



# HP2B

# Home Page

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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 valuable aspects of your job.

This quick guide is designed to help you understand what happens when you successfully log in to HP2B. The Home Page will appear. Most of the key functions of HP2B can be accessed from the Home Page.



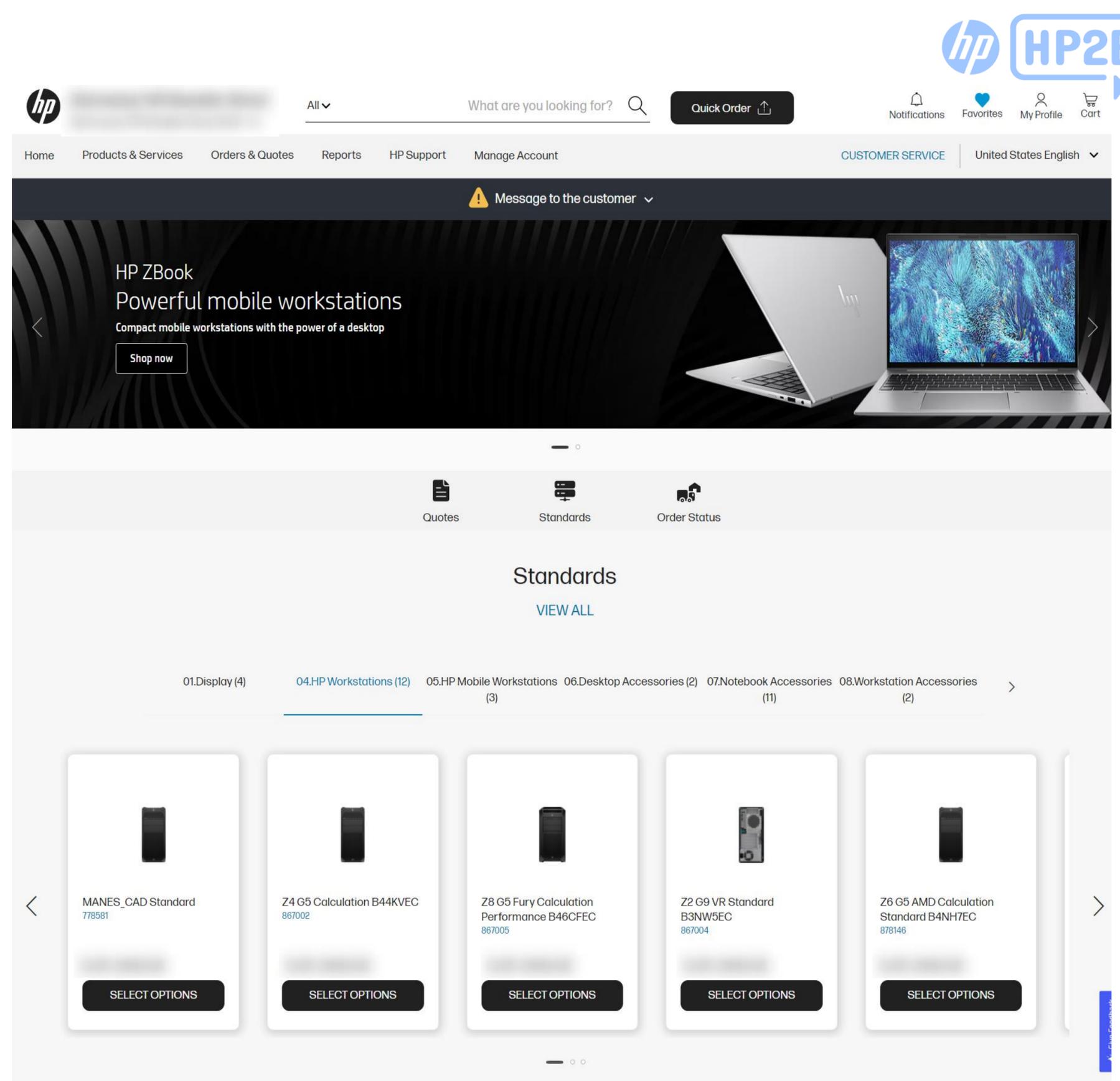
# HP2B Home Page

# HP2B Home Page

The Home Page is the center of your HP2B system. It is the first thing you will see when you log on, and the place you return to when you want to access any of HP2B's functions.

From the Home Page, you can do everything from ordering products, to viewing your existing purchase requests or purchase orders (POs), to contacting HP for customer support.

In this quick guide, we'll lead you through the key functions available from the Home Page, and show you how to use them to make the most of your HP2B shopping experience.



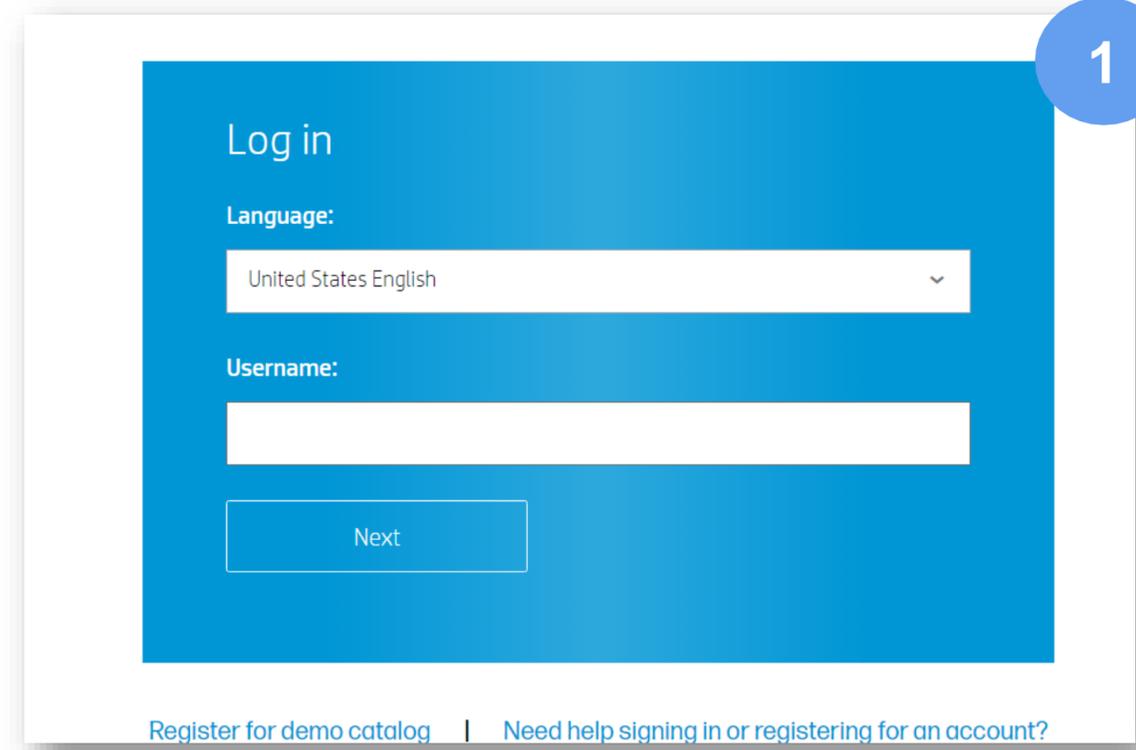
# Login and Password Reset

# Login and password reset

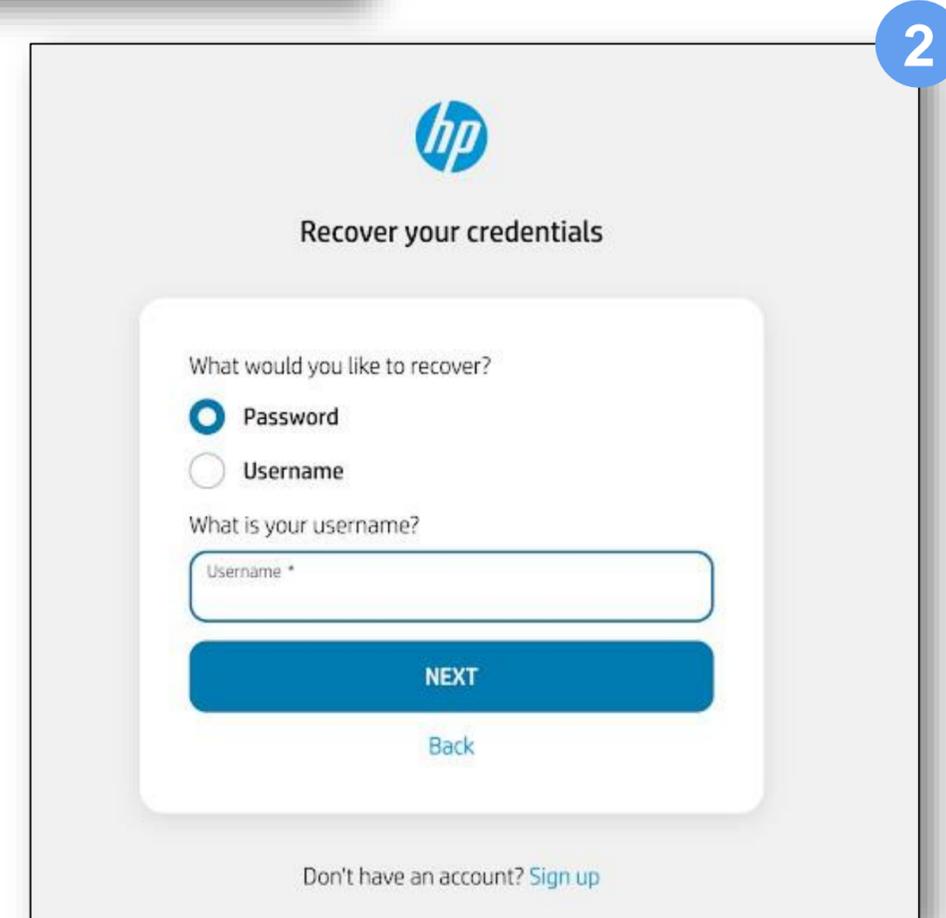
(1) The first thing that appears when you navigate to the HP2B site is the login page. Select your language from 13 options available on the drop-down menu: US English, UK English, French Canadian, South American Spanish, French, German, Italian, Korean, Spanish, Swedish, Chinese, Portuguese, and Russian.

Enter your username (email address) and password, and press “Log in.” If you are on a personal or private computer that is not used by others, you can click the “Remember me” box.

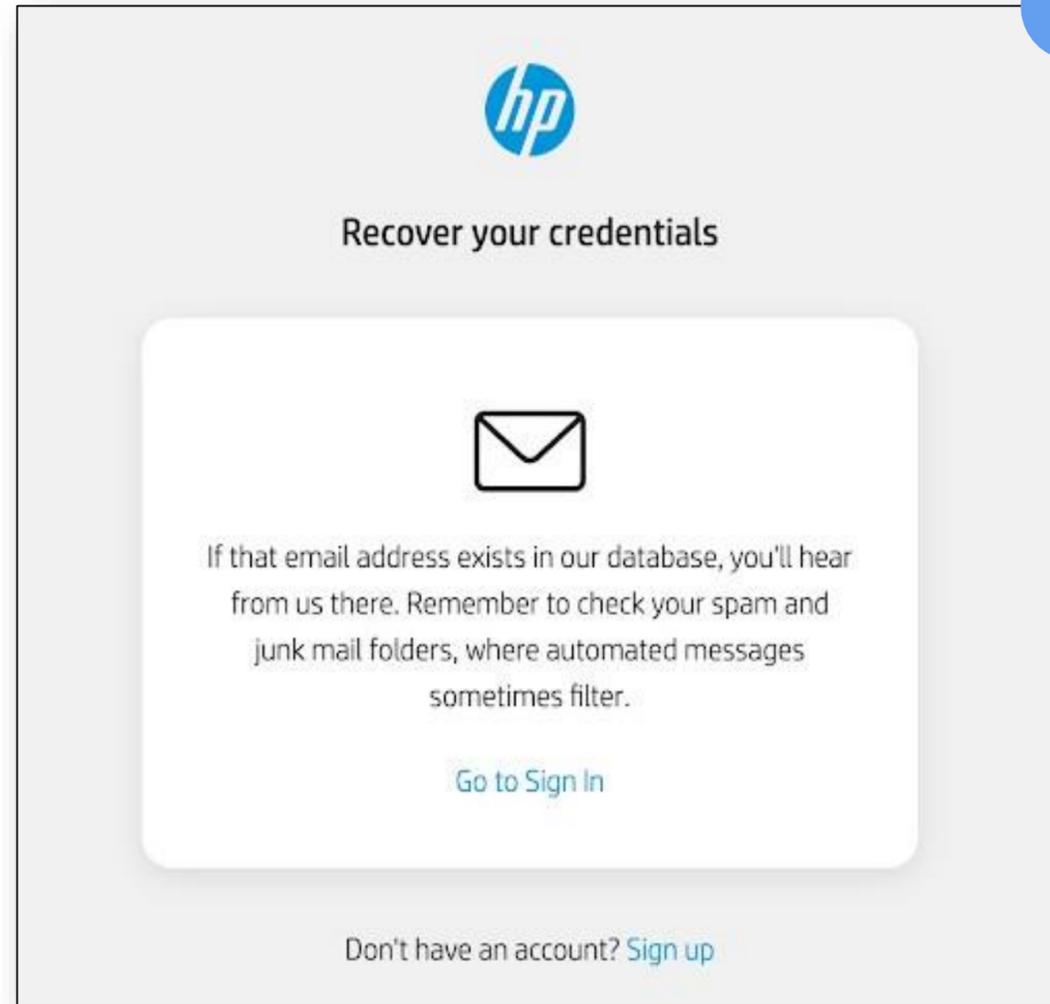
If you have forgotten your username or password, click the “Need help signing in or registering for an account?” link.



(2) In a pop-up screen, you’ll be asked, “What would you like to recover?” You’ll need to choose between “Password” and “Username.” If you want to recover your password, you will be asked for your username. If you want to recover your username, you will be prompted to enter your email address.



3



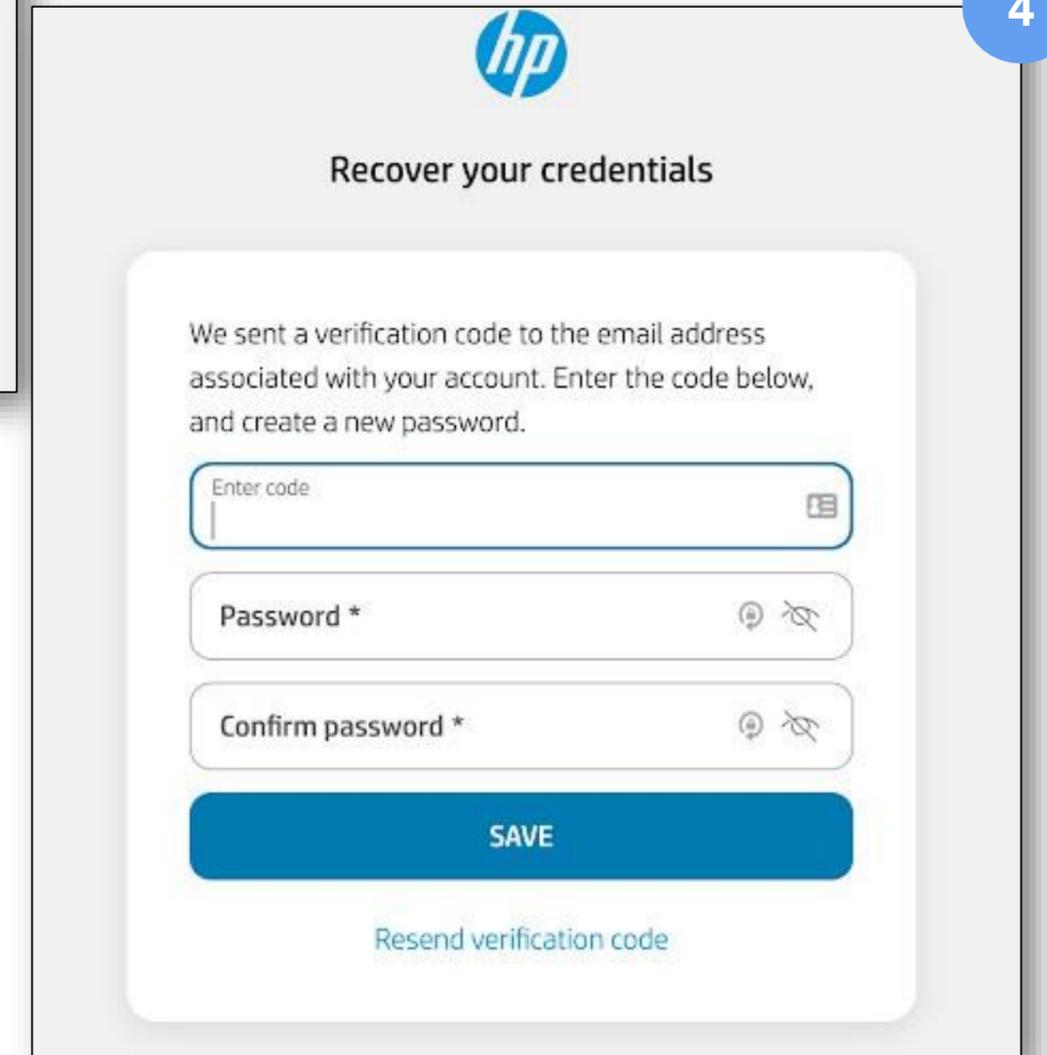
The screenshot shows the HP logo at the top, followed by the heading "Recover your credentials". Below this is a white card with an envelope icon and the text: "If that email address exists in our database, you'll hear from us there. Remember to check your spam and junk mail folders, where automated messages sometimes filter." At the bottom of the card is a blue link "Go to Sign In". Below the card, at the bottom of the page, is the text "Don't have an account? [Sign up](#)".

(3) If you choose "Username," you'll get a message saying that your username will be sent to your email address.

(4) If you choose "Password," a secure verification code will be sent to your email address.

You copy or type it into the "Enter code" field to set a new password.

4



The screenshot shows the HP logo at the top, followed by the heading "Recover your credentials". Below this is a white card with the text: "We sent a verification code to the email address associated with your account. Enter the code below, and create a new password." The card contains three input fields: "Enter code" (with a clear button), "Password \*" (with a visibility toggle), and "Confirm password \*" (with a visibility toggle). Below the fields is a blue "SAVE" button and a blue link "Resend verification code".

# Home Page and Top Navigation Menu

# Home Page and top navigation menu



(1) First log in to HP2B.

(2) After you have successfully logged in, the HP2B Home Page will appear.

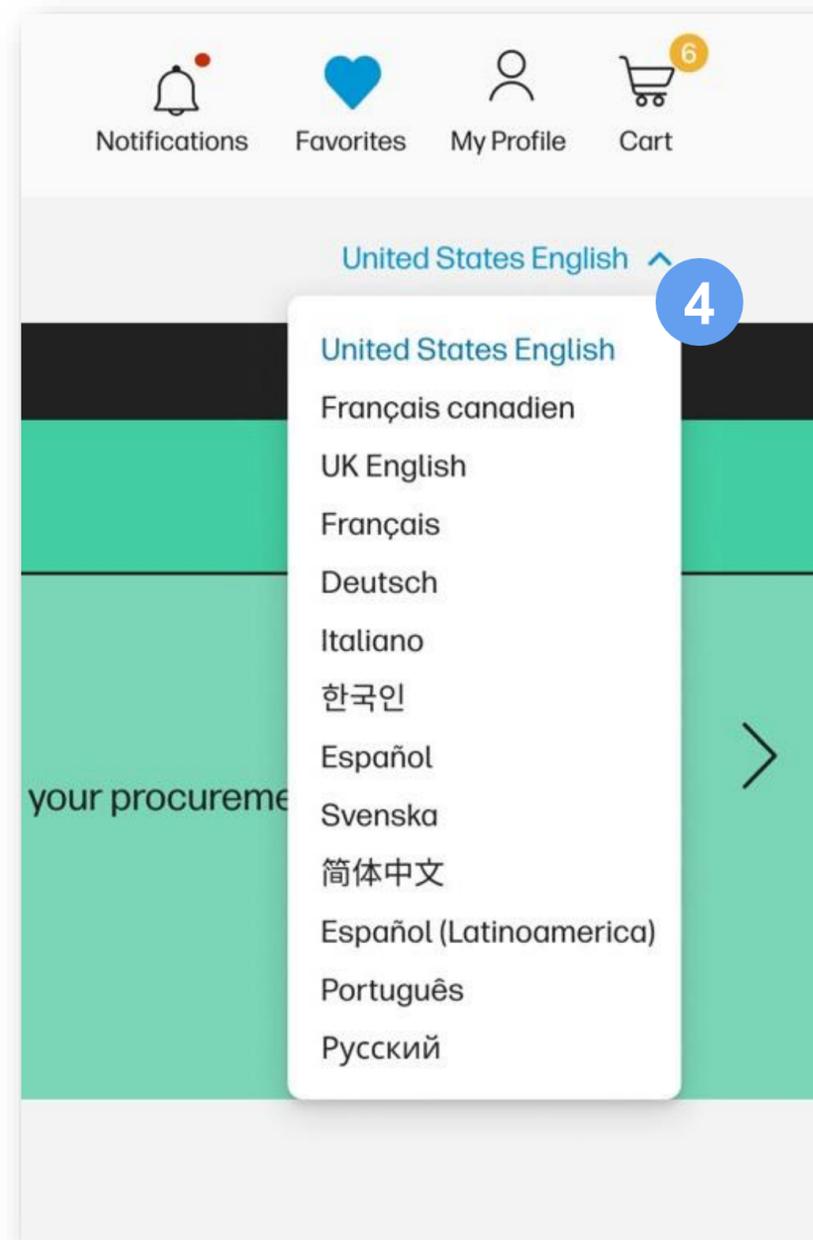
The HP2B Home Page is rich with functionality and is very easy to navigate. Understanding all the HP2B features and capabilities that you can access from this page will save you time and allow you to enjoy a more effective and efficient online experience.

(3) Your organization's location and name appear in a drop-down menu in top left corner of the Home Page. Your organization's logo will also be displayed.

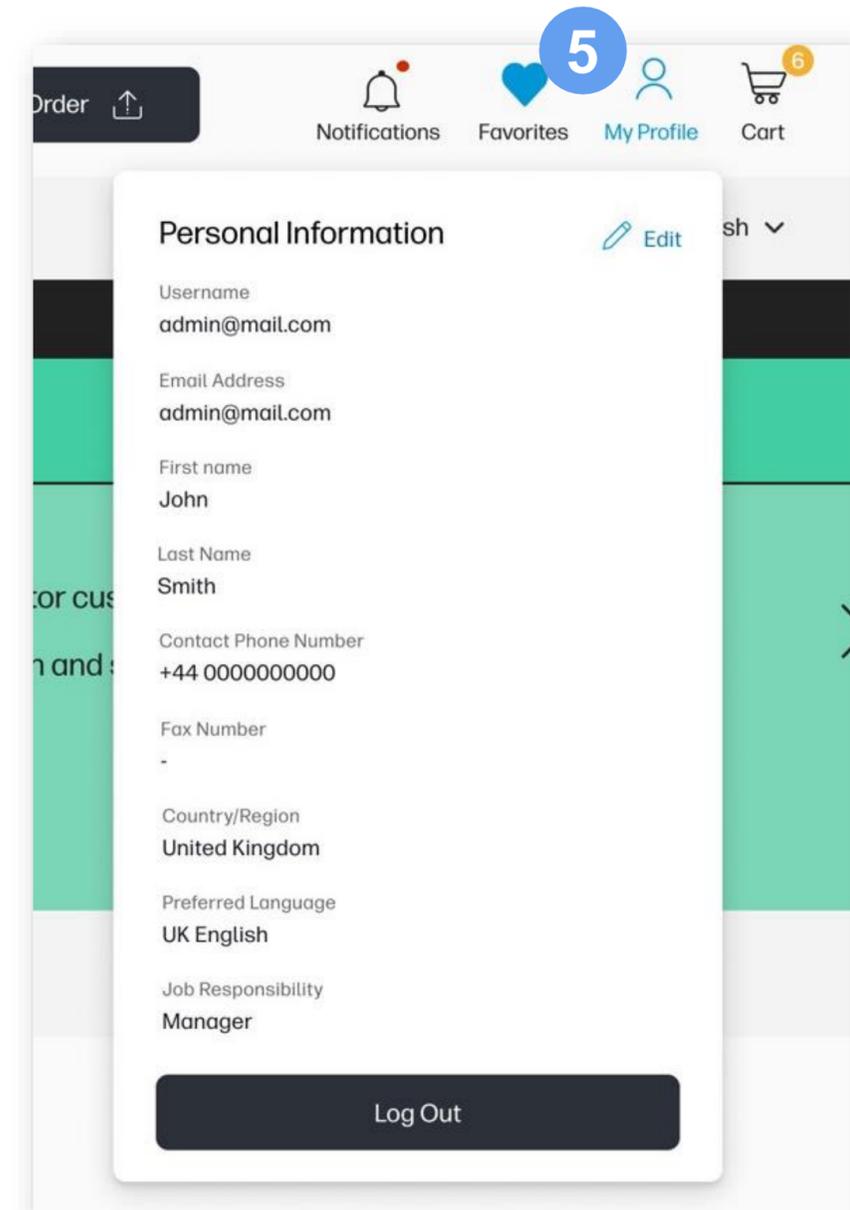
You can change the language (4) you see on HP2B at any time using the drop-down menu.

Although you chose your language when logging in, you can change it from the Home Page.

You have a choice of 13 languages.

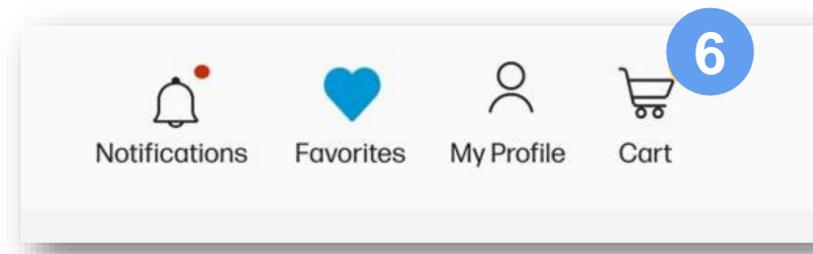


You can access your personal details by clicking on My Profile (5), at the top right corner of the Home Page.



Any products you have chosen but have not been included in a purchase request or purchase order can be accessed by clicking on your shopping cart (6), shown at the top right corner of the Home Page.]

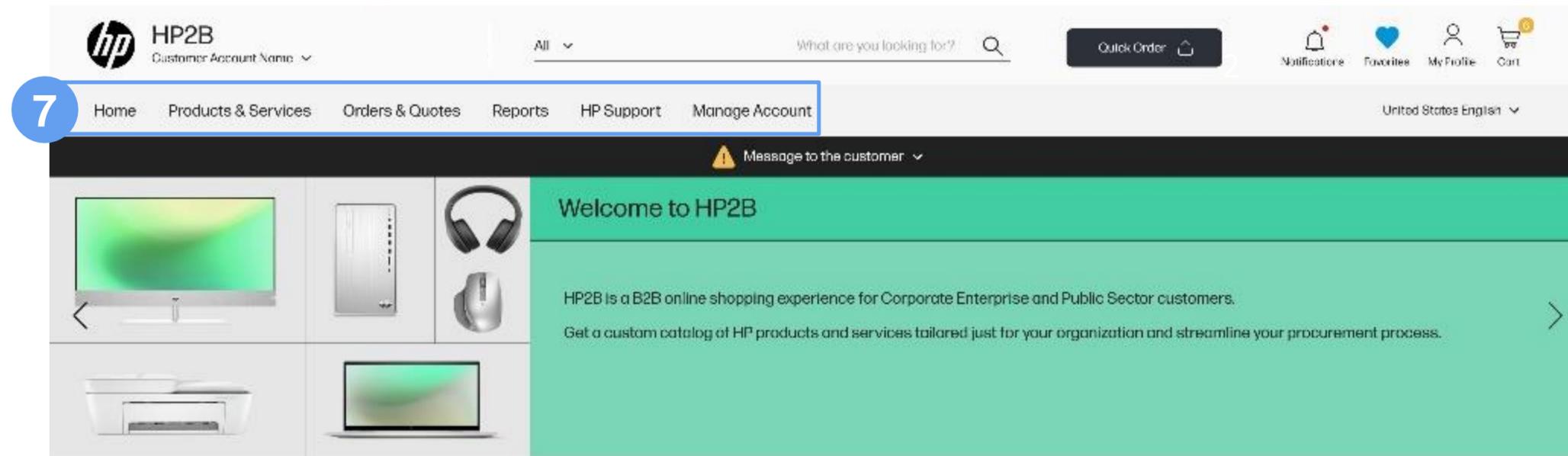
The number of products in your cart will be displayed here.



You also have access to six important pages (7) directly from tabs on the Home Page:

- “Products & Services”
- “Orders & Quotes”
- “Reports” (will only appear if reports capability has been activated)
- “Notifications”
- “HP Support”
- “Manage Account”

In this guide, we will go into each of these pages to explain where they take you and what you can do in them.



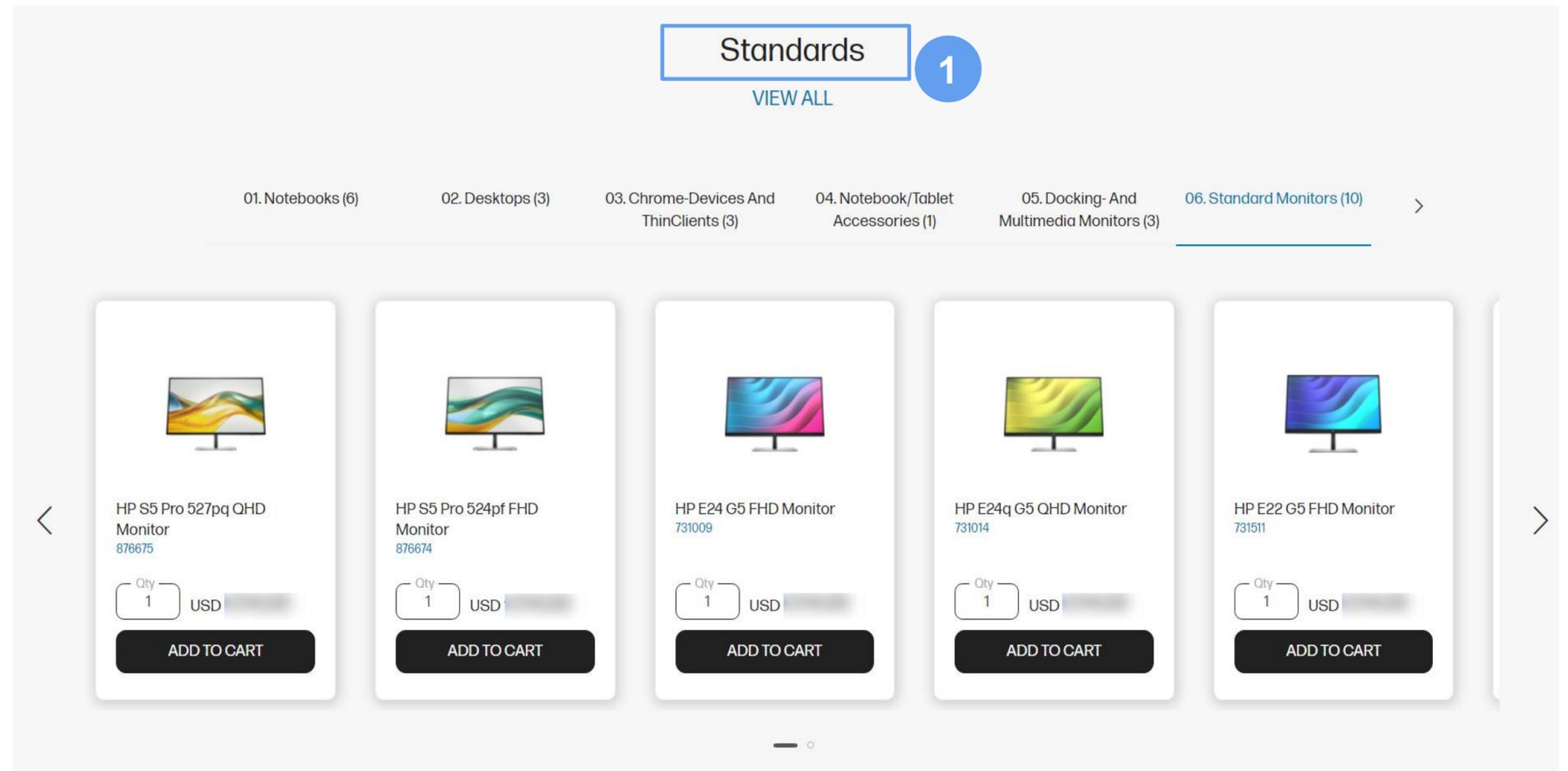
# Standards and Products

# Standards & Products

Under “Standards” (1) are the products and prices negotiated with HP by your organization that are available for purchase within the specific catalog you are using.

These are considered standards, which means they will be the most commonly purchased.

You click on a category at the top of the “Standards” screen to see which ones have been set for your organization.

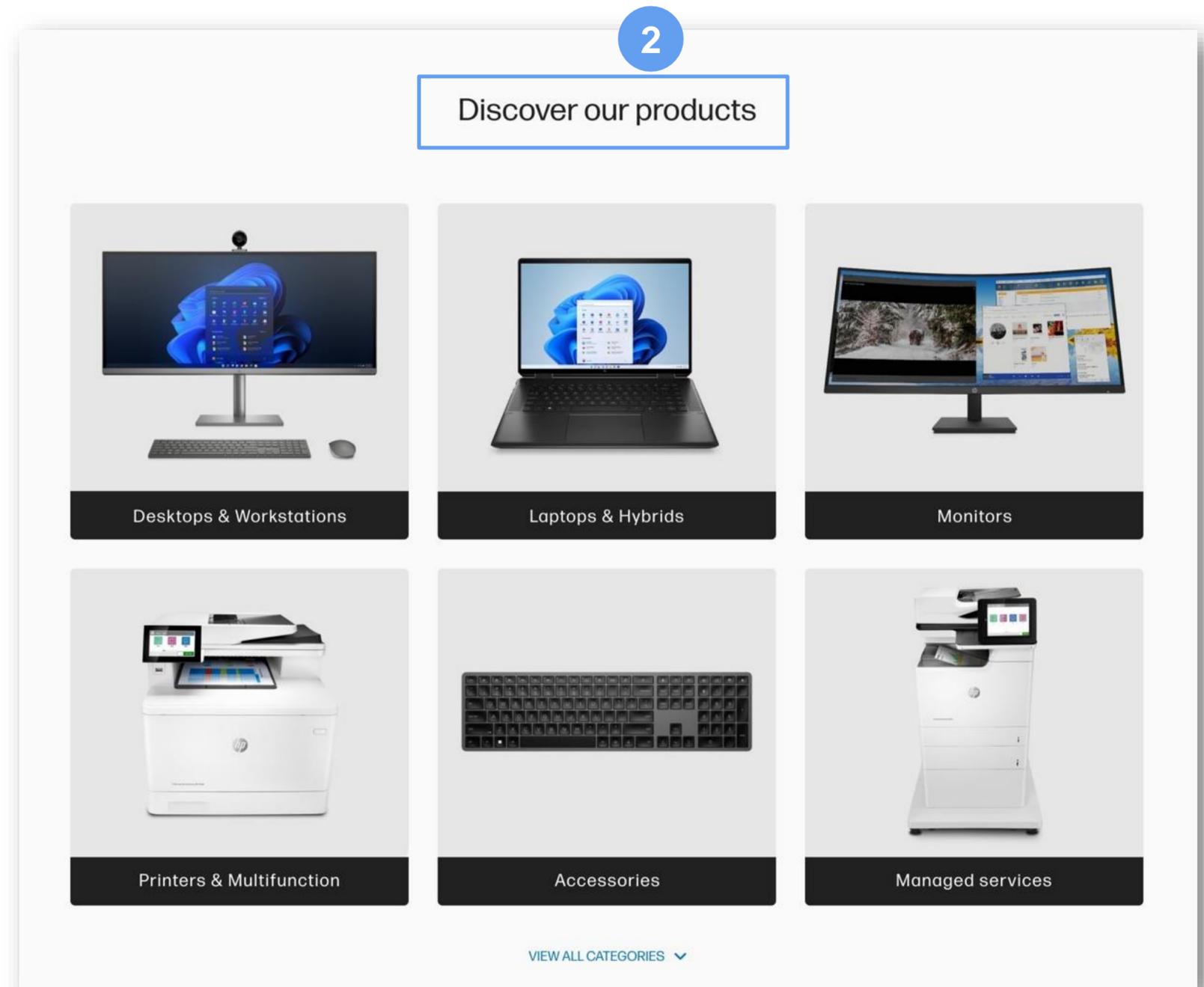


The screenshot displays the HP Standards & Products interface. At the top, a blue box highlights the 'Standards' category with a '1' in a circle and a 'VIEW ALL' link. Below this, a horizontal navigation bar lists six categories: 01. Notebooks (6), 02. Desktops (3), 03. Chrome-Devices And ThinClients (3), 04. Notebook/Tablet Accessories (1), 05. Docking- And Multimedia Monitors (3), and 06. Standard Monitors (10). The 'Standard Monitors' category is selected and underlined. Below the navigation bar, five product cards are displayed, each featuring a monitor image, product name, part number, a quantity selector (set to 1), a price field (USD), and an 'ADD TO CART' button. The products shown are: HP S5 Pro 527pq QHD Monitor (876675), HP S5 Pro 524pf FHD Monitor (876674), HP E24 G5 FHD Monitor (731009), HP E24q G5 QHD Monitor (731014), and HP E22 G5 FHD Monitor (731511).

If you scroll further down, you see the “Discover our Products” (2) section.

Products are the hardware categories that all standards fit into.

The difference between “Discover our products” and “Standards” is that in “Discover our Products” you see all of the items in this catalog, not just the ones designated as standards for your organization.



# Product Search

# Product search

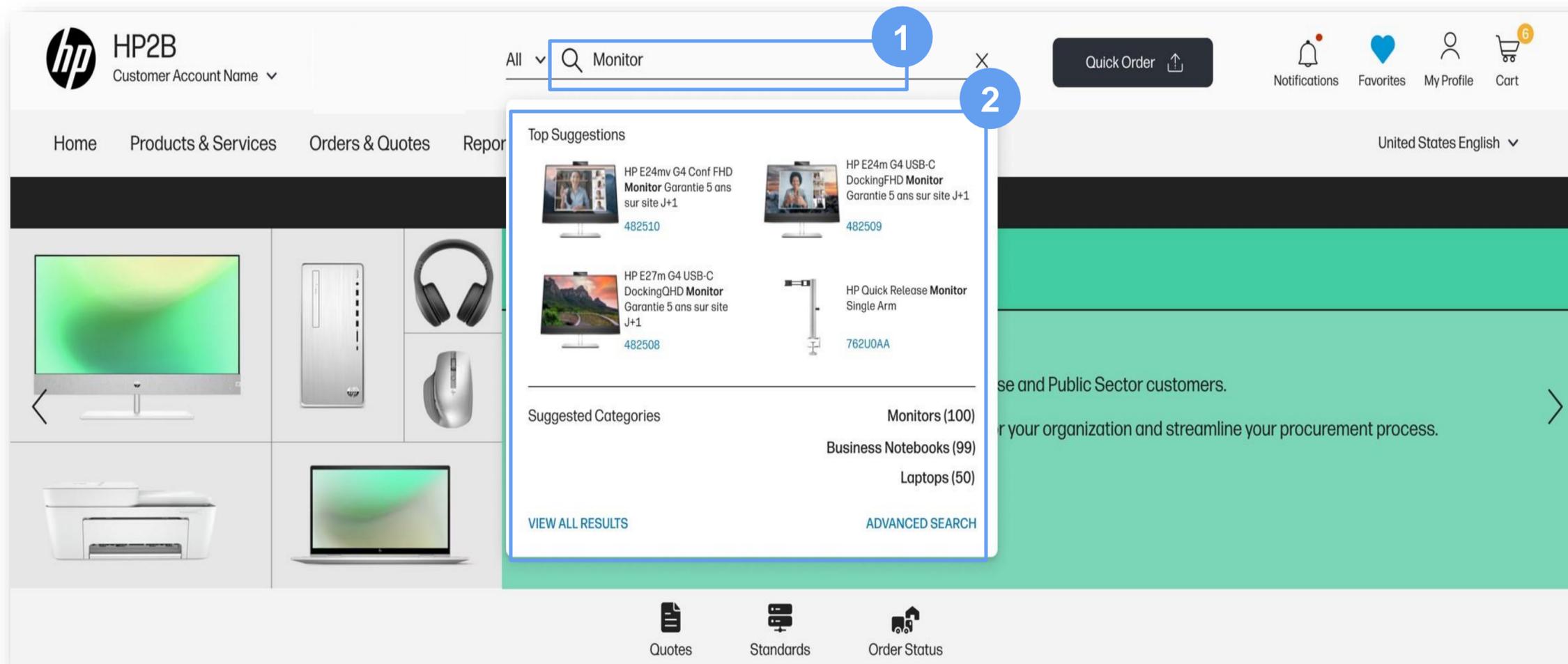
At the top right of the Home Page is a search bar (1).

Products can be searched by keyword (2), for example - "adapter" or "monitor" etc.

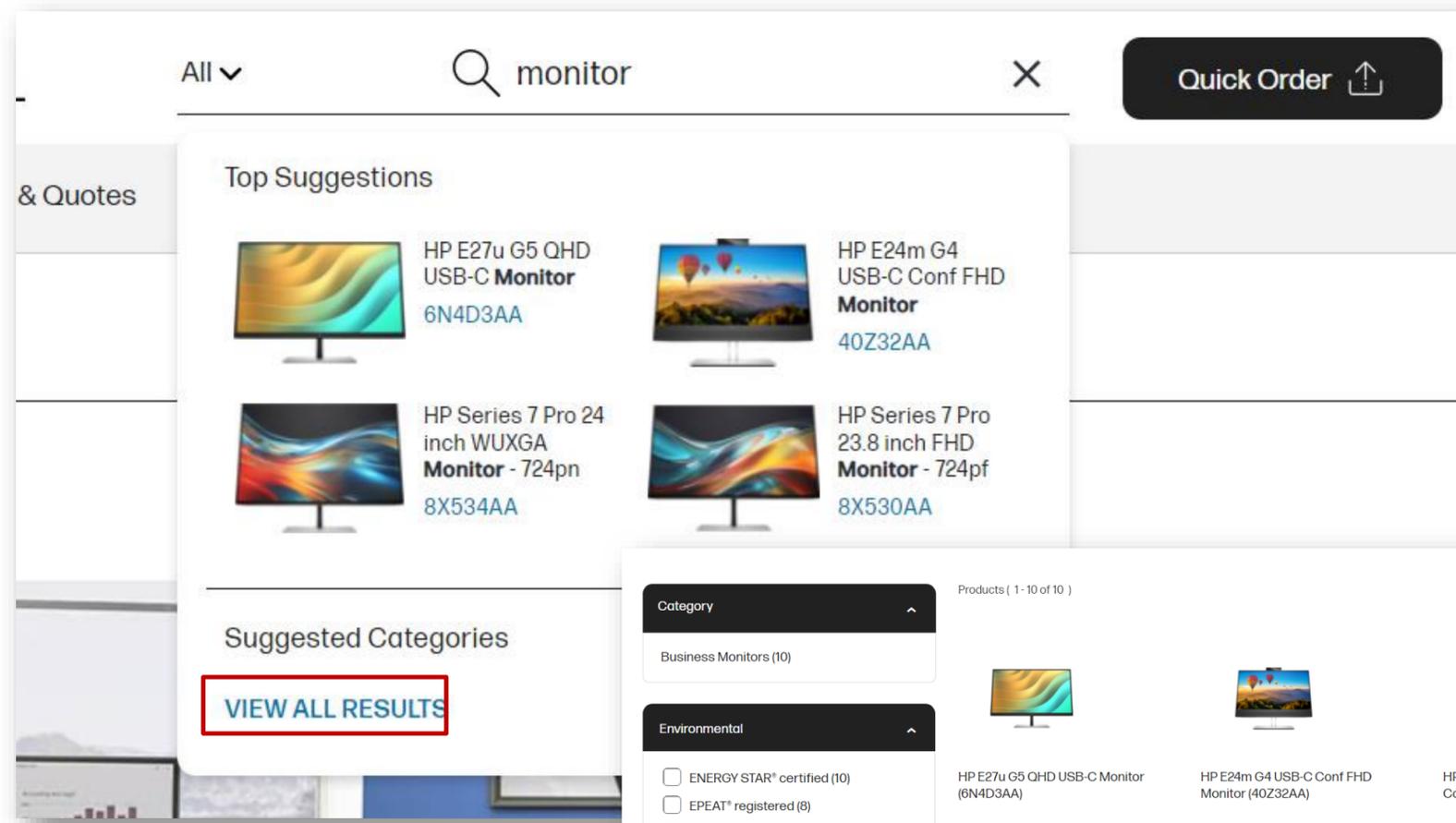
Recommended products will appear in a pop-up box.

From here, you have two options: "View all results" or "Advanced search."

If you click on "View all results," you will go to a page with all available products (in this case monitors) listed.

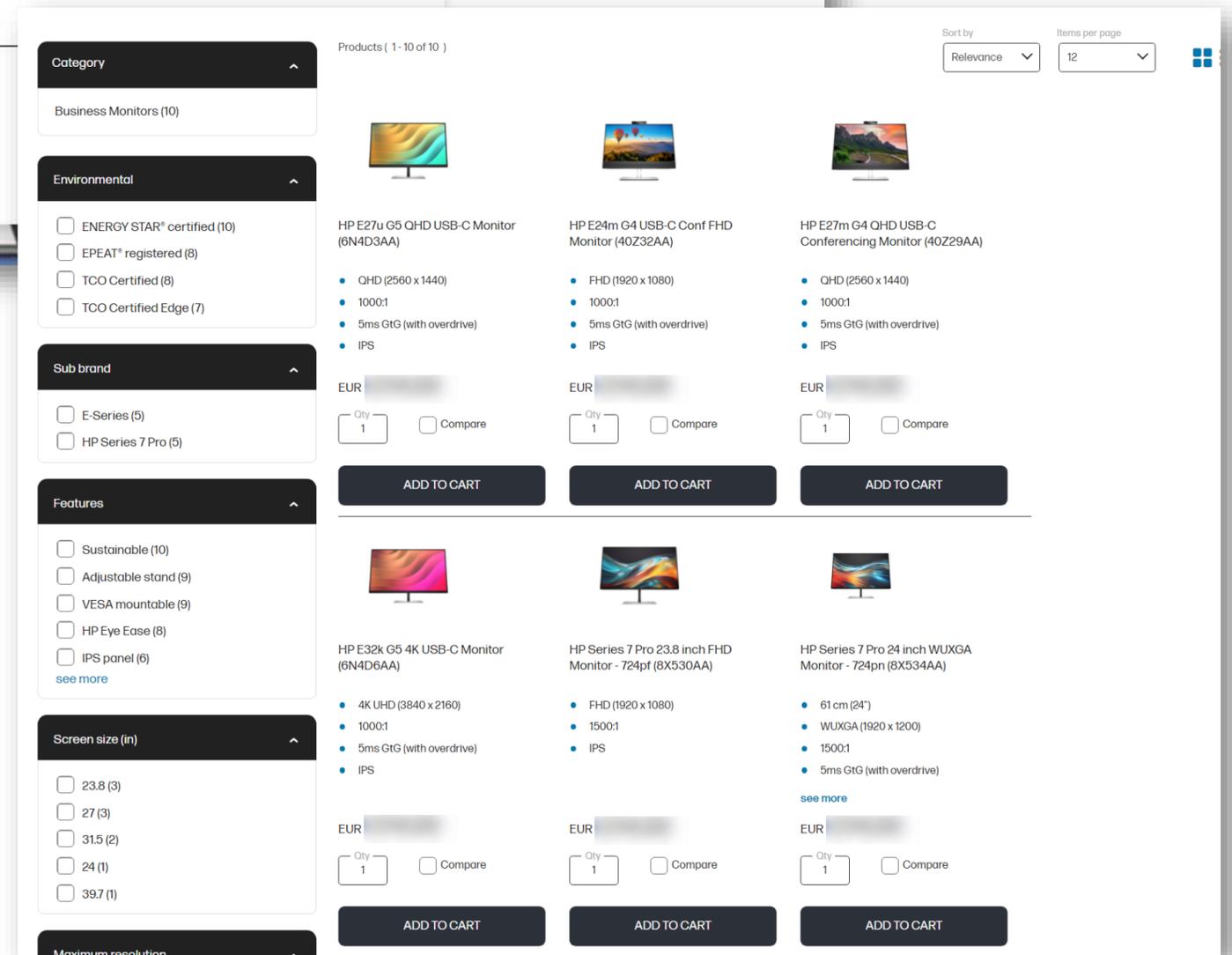


The screenshot displays the HP2B Home Page interface. At the top left, the HP logo and 'HP2B' branding are visible, along with a 'Customer Account Name' dropdown. A search bar at the top center contains the text 'Monitor' and is highlighted with a blue box and the number '1'. To the right of the search bar are icons for 'Quick Order', 'Notifications', 'Favorites', 'My Profile', and 'Cart'. Below the search bar, a pop-up box titled 'Top Suggestions' is shown, containing four product cards: 'HP E24mv G4 Conf FHD Monitor', 'HP E24m G4 USB-C Docking FHD Monitor', 'HP E27m G4 USB-C Docking QHD Monitor', and 'HP Quick Release Monitor Single Arm'. Below the product cards, there are 'Suggested Categories' including 'Monitors (100)', 'Business Notebooks (99)', and 'Laptops (50)'. At the bottom of the pop-up box are two buttons: 'VIEW ALL RESULTS' and 'ADVANCED SEARCH'. The background of the page shows a navigation menu with 'Home', 'Products & Services', 'Orders & Quotes', and 'Reports'. A large green banner is visible in the background, partially obscured by the pop-up box.



You can use the “View All results” option to narrow your search down to a particular product subcategory or feature.

If you’re searching for a monitor, for example, you would click on that option, and only monitors would be displayed.



If you wanted a certain size, you could filter for that, too.

This screenshot shows the HP website's product page for monitors. On the left, there are several filter panels: 'Category' (Business Monitors (10)), 'Environmental' (ENERGY STAR® certified (10), EPEAT® registered (8), TCO Certified (8), TCO Certified Edge (7)), 'Sub brand' (E-Series (5), HP Series 7 Pro (5)), 'Features' (Sustainable (10), Adjustable stand (9), VESA mountable (9), HP Eye Ease (8), IPS panel (6)), and 'Screen size (in)' (23.8 (3), 27 (3), 31.5 (2), 24 (1), 39.7 (1)). The 'Screen size (in)' filter is highlighted with a red box. The main area displays three product cards: HP E27u G5 QHD USB-C Monitor (6N4D3AA), HP E24m G4 USB-C Conf FHD Monitor (40Z32AA), and HP E27m G4 QHD USB-C Conferencing Monitor (40Z29AA). Each card includes a 'Quantity' input field (set to 1) and an 'ADD TO CART' button.

This screenshot shows the same HP website product page, but with the 'Screen size (in)' filter set to 27 inches. The filter panel on the left now shows '27 (3)' selected. The main area displays three product cards: HP E27u G5 QHD USB-C Monitor (6N4D3AA), HP E27m G4 QHD USB-C Conferencing Monitor (40Z29AA), and HP Series 7 Pro 27 inch QHD Monitor - 727pq (8J4D8AA). The 'HP Series 7 Pro 27 inch QHD Monitor' card is highlighted with a blue border. The 'Quantity' input field for this product is set to 1, and the 'ADD TO CART' button is visible.

Selecting “Advanced search” will open a different window that allows you to be even more specific about what you’re looking for.

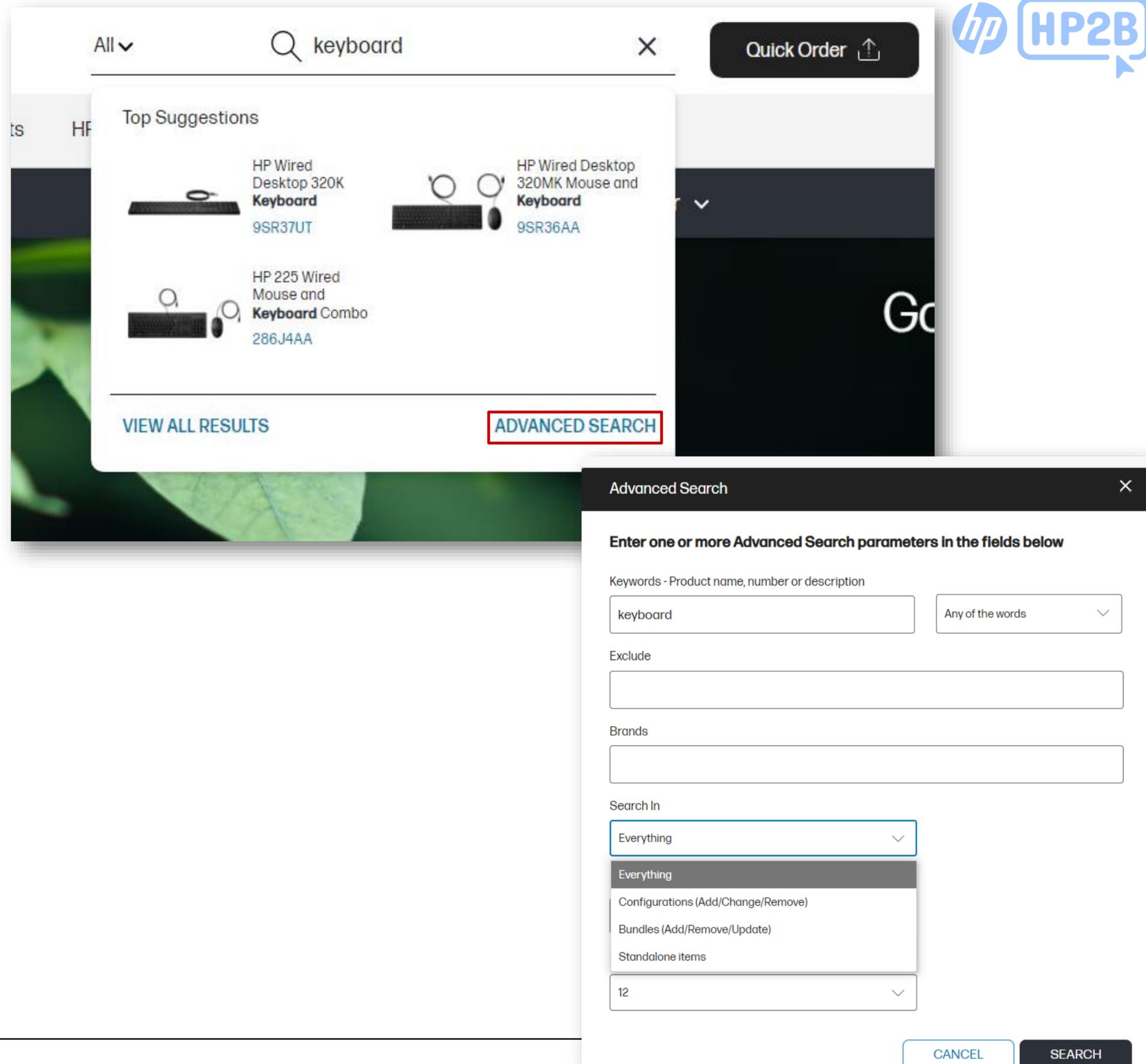
For example, you can specify or exclude certain models or types of keyboards.

Under the “Search in” drop-down menu, you can also filter to see if the product that you re trying to search, if it is part of the “Configurations” or “Bundles.”

**Note:**

Configurations are products that have been configured specially for your organization. This can include how much storage, RAM, CPU, or other configurable features that have been grouped together.

Bundles are independent products that have been grouped together. For example, a certain PC can be bundled together with a particular printer.



After you click on the Search button, the results are displayed - with the keyboard either as a standalone or inside a config of bundle or kit or SKU.



Search results for "keyboard" (21 matches).

**Category**

- Desktops & Workstations (11)
- Accessories for PC (6)
- Laptops and Hybrids (4)

**Sub brand**

- ZBook (5)
- Elite (4)
- Z (4)
- Dragonfly (1)
- EliteBook (1)

**Series name**

- HP Z2 Tower G9 Workstation (3)
- HP Elite Mini 800 G9 (2)
- HP Elite x360 830 13" G11 2-in-1 (2)
- HP ZBook Firefly 14 inch G11 A Mobile Workstation PC (2)
- HP ZBook Power 16 inch G11 A Mobile Workstation PC (2)

**Storage (GB)**

- 512 (8)
- 1024 (4)
- 2000 (1)
- 4000 (1)
- 5024 (1)

**Environmental**

- TCO Certified (9)
- ENERGY STAR® certified (6)
- EPEAT® registered (2)

**Features**

- Bulk packaging available (11)
- Molded paper pulp cushion inside box is 100% sustainably sourced and recyclable (11)
- Wi-Fi 6E (10)
- HP Sure Admin (7)
- HP Sure Click (7)

**Form factor**

Products ( 1 - 12 of 21 )

Sort by: Relevance | Items per page: 12

 HP Wired Desktop 320K Keyboard (9SR37UT) City 1   Compare ADD TO CART	 HP USB Bus Slim Keyboard/Mouse/Mousepad Kit... (T4E63AA) City 1   Compare ADD TO CART	 HP 225 Wired Mouse and Keyboard Combo (266J4AA) City 1   Compare ADD TO CART	 HP 125 Wired Keyboard (266C9AA) City 1   Compare ADD TO CART
 HP 655 Wireless Keyboard and Mouse Combo (4R009AAA) City 1   Compare ADD TO CART	 HP Wired Desktop 320MK Mouse and Keyboard (9SR36AA) City 1   Compare ADD TO CART	 HP Elite x360 830 13 inch G11 2-in-1 Notebook PC (A3EQ7UC) City 1   Compare ADD TO CART	 HP Elite x360 830 13 inch G11 2-in-1 Notebook PC (B47PPUC) City 1   Compare ADD TO CART
 HP ZBook Firefly 14 inch G11 A Mobile Workstation PC (AQ429UC) City 1   Compare ADD TO CART	 HP ZBook Fury 16 G11 Mobile Workstation PC (B47R6UC) City 1   Compare ADD TO CART	 HP Dragonfly 13.5 inch G4 Notebook PC (B4EJ2UC) City 1   Compare ADD TO CART	 HP ZBook Firefly 14 inch G11 A Mobile Workstation PC (A76RGUC) City 1   Compare ADD TO CART

< 1 2 > ↕

Search results for "keyboard" (21 matches).

**Category**

- Desktops & Workstations (11)
- Accessories for PC (6)
- Laptops and Hybrids (4)

**Sub brand**

- ZBook (5)
- Elite (4)
- Z (4)
- Dragonfly (1)
- EliteBook (1)

**Series name**

- HP Z2 Tower G9 Workstation (3)
- HP Elite Mini 800 G9 (2)
- HP Elite x360 830 13" G11 2-in-1 (2)
- HP ZBook Firefly 14 inch G11 A Mobile Workstation PC (2)
- HP ZBook Power 16 inch G11 A Mobile Workstation PC (2)

**Storage (GB)**

- 512 (8)
- 1024 (4)
- 2000 (1)
- 4000 (1)
- 5024 (1)

**Environmental**

- TCO Certified (9)
- ENERGY STAR® certified (6)
- EPEAT® registered (2)

**Features**

- Bulk packaging available (11)
- Molded paper pulp cushion inside box is 100% sustainably sourced and recyclable (11)
- Wi-Fi 6E (10)
- HP Sure Admin (7)
- HP Sure Click (7)

**Form factor**

**Graphics**

Products ( 13 - 21 of 21 )

Sort by: Relevance | Items per page: 12

 HP Elite Mini 800 G9 Desktop PC (A38K6UC) City 1   Compare ADD TO CART	 HP Elite Mini 800 G9 Desktop PC (A05F6UC) City 1   Compare ADD TO CART	 HP EBUltraG1q X1E7810 14 16GB/512 PC QC SD X1E78100, 14.2 2K BV LED... (B10S3UP) City 1   Compare ADD TO CART	 HP ZBook Power 16 inch G11 A Mobile Workstation PC (AQ5A0UC) City 1   Compare ADD TO CART
 HP ZBook Power 16 inch G11 A Mobile Workstation PC (A4WJ5UC) City 1   Compare ADD TO CART	 HP Z2 Tower G9 Workstation (97H0UC) City 1   Compare ADD TO CART	 HP Z2 Tower G9 Workstation (B47R1UC) City 1   Compare ADD TO CART	 HP Z2 Tower G9 Workstation (B47R2UC) City 1   Compare ADD TO CART
 HP Z4 G5 Workstation PC (B47Q7UC) City 1   Compare ADD TO CART			

< 2 > ↕

# Product Details and Descriptions

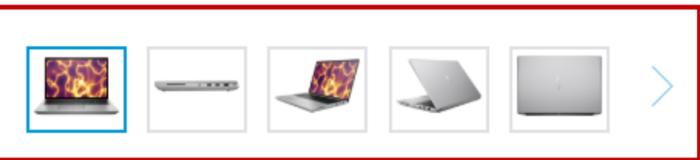
(1) When you locate a product that interests you, click on the image of a product to get key features and different thumbnail views of the product.

Home | Desktops & Workstations | Workstations | HP Mobile Workstation | HP ZBook Fury 16 G11 Mobile Workstation PC

1

## HP ZBook Fury 16 G11 Mobile Workstation PC

B47R6UC HP ZBook Fury 16 G11 Mobile Workstation PC



### Key Features

- Operating system: Windows 11 Pro
- Processor family: 13th Generation Intel® Core™ i7 processor
- Memory and storage: 64 GB memory; 512 GB SSD storage
- Display: 16" diagonal, WUXGA (1920 x 1200), IPS, anti-glare, micro-edge, 400 nits, 100% sRGB [21,23,32,39]
- Graphics: Integrated Intel® UHD Graphics Discrete NVIDIA RTX™ 4000 Ada Generation Laptop GPU (12 GB GDDR6 dedicated)

PLN

Option Code

Please choose... ▼

1

Don't forget to [add a Care Pack](#) before checkout.

Scroll down to view the product features and the detailed product specifications.



Features
Specifications
Accessories
Submit Web Request

Tackle multiple heavy workflows—simultaneously

- Blaze through graphics-heavy projects with a desktop class Intel® CPU<sup>[2]</sup> and integrated or discrete graphics.<sup>[4]</sup>

Upgrade. Expand. Evolve

- Get desktop-level storage and memory with room to grow. Expansion is easy with tool-free access to components.

Show more

### Suggested Care Packs

**HP Care Pack**

HP 3y Onsite w/optional Device Health Insights/TRV MWS

U855ZE  x    PLN 252.63

[Add to cart](#)

**HP Care Pack**

HP 3y Onsite w/Predictive Detection Alerts MWS

U86CME  x    PLN 284.71

[Add to cart](#)

**HP Care Pack**

HP 3y Onsite w/optional Device Health Insights MWS

U85RZE  x    PLN 224.56

[Add to cart](#)

Features
Specifications
Accessories
Submit Web Request

Data sheets

[HP ZBook Fury 16 G11 Mobile Workstation PC](#)  
[HP ZBook Fury 16 G11 Mobile Workstation PC](#)

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### System features

Operating system	Windows 11 Pro
Processor family	13th Generation Intel® Core™ i7 processor
Processor	Intel® Core™ i7-13850HX (up to 5.3 GHz with Intel® Turbo Boost Technology, 30 MB L3 cache, 20 cores, 28 threads)
Chipset	Intel® WM790
Sustainable impact specifications	Low Halogen

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### Storage

Hard drive	512 GB PCIe® Gen4 NVMe™ TLC M.2 SSD
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### Memory

Memory	64 GB DDR5-5600 MT/s (4 x 16 GB) Transfer rates up to 5600 MT/s.
Memory Slots	4 SODIMM; supports dual channel

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### Media devices

Audio	Audio by Poly Studio, dual stereo speakers, HP World Facing Microphone dual array digital microphones, functions keys for volume up and down, combo microphone/headphone jack, HD audio
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### Input devices

Pointing device	Extra large, QuietKey, 3-button touchpad
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### Display Specifications

Display	16" diagonal, WUXGA display
Graphics (integrated)	Intel® UHD Graphics
Graphics (discrete)	NVIDIA RTX™ 4000 Ada Generation Laptop GPU (12 GB GDDR6 dedicated)

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### Dimensions and weight

Minimum dimensions (W x D x H)	14.29 x 9.86 x 1.12 in (non-touch); 14.29 x 9.86 x 1.09 in (touch)
Package dimensions (W x D x H)	552 x 69 x 345 mm
Weight	Starting at 5.17 lb

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### Power and operating requirements

Ecolabels	TCO Certified
Power	230 W external AC power adapter

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### Communication features

Wireless	Intel® Wi-Fi 7 BE200 (2x2) and Bluetooth® 5.4 wireless card, vPro®
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### Expansion features

Ports	1 RJ-45; 1 headphone/microphone combo; 1 SuperSpeed USB Type-A 5Gbps signaling rate (charging); 1 SuperSpeed USB Type-A 5Gbps signaling rate
Camera	5MP HD IR camera
Pointing device	Extra large, QuietKey, 3-button touchpad

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### What's included

Pointing device	Extra large, QuietKey, 3-button touchpad
Manufacturer Warranty	1 year (1-1-0) limited warranty and service offering includes 1 year of parts and labor. Terms and conditions vary by country.

## Accessories

### Series 7 Pro (1)



HP Series 7 Pro 34 inch WQHD Conferencing Monitor - 734pm 8K157AA

[Quickview](#)Qty. [Add to cart](#)

### P-Series (1)



HP P24h G5 FHD Monitor 64W34AA

[Quickview](#)Qty. [Add to cart](#)

### E-Series (5)



HP E27m G4 QHD USB-C Conferencing Monitor 40Z29AA

[Quickview](#)Qty. [Add to cart](#)

HP E34m G4 WQHD Curved USB-C Conferencing Monitor 40Z26AA

[Quickview](#)Qty. [Add to cart](#)

HP E24 G5 FHD Monitor 6N6E9AA

[Quickview](#)Qty. [Add to cart](#)

HP E24m G4 USB-C Conf FHD Monitor 40Z32AA

[Quickview](#)Qty. [Add to cart](#)

HP E45c G5 DQHD Curved Monitor 6N4C1AA

[Quickview](#)Qty. [Add to cart](#)

Under the “Accessories” section, you will see recommendations of compatible products.

# HP Accessories and Services and Support Finder

# HP Accessories and Services and Support finder



HP2B also allows you to identify compatible accessories, services, and support for a specific product of your choosing. To do this, you scroll down on the Home Page until you see the “HP Accessories and Services and Support finder” section.

First, you enter the product number, description, or keyword for the item for which you wish to purchase compatible accessories or services. Suggestions will be displayed.

HP Accessories and Services and Support finder

Find easily compatible accessories and services for your product.

notebook

	<b>B4EJ2UC</b>	hp dragonfly 13.5 inch g4 notebook pc
	<b>A3EQ7UC</b>	hp elite x360 830 13 inch g11 2-in-1 notebook pc
	<b>B47PPUC</b>	hp elite x360 830 13 inch g11 2-in-1 notebook pc
	<b>829934</b>	hp elite x360 830 13 inch g11 2-in-1 notebook pc

Laptops and Hybrids      Desktops & workstations      Monitors

## HP Accessories and Services and Support finder

Find easily compatible accessories and services for your product.

Search Product Name / Part Number



Your selected product

HP Dragonfly 13.5 inch G4 Notebook PC

P\_84EJ2UC

After you click on the product you are interested in purchasing, HP2B will display all compatible offerings split into basic categories like “Monitors”, “Storage,” “Docking and port replicators,” and “Cables.”



Others



HP Care Pack Services



HP Series 7 Pro 34 inch WQHD Conferencing Monitor - 734pm

P\_8K157AA



Add to cart



HP P24h G5 FHD Monitor

P\_64W34AA



Add to cart



HP E45c G5 DQHD Curved Monitor

P\_6N4C1AA



Add to cart



HP E24 G5 FHD Monitor

P\_6N6E9AA



Add to cart

# Favorites

Under “Favorites lists,” you’ll find the products, bundles, kits, and configurations you’ve saved as “favorite.”

Favorites are listed by:

- The name you gave them
- The person who created it

Actions like, viewing the details of a specific favorite product, you can add the product to cart to raise create a duplicate of the favorite and delete a created favorite.

The screenshot shows the HP2B user interface for the 'Favorites' section. At the top, there is a navigation bar with the HP logo, a search bar containing 'All', and a 'Quick Order' button. Below this is a secondary navigation bar with links for Home, Products & Services, Orders & Quotes, Reports, HP Support, and Manage Account. On the right side of the top bar, there are icons for Notifications, Favorites, My Profile, and Cart, along with 'CUSTOMER SERVICE' and 'United States English'.

The main content area is titled 'Favorites' and includes a sub-link 'Upload Favorites'. Below the title is a search bar with the placeholder 'Enter Favorites Name Here' and a dropdown menu for 'Select Search Criteria'. A search icon and a notification badge are also present. Below the search bar, it says 'Show 20 Results'.

The main content is a table with the following columns: Favorites name, Created by, Items, Updated on, Total Price, Status, Type, and Actions. The table contains three rows of data, which are blurred. A context menu is open over the first row, showing options: View details, Add items to cart, Duplicate favorite, and Delete favorite.

At the bottom of the table, it says 'Favorites (1 - 3 of 3)' and a pagination control showing '1'.

# How to access Favorites

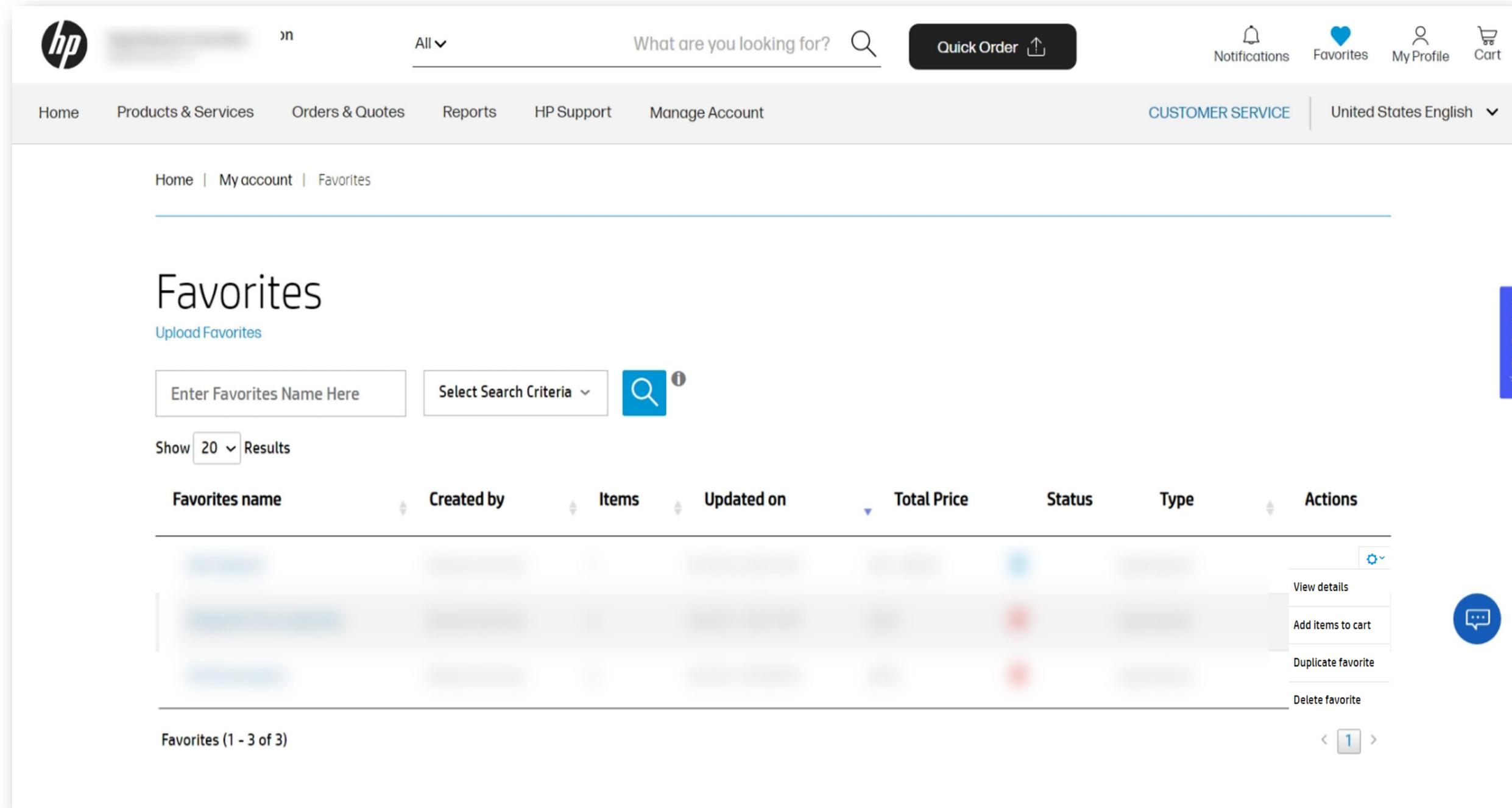
# How to access Favorites

You can access “Favorites” by clicking the Blue heart from the top right corner in the Home Page.

Favorites can be:

- Created
- Copied (duplicated)
- Checked for details
- Deleted
- Searched for by name
- Sorted by name

**NOTE:** Personal favorites can be edited only by the user who created them. Organizational favorites can only be edited by the customer administrator.



The screenshot shows the HP2B user interface for the Favorites section. At the top, there is a navigation bar with the HP logo, a search bar, and a 'Quick Order' button. Below this is a secondary navigation bar with links for Home, Products & Services, Orders & Quotes, Reports, HP Support, and Manage Account. The main content area is titled 'Favorites' and includes a search bar with the placeholder 'Enter Favorites Name Here' and a dropdown for 'Select Search Criteria'. Below the search bar, it shows 'Show 20 Results'. A table lists the favorites with columns for Favorites name, Created by, Items, Updated on, Total Price, Status, Type, and Actions. The Actions column includes options like 'View details', 'Add items to cart', 'Duplicate favorite', and 'Delete favorite'. At the bottom, it indicates 'Favorites (1 - 3 of 3)' and a pagination control showing page 1.

# Quickorder

# Quickorder

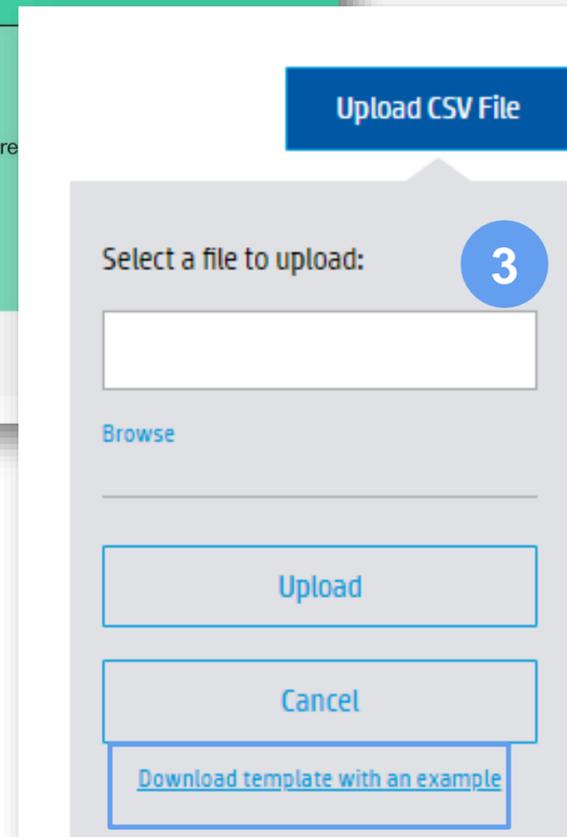
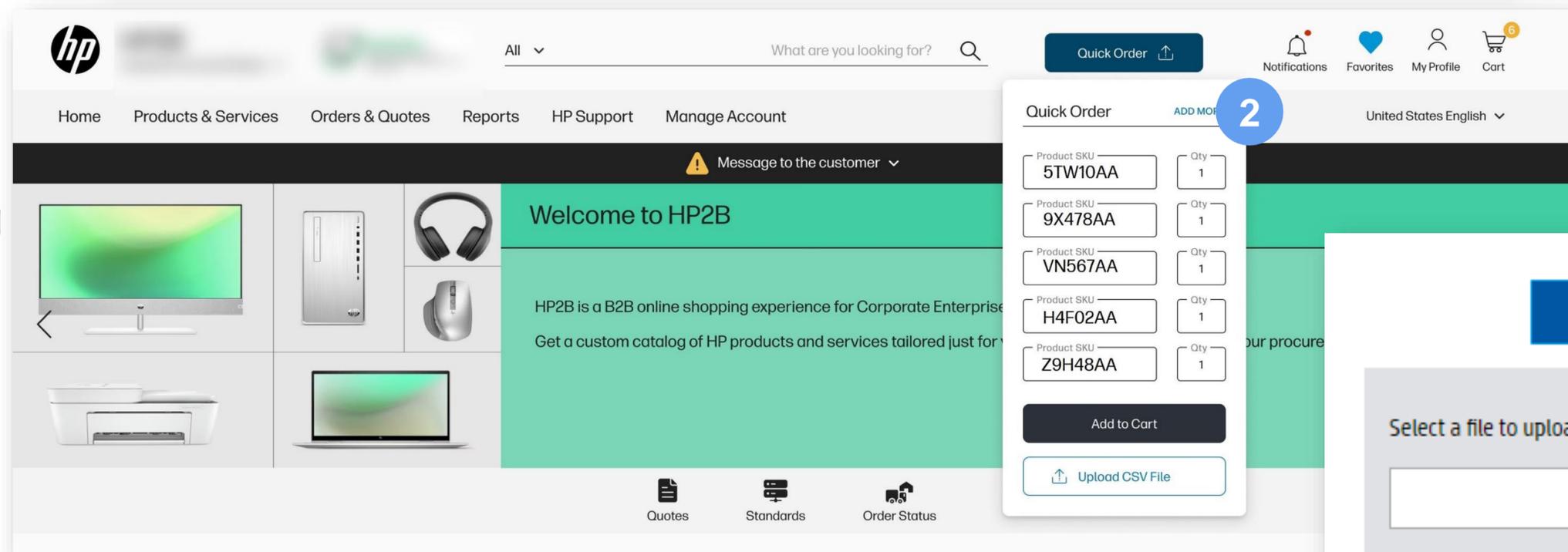
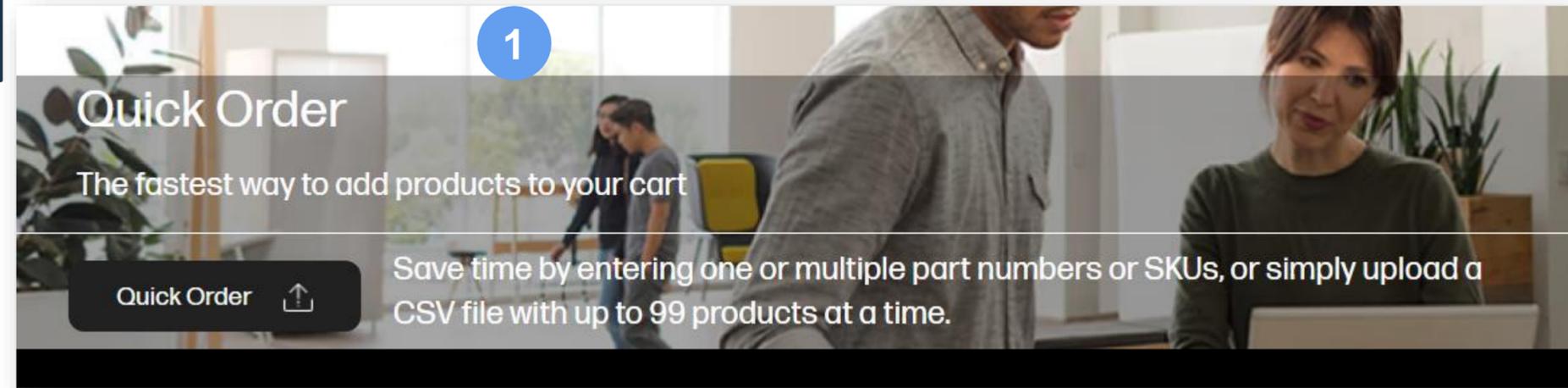
(1) A “Quick order” allows you to order multiple products at once, rather than clicking on them individually.

(2) You can upload all your product requests at once in two ways:

- By product number (SKU)
- By uploading a .CSV file containing the information

(3) If you would like to upload a .CSV file, we have created a template you can download to use as guidance. Just click on the “Download template with an example” link at the bottom of the “Upload CSV File” pop-up window.

When done, click “Add to cart.”



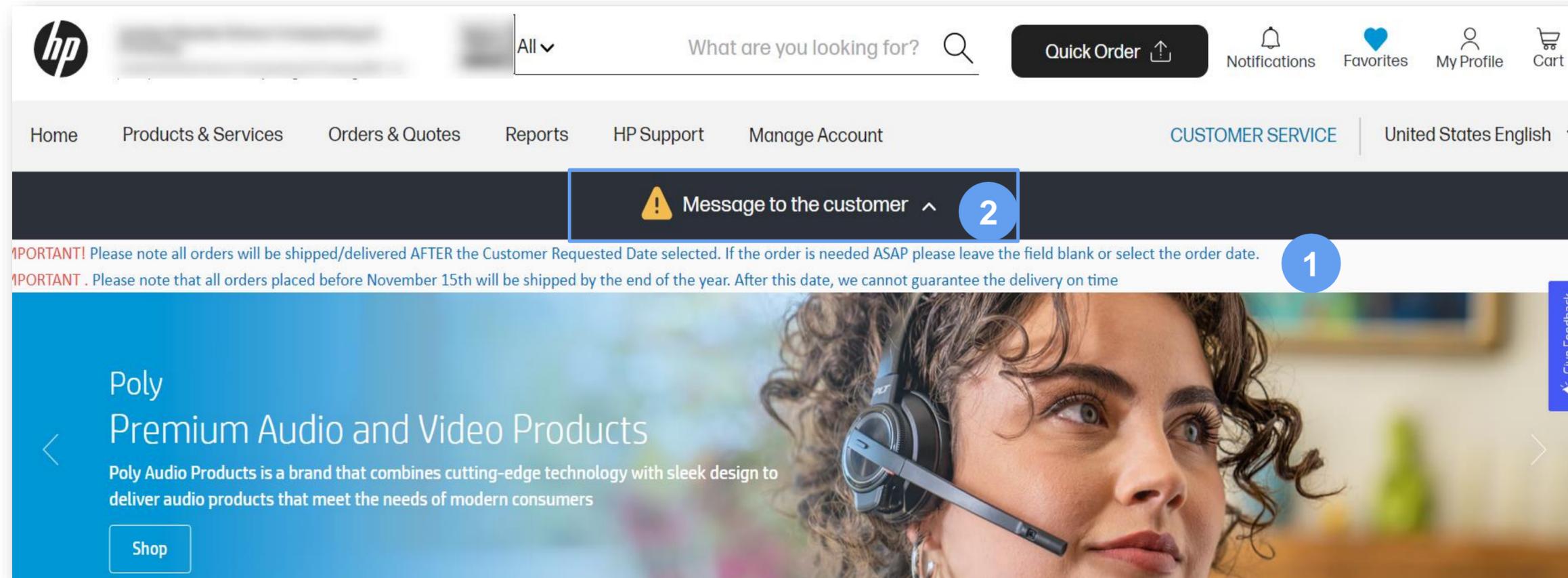
# Message to the customer

# Message to the customer

(1) Here is where important messages for you are posted, such as planned downtimes, new features, or new versions or any customized customer specific messages.

Messages will always be displayed in the top navigation bar.

(2) By clicking on the “Message to the customer” drop-down menu, messages will appear in a drop-down window.



# Notifications

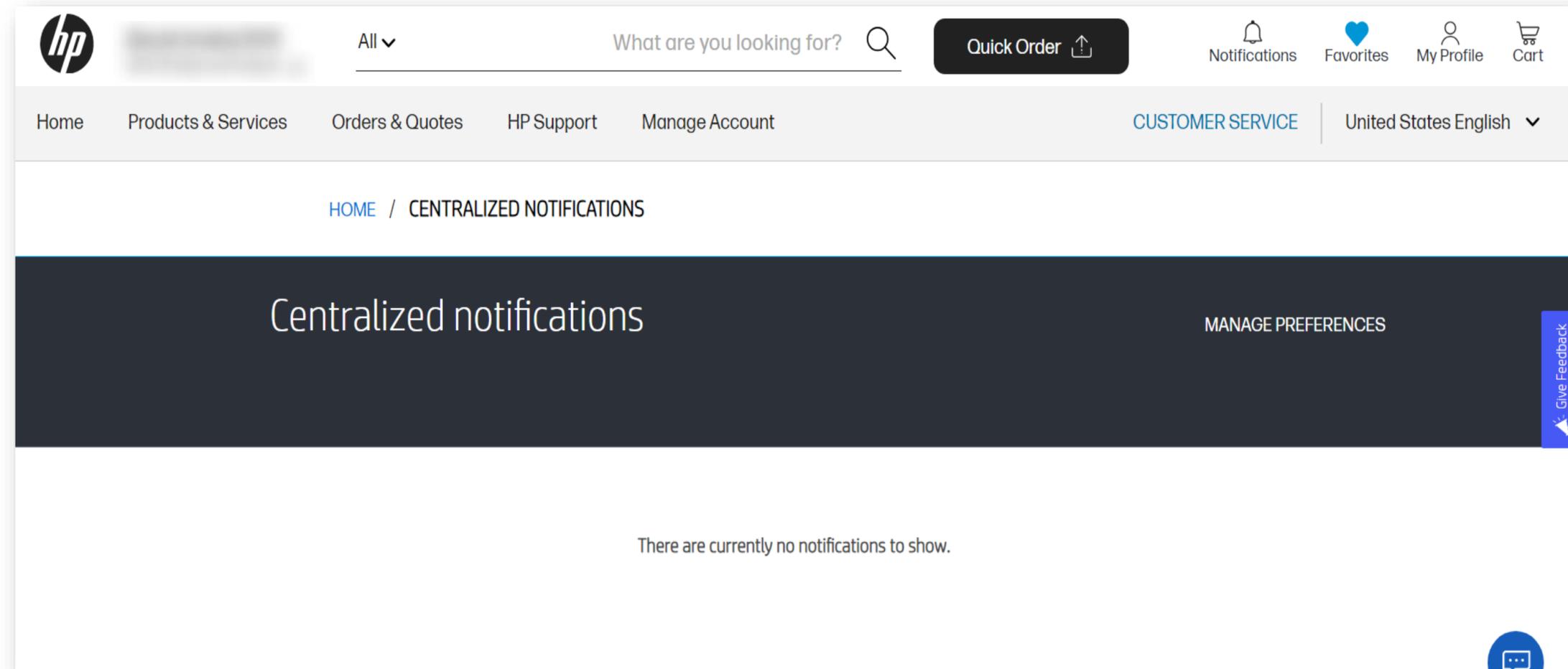
# Notifications



One of the key features of HP2B is that all notifications regarding your activities purchase requests, POs, shipments – can be easily found on your Home Page.

Just one click, and you can access all your notifications at a glance.

You can access the “Notifications” page i at the top right corner of the Home Page.



Each notification will be labeled with the date it was posted and include a link so you can easily navigate to it.

After you are finished with a notification, you can “Mark as read,” or “Delete” it individually or you can delete, or mark as read all notifications at once.

Notifications are displayed automatically within four categories for “What’s new,” if there are updates on platform upgrades, and if there are new products:

## Centralized notifications

[MANAGE PREFERENCES](#)

WHAT'S NEW (0)

QUOTES (0)

FAVORITES (2)

ADDRESSES (0)

[Feedback](#)

Type	Details	Event Date	<a href="#">Mark all as read</a>	<a href="#">Delete</a>
Deleted favorites	Favorite New Favorite was deleted for your account in the last 1 weeks <a href="#">See favorite</a>	02 Mar 2022	<a href="#">Mark as read</a>	<a href="#">Delete</a>
Deleted favorites	Favorite New hire Kit was deleted for your account in the last 1 weeks <a href="#">See favorite</a>	02 Mar 2022	<a href="#">Mark as read</a>	<a href="#">Delete</a>

## Quotes

- If a new one has been created or modified in the past seven days.
- If any are expiring in the next seven days.

## Favorites

- If a new one has been added in the past seven days.
- If any were modified in the last seven days.

## Address

- If a new bill-to/ship-to address was added in the past seven days.
- If a bill to/ship to address was removed in the past seven days.

The notifications messages can be displayed in 13 different languages.

## Centralized notifications

[MANAGE PREFERENCES](#)

WHAT'S NEW (0)

QUOTES (0)

FAVORITES (2)

ADDRESSES (0)

Type	Details	Event Date	<a href="#">Mark all as read</a>	Delete
Deleted favorites	Favorite New Favorite was deleted for your account in the last 1 weeks <a href="#">See favorite</a>	02 Mar 2022	<a href="#">Mark as read</a>	<a href="#">Delete</a>
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[Feedback](#)

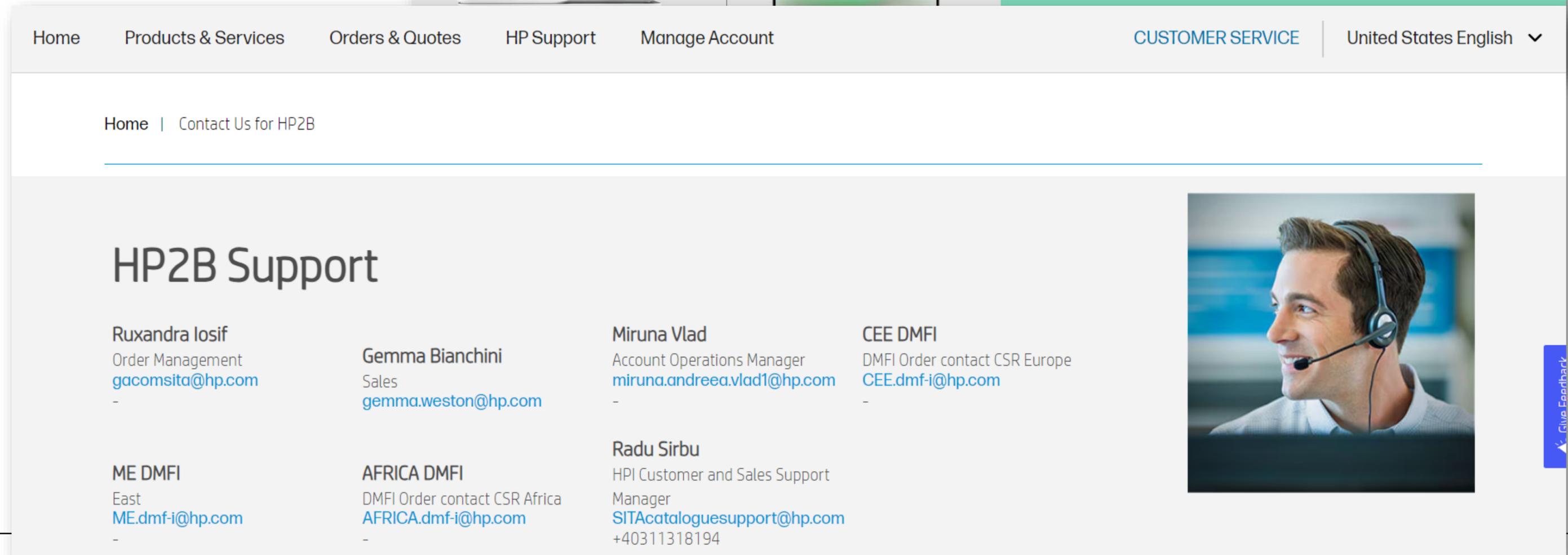
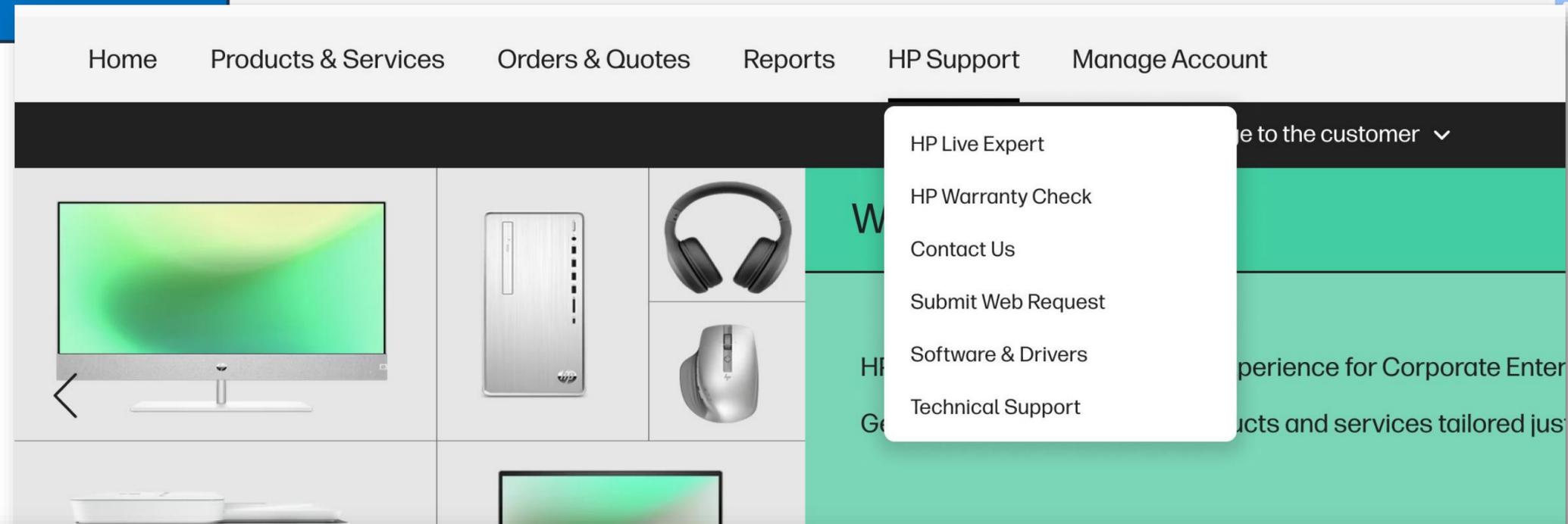
# Contact Us

# Contactus



When you click on the “HP Support” tab on the Home Page, amongst the multiple options, you will get to see- “Contact Us” and “Submit Web Request.”

Contact Us:- You are taken to a different page that will display the contact details of your HP Representatives.



**Submit Web Request** This allows you to submit a question or support request to HP by generating a case/ticket, which will be automatically assigned to our HP2B support team.

You will need to choose options under “Category” and “Topic.” You will also need to provide a few details about the issue under “Support request,” and provide your email address or phone number before tapping “Submit.”

Home Products & Services Orders & Quotes HP Support Manage Account CUSTOMER SERVICE United States English

## Submit a request to the HP Support team

Category\*  Topic

Support request\*

Where should we contact you?

Email address\*  Phone

Give Feedback

# Glossary

## Catalog

A catalog is the collection of HP products and services that your organization has negotiated with HP to offer at pre-established prices.

## Bundle

A bundle is a collection of standalone products or services that are purchased together.

## Configuration

A configurations is a product with configurable elements that have been pre-set for purchase.

## Favorite

A favorite is a product, bundle, or configuration that is purchased frequently by a user, and for which shipping and payment information has been pre-established.

## Standard

A standard is a product or service that has been specified as a common purchase by the organization.

## Messages

Messages are communications about important HP2B events.



# Notifications

Notifications are important messages about your HP2B activities, such as purchase requests, purchase orders, or help requests.

# Accessories

Accessories are products that support or augment other HP products you purchase, such as adapters or keyboards.



## 1. Can I recover my username or password if I forget them?

Yes, just click on the "Need help signing in or registering for an account?" link on the login page, and follow the online instructions.

## 2. How do I find the products that have been approved for me to purchase?

All products and services that appear in your catalog have been approved for purchase by your organization. You can search for specific items in the "What are you looking for?" field at the top right of the Home Page.

## 3. What's the difference between "standards" and "favorites"?

"Standards" have been set by the organization as the most common products to purchase, "Favorites" can be set by individual users to make it easy to reorder their most frequently purchased products, bundles, or configurations.

## 4. What's the difference between "standards" and "products"?

"Standards" have been established by your organization as the items that are most commonly purchased. "Products" include all the products and services in the entire catalog.

## 5. How do I find out the status of my purchase requests or purchase orders?

Click on the "My account" icon [ ] and select "My orders" from the drop-down menu.

## 6. How do I contact HP for help with HP2B?

Click on the "Contact" tab on the top right of the Home Page. From the pull-down menu, you can choose whether to contact your designated HP Representative, or to submit a web request for help.

