div><div>Internal Storage - 256 GB SATA 3</div><div>TLC M.2 SSD</div><div>Power - HP Smart 65 W External AC power adapter</div><div>Display - 15.6" diagonal FHD anti-glare LED-backlit (1920 x</div></div></div> <td><div>1</div><div>Update</div></td> <td></td> <td></td>	<div>1</div> <div>Update</div>		

Continue shopping

Summary

Subtotal

Checkout

Save as quote

Save as favorite

Feedback



# Delete items

If you want to delete products from your cart, you have several options.

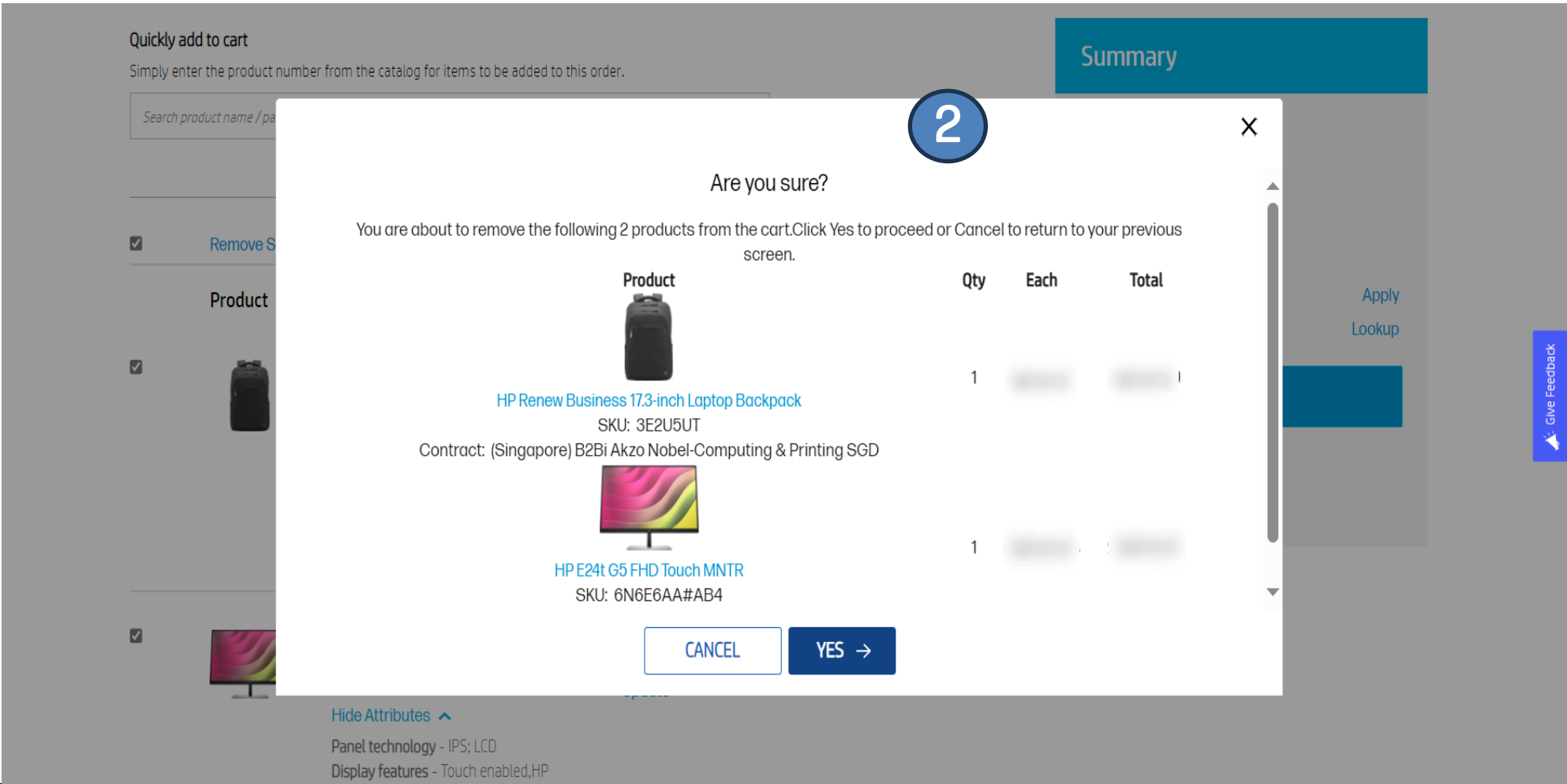
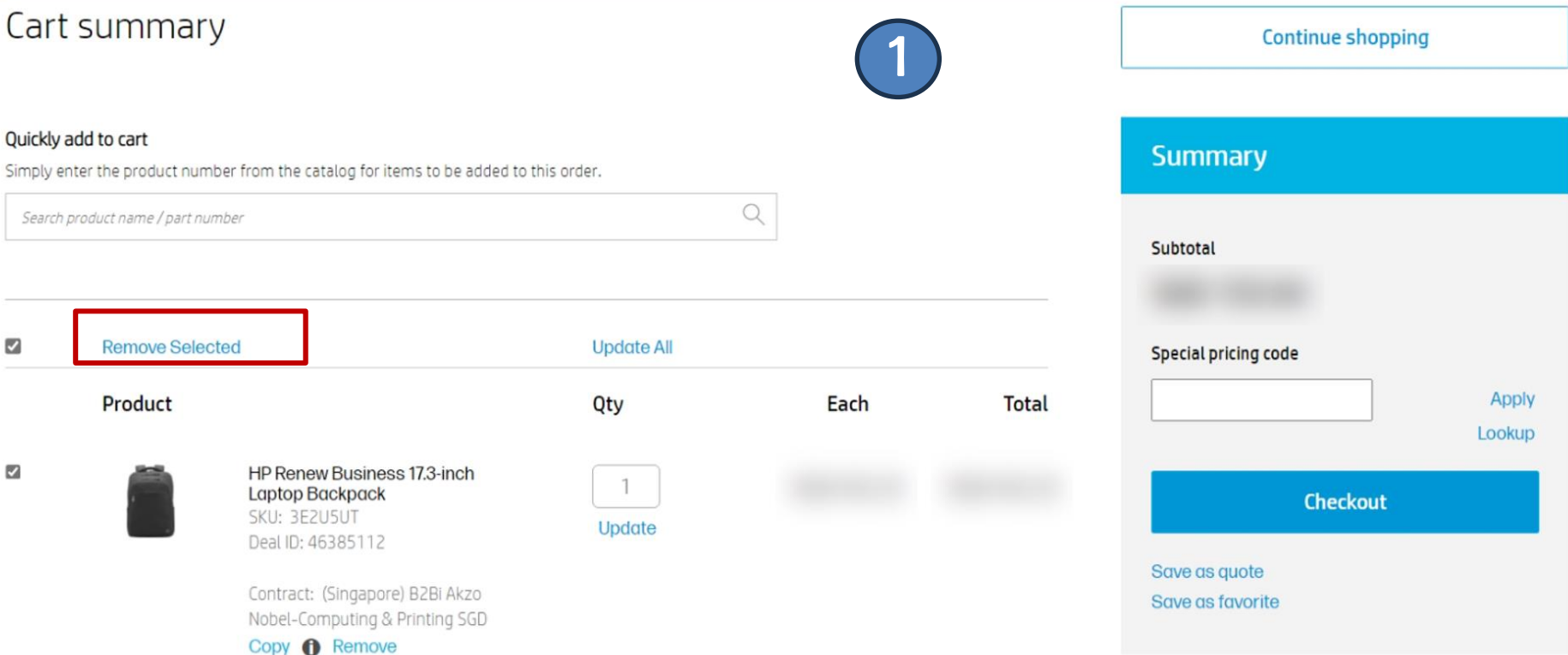
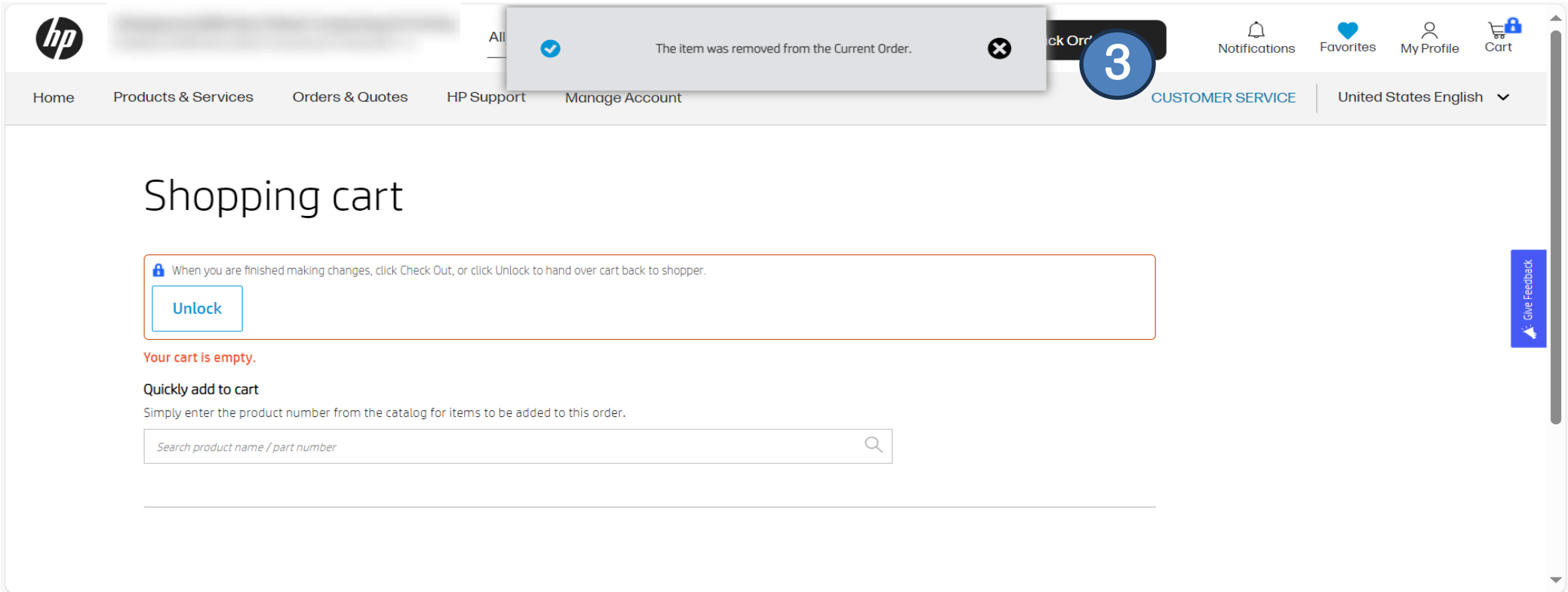
To delete all of them at once, just click on the “Select all” button. When they have all been selected, click on “Remove Selected.”

To remove multiples but not all, select the checkboxes for the ones you wish to remove, and click "Remove Selected."

To delete them individually, click "Remove" on each product.

A pop-up message asks you, “Are you sure?” to confirm that you want to remove them.

When you click “Yes,” the items will be removed from the cart.





# Edit multiple items

You can edit multiple items in the cart at once.

For example, you can edit the quantity of one or more of the items.

Click “Update All” and they will all be updated simultaneously.

The prices will also be automatically updated.

<input checked="" type="checkbox"/>		Remove Selected		Update All	
Product		Qty	Each	Total	
<input checked="" type="checkbox"/>	<div><div>800 SFF Desktop ADVANCED SKU: 174664 <a href="#">Expand details</a> ▼  Contract: Lemon Enterprises Global Offer <a href="#">Remove</a></div></div>	<div><div>1</div><div>Update</div></div>			
<input checked="" type="checkbox"/>	<div><div>HP PB650G5 i5-8365U 15 8GB/256 PC SKU: 6ZV37AW#ABD <a href="#">Expand Attributes</a> ▼  Contract: Lemon Enterprises Global Offer <a href="#">Remove</a></div></div>	<div><div>1</div><div>Update</div></div>			
Remove Selected		Update All			

# Special pricing code

Sometimes you will be given a special pricing code, which can be applied to certain items in your shopping cart, usually for a limited amount of time.

The code can be applied to both POs and quotes.

HP2B Demo Portal, Germany  
HP2B Portal Demo, DE

All
What are you looking for?

Home
Products & Services
Orders & Quotes
Notifications
Contact
CUSTOMER SERVICE
United States English

# Shopping cart

When you are finished making changes, click Check Out, or click Unlock to hand over cart back to shopper.

Unlock

## Cart summary

New HP2B features have arrived!  
Easier access to your standard products, self-service for your addresses and much more. **Contact** your HP2B Support team for more details.

Continue shopping

### Quickly add to cart

Simply enter the product number from the catalog for items to be added to this order.

	Product	Qty	Each	Total
<input type="checkbox"/>	Remove Selected	<a href="#">Update All</a>		
<input type="checkbox"/>	<b>HPZ38c37.5-inchCurvedDisplay EURO</b> SKU: Z4W65A4#ABB <a href="#">Expand Attributes</a>	<input type="text" value="1"/> <a href="#">Update</a>		
	Contract: HP2B Portal Demo, DE <a href="#">Remove</a>			
	Remove Selected	<a href="#">Update All</a>		

### Summary

Subtotal

Special pricing code

Apply Lookup

Checkout

Save as quote  
Save as favorite

Feedback

For configured products, trade bloc adjuster and exchange rate conversions are applied and rounded at the component level. There may be slight differences in the total configuration local prices between two configs with the same US\$ or Euro base price.  
If you order via your own procurement system, please remember to remove any comments from the order before sending it to HP to ensure a smooth order flow.

Notifications  
Help  
Submit web request  
Support & Troubleshooting  
Accessibility  
Drivers & Software



# Glossary

## Shopping cart

This is the place in HP2B where your product selections (that are in quotes, purchase requests, or POs) are stored. The icon representing the cart is at the top right corner of every HP2B page.

## Special pricing code

Sometimes HP will offer special pricing on specific products or services for a limited time. If your organization qualifies for these, you will get a special pricing code.

## Attributes and details

The specific technical details and prices are called “attributes” when referring to standalone products, and “details” for bundles and configurations.

# FAQ

## 1. How do you view your cart?

You can view your cart at any time by clicking on the cart icon [ top right corner of every page.

## 2. How do you choose a geographic location for localization?

If a product you put in your cart has multiple localization options, a pop-up screen will appear asking you to choose a geography.

## 3. How do you see more attributes or details of a product?

If you have any standalone products in your cart, you will see an “Expand Attributes” drop-down menu underneath the product name on the “Cart summary” page. (For bundles or configurations, you will see “Expand Details.”) Click on this menu to see attributes or details of products.

## 4. How do you apply a special pricing code?

On the “Cart summary” page, before you click on “Checkout,” you can enter a special pricing code into the field of that name.

## 5. How do you change the quantities of the products or services in a bundle?

When you add a bundle to the cart, a message will prompt you to “Select options to show prices.” Press “Select Options” to see prices of the bundle. You will also be given the opportunity to change the quantity of any of the components of the bundle.

## 6. How do you delete items from your cart?

Click the box next to the item(s) you want to delete. Then click on “Remove Selected” at the bottom left corner of the section. The item(s) will be removed from the cart. You can delete all of them at once as well. Just click on the “Select all” button. When they have all been selected, click on “Remove Selected.”

