

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:

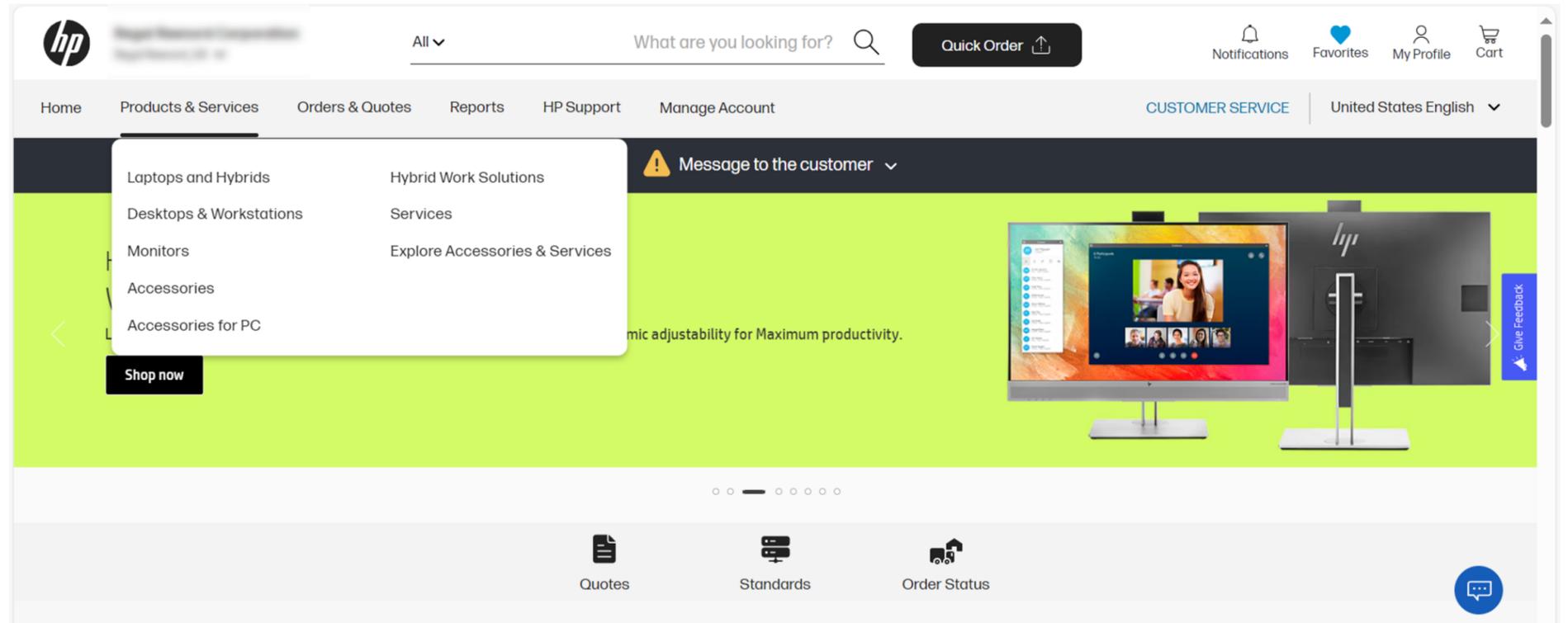
1. First, you can add products to the cart directly from the “Standards” section of the Home Page.

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

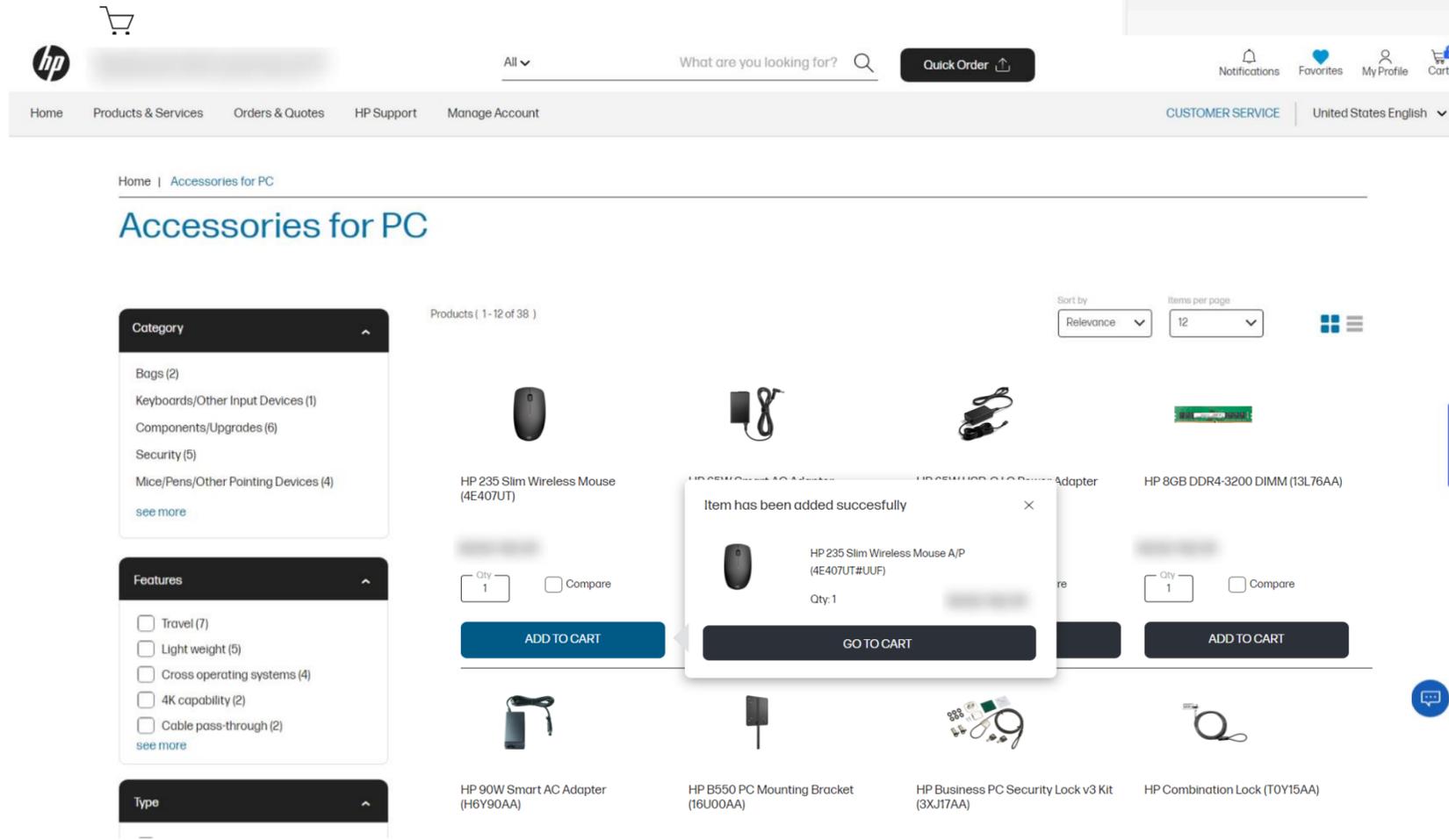
The image shows a screenshot of the HP website's 'Standards' section. The page features a navigation bar with the HP logo, a search bar, and links for 'Quick Order', 'Notifications', 'Favorites', 'My Profile', and 'Cart'. Below the navigation bar, there is a 'Message to the customer' banner. The main content area is titled 'Standards' and includes a 'VIEW ALL' link. A grid of product cards is displayed, with the first card highlighted and its 'ADD TO CART' button circled in red. A 'Product Localization' pop-up window is overlaid on the product card, showing the HP E22 G5 FHD Monitor (6N4E8AA) with a price of EUR 99.26. The pop-up includes a list of specifications: Native resolution: FHD (1920 x 1080), Display size (diagonal): 21.5", Contrast ratio: 1000:1, and Aspect ratio: 16:9. It also features a 'View full product details' link and a 'Select option code' dropdown menu with options for 'ABU - United Kingdom - UK English localization' and 'ABB - EMEA - INTL English Loc - Euro plug'.

Add Products to Cart

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



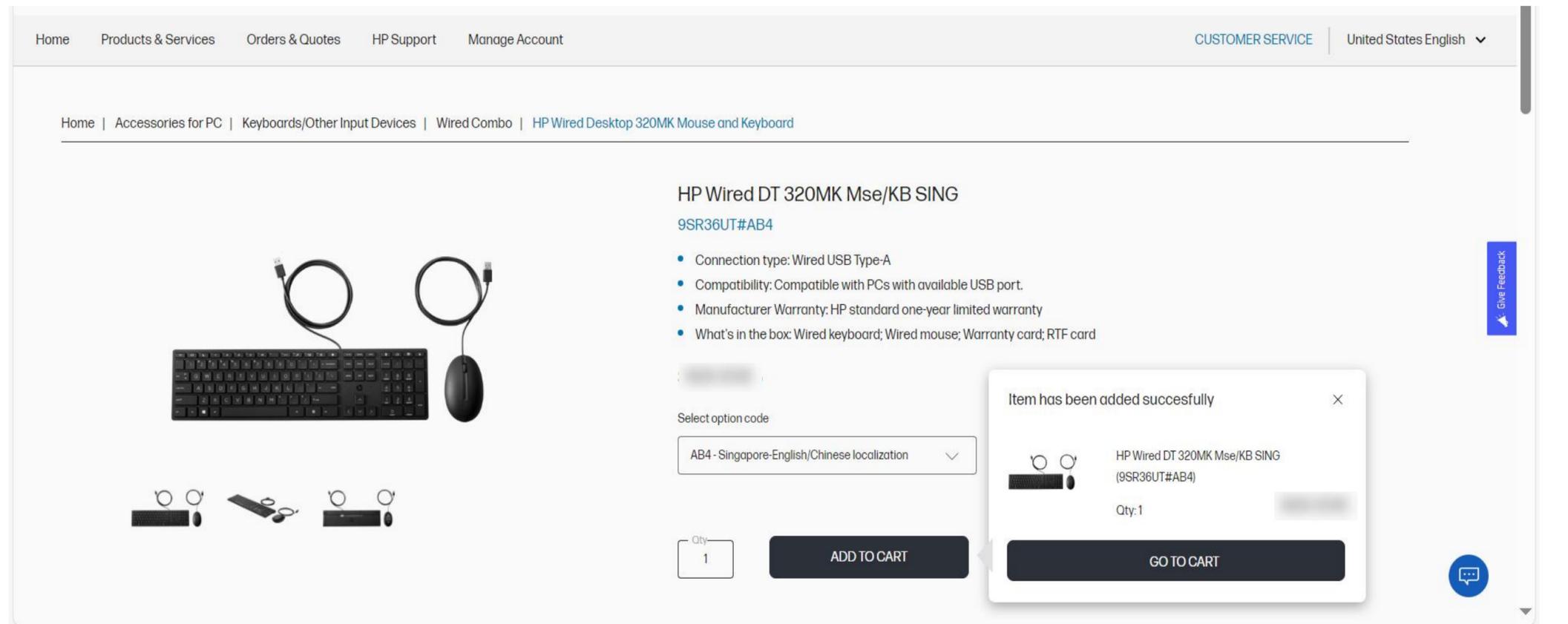
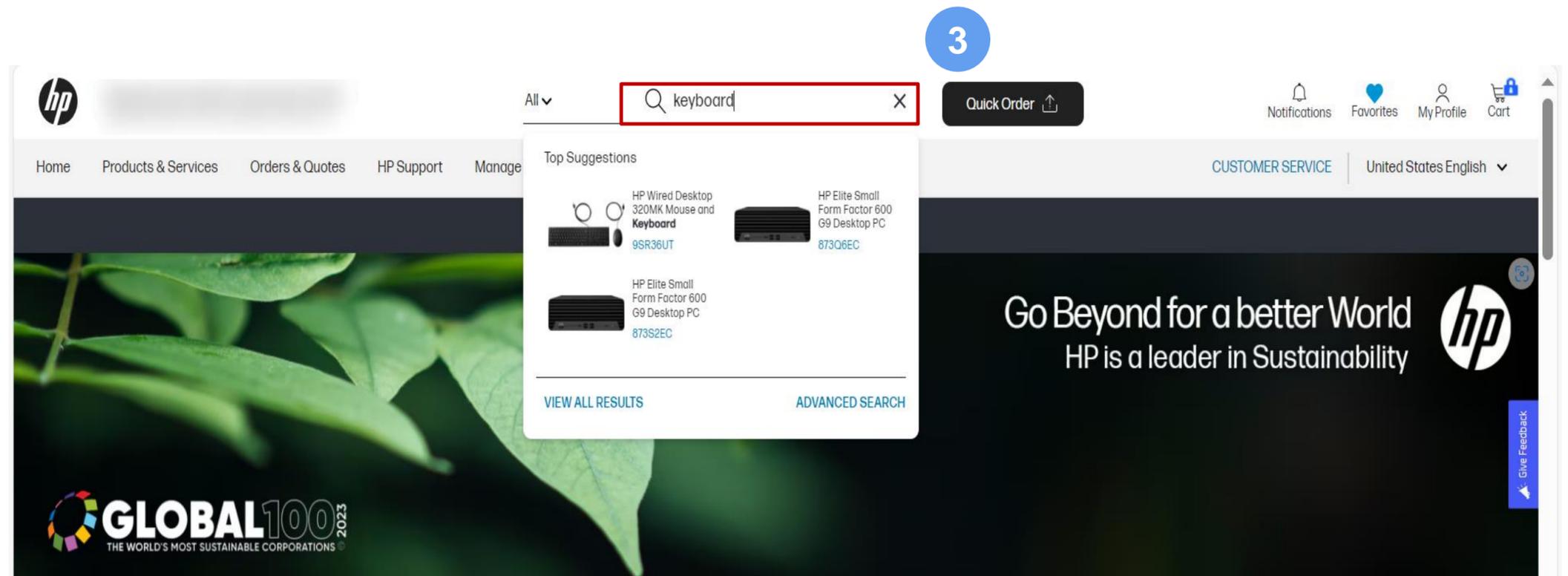
2



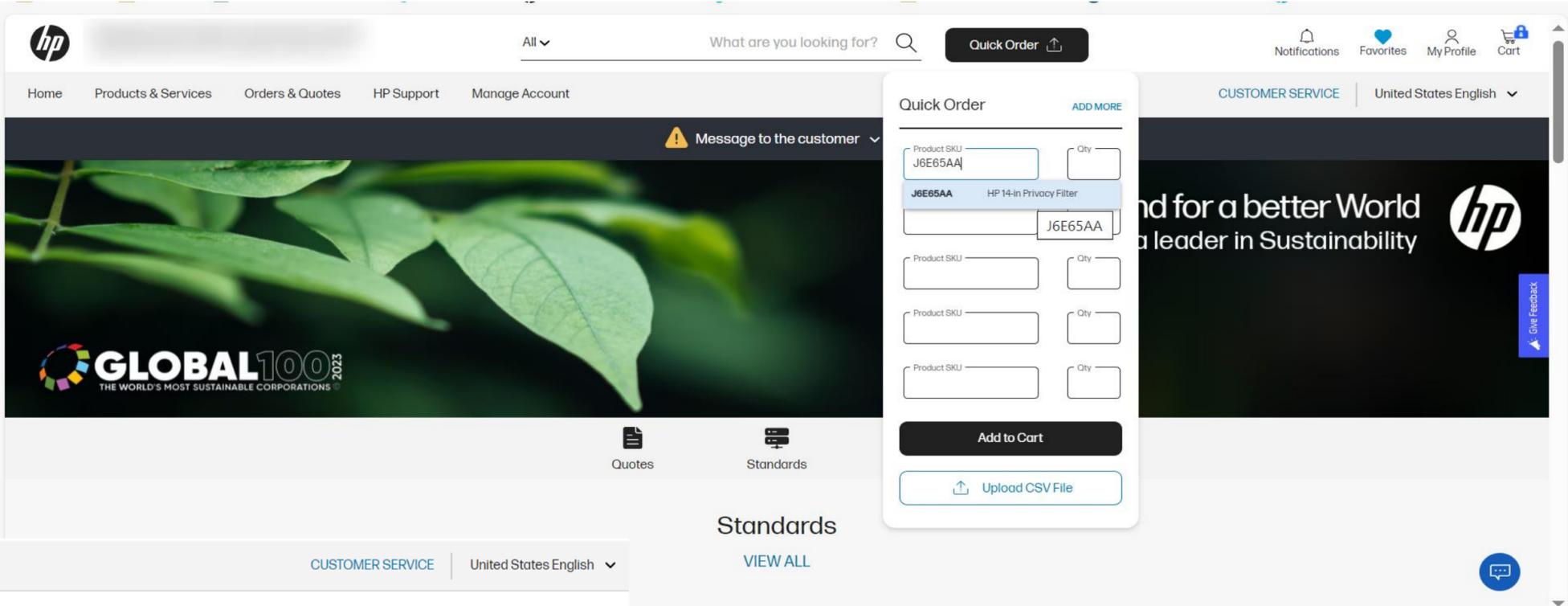
3. You can also search by product name or number, or by keyword using the search function at the top of the Home Page.

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](#)

[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 Update All  HP 14-in Privacy Filter SKU: J6E65AA Deal ID: 46453355 Contract: (United Kingdom) BNP Paribas United Kingdom Computing & Printing EUR Copy Remove	<input type="text" value="1"/> Update		

[Remove Selected](#) [Update All](#)

Summary

Subtotal
EUR 24.82

Special pricing code

[Apply](#)
[Lookup](#)

[Checkout](#)

[Save as quote](#)
[Save as favorite](#)

Cart summary

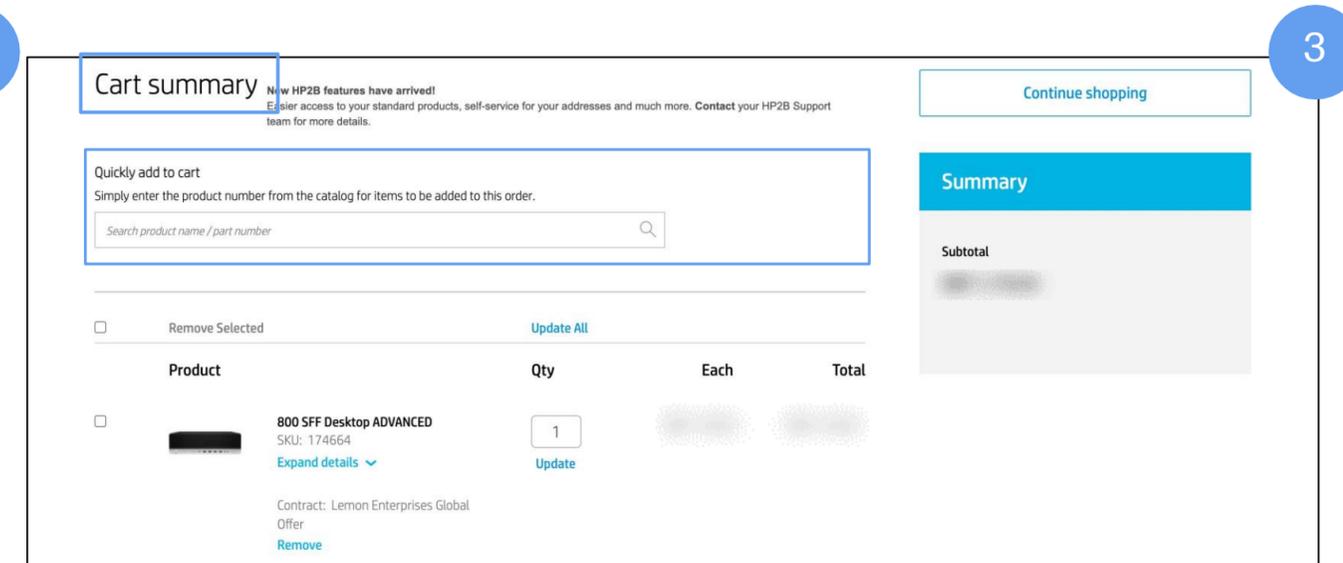
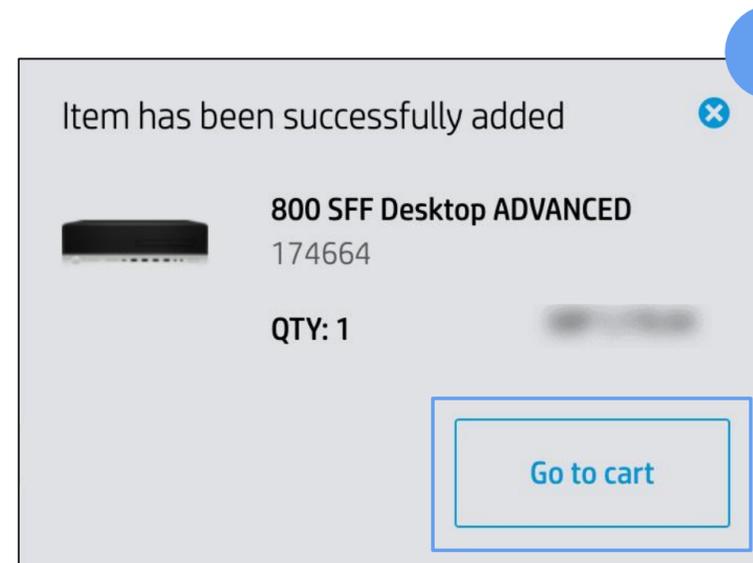
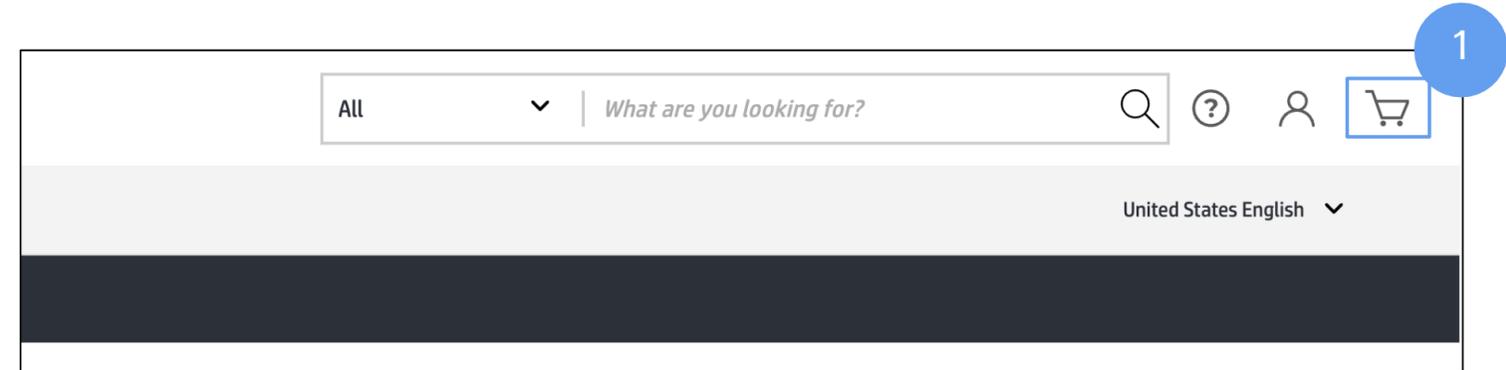
Cartsummary

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

The screenshot displays the HP Cart Summary interface. At the top, there is an 'Unlock' button and a 'Continue shopping' button. The main content area is titled 'Cart summary'. A red box highlights the 'Quickly add to cart' section, which includes a search input field containing 'T1A62AA' and a search icon. Below the search field, a dropdown menu shows the product 'HP Keyed Cable Lock 10 mm' with a shopping cart icon. Below this, there is a table of items in the cart. The table has columns for 'Product', 'Qty', 'Each', and 'Total'. The first item is 'HP 14-in Privacy Filter' with SKU 'J6E65AA' and Deal ID '46453355'. The quantity is '1'. Below the table, there are 'Remove Selected' and 'Update All' buttons. On the right side, there is a 'Summary' section with a 'Subtotal' field, a 'Special pricing code' input field with 'Apply Lookup' and 'Checkout' buttons, and 'Save as quote' and 'Save as favorite' links. A 'Give Feedback' button is located on the far right edge of the page.

When you are finished making changes, click Check out, or click Unlock to return your cart back to shopping.

Unlock

Continue shopping

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

T1A62AA

HP Keyed Cable Lock 10 mm

Remove Selected Update All

Product	Qty	Each	Total
<input type="checkbox"/>  HP 14-in Privacy Filter SKU: J6E65AA Deal ID: 46453355 Contract: (United Kingdom) BNP Paribas United Kingdom Computing & Printing EUR Copy Remove	1 Update		

Remove Selected Update All

Summary

Subtotal

Special pricing code

Apply Lookup

Checkout

Save as quote
Save as favorite

Give Feedback

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](#)

Cart summary

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

Remove Selected
[Update All](#)

	Product	Qty	Each	Total
<input type="checkbox"/>	 <p>HP 14-in Privacy Filter SKU: J6E65AA Deal ID: 46453355</p> <p>Contract: (United Kingdom) BNP Paribas United Kingdom Computing & Printing EUR</p> <p>Copy  Remove</p>	<input style="width: 30px; border: 1px solid #ccc;" type="text" value="1"/> Update	[blurred]	[blurred]
<input type="checkbox"/>	 <p>HP Keyed Cable Lock 10 mm SKU: T1A62AA Deal ID: 46453355</p> <p>Contract: (United Kingdom) BNP Paribas United Kingdom Computing & Printing EUR</p> <p>Copy  Remove</p>	<input style="width: 30px; border: 1px solid #ccc;" type="text" value="1"/> Update	[blurred]	[blurred]

Remove Selected
[Update All](#)

[Continue shopping](#)

Summary

Subtotal
[blurred]

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.

Remove Selected [Update All](#)

Product	Qty	Each	Total
<input type="checkbox"/>  HP PB650G5 i5-8365U 15 8GB/256 PC SKU: 6ZV37AW#ABU Expand Attributes	1		

Contract: Lemon Enterprises Global Offer
[Remove](#)

[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.

Remove Selected [Update All](#)

Product	Qty	Each	Total
<input type="checkbox"/>  HP PB650G5 i5-8365U 15 8GB/256 PC SKU: 6ZV37AW#ABU Hide Attributes	1		

Operating system - Windows 10 Pro
Memory - 8 GB DDR4-2400 MHz RAM (1 x 8 GB)
Internal Storage - 256 GB SATA 3 TLC M.2 SSD
Power - HP Smart 65 W External AC power adapter
Display - 15.6" diagonal FHD anti-glare LED-backlit (1920 x

[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.

Cart summary

1

Continue shopping

Quickly add to cart

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

<input checked="" type="checkbox"/>	Product	Qty	Each	Total
<input checked="" type="checkbox"/>	 <p>HP Renew Business 17.3-inch Laptop Backpack SKU: 3E2U5UT Deal ID: 46385112</p> <p>Contract: (Singapore) B2Bi Akzo Nobel-Computing & Printing SGD Copy Remove</p>	1 Update		
<input checked="" type="checkbox"/>	 <p>HP E24t G5 FHD Touch MNTR SKU: 6N6E6AA#AB4 Deal ID: 46385112</p> <p>Expand Attributes</p> <p>Contract: (Singapore) B2Bi Akzo</p>	1 Update		

Summary

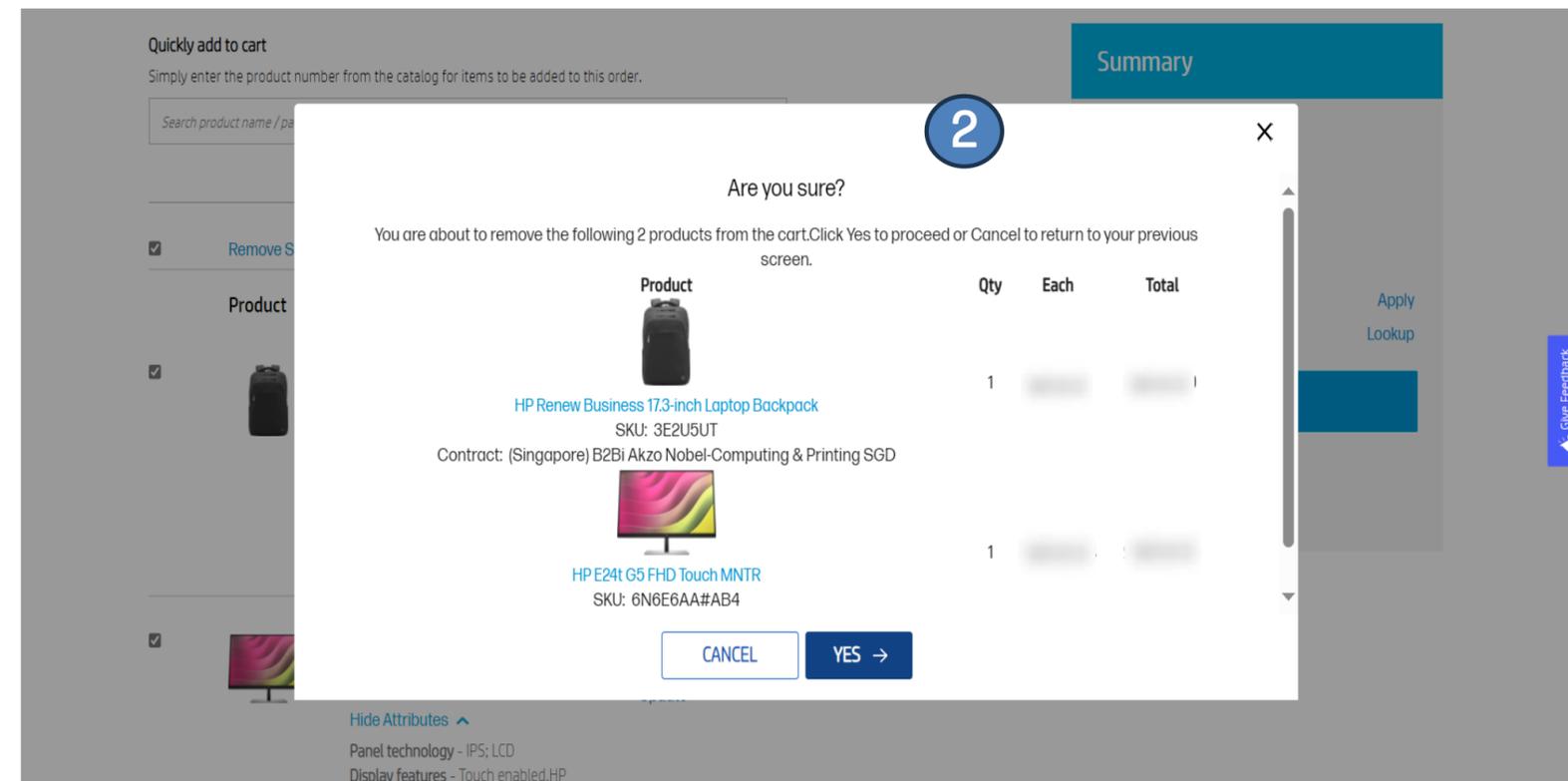
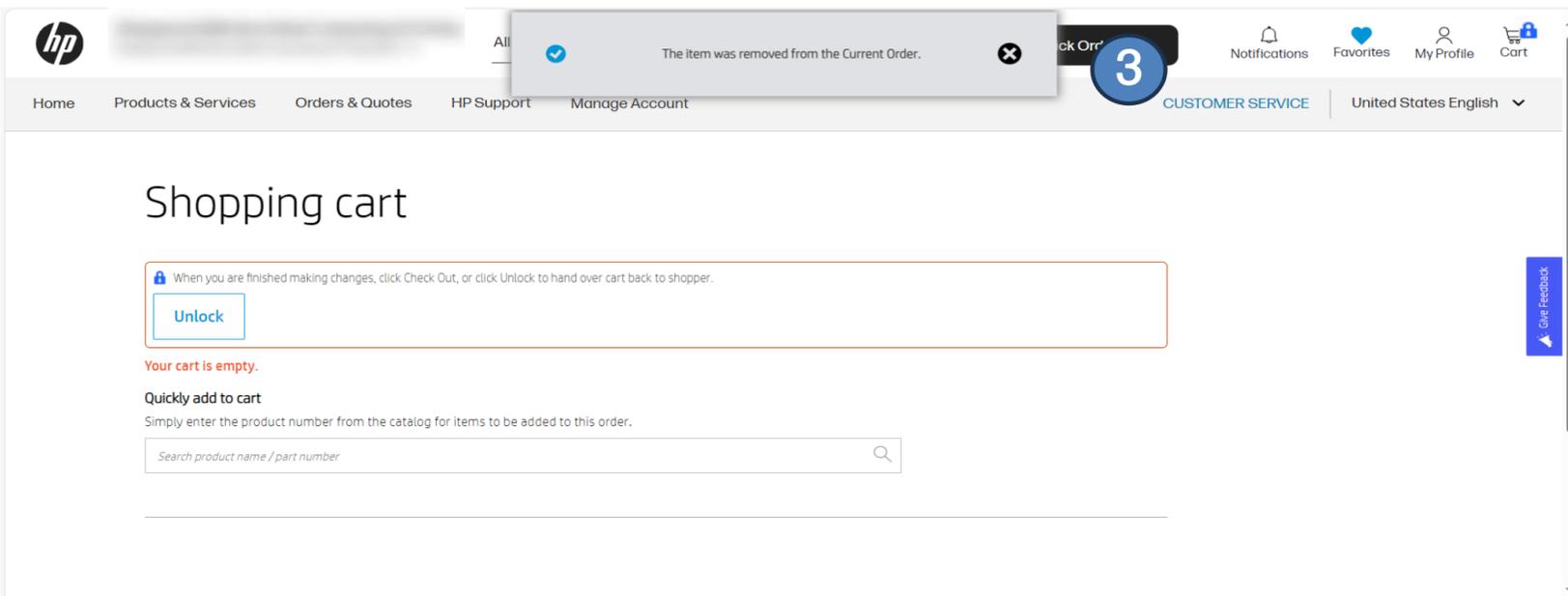
Subtotal

Special pricing code

[Apply](#) [Lookup](#)

[Checkout](#)

[Save as quote](#)
[Save as favorite](#)



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.

The screenshot displays a shopping cart summary with two items. At the top, there are two buttons: "Remove Selected" (with a checkmark icon) and "Update All". Below this, the items are listed in a table-like format with columns for "Product", "Qty", "Each", and "Total".

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

At the bottom of the cart, there are two buttons: "Remove Selected" and "Update All". The "Update All" button is highlighted with a blue border.

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.

The screenshot displays the HP2B Demo Portal shopping cart. At the top, there is a navigation bar with the HP logo, location information (HP2B Demo Portal, Germany), a search bar, and user account icons. Below the navigation bar, the main heading is "Shopping cart".

A lock icon and a message state: "When you are finished making changes, click Check Out, or click Unlock to hand over cart back to shopper." Below this is an "Unlock" button.

The "Cart summary" section includes a promotional message: "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." A "Continue shopping" button is located to the right.

The "Quickly add to cart" section has a search input field with the placeholder "Search product name / part number".

The main cart table contains one item:

Remove Selected	Product	Qty	Each	Total
<input type="checkbox"/>	 HPZ38c37.5-inch Curved Display EURO SKU: Z4W65A4#ABB Expand Attributes	1		

Below the table, there are "Remove Selected" and "Update All" links. The "Update" button for the item is also visible.

The "Summary" section on the right includes a "Special pricing code" input field with an "Apply Lookup" button. Below this are "Checkout", "Save as quote", and "Save as favorite" buttons.

At the bottom, a disclaimer states: "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." A red note follows: "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."

The footer contains links for "Notifications", "Help", "Submit web request", "Support & Troubleshooting", "Accessibility", and "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.”

