

HP2B how to
create quotes
and POs

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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 understand how to **create quotes and purchase orders (POs)**.

HP2B makes it easy for you to organize your purchases by grouping them into quotes and POs **Only purchasers can create POs.**



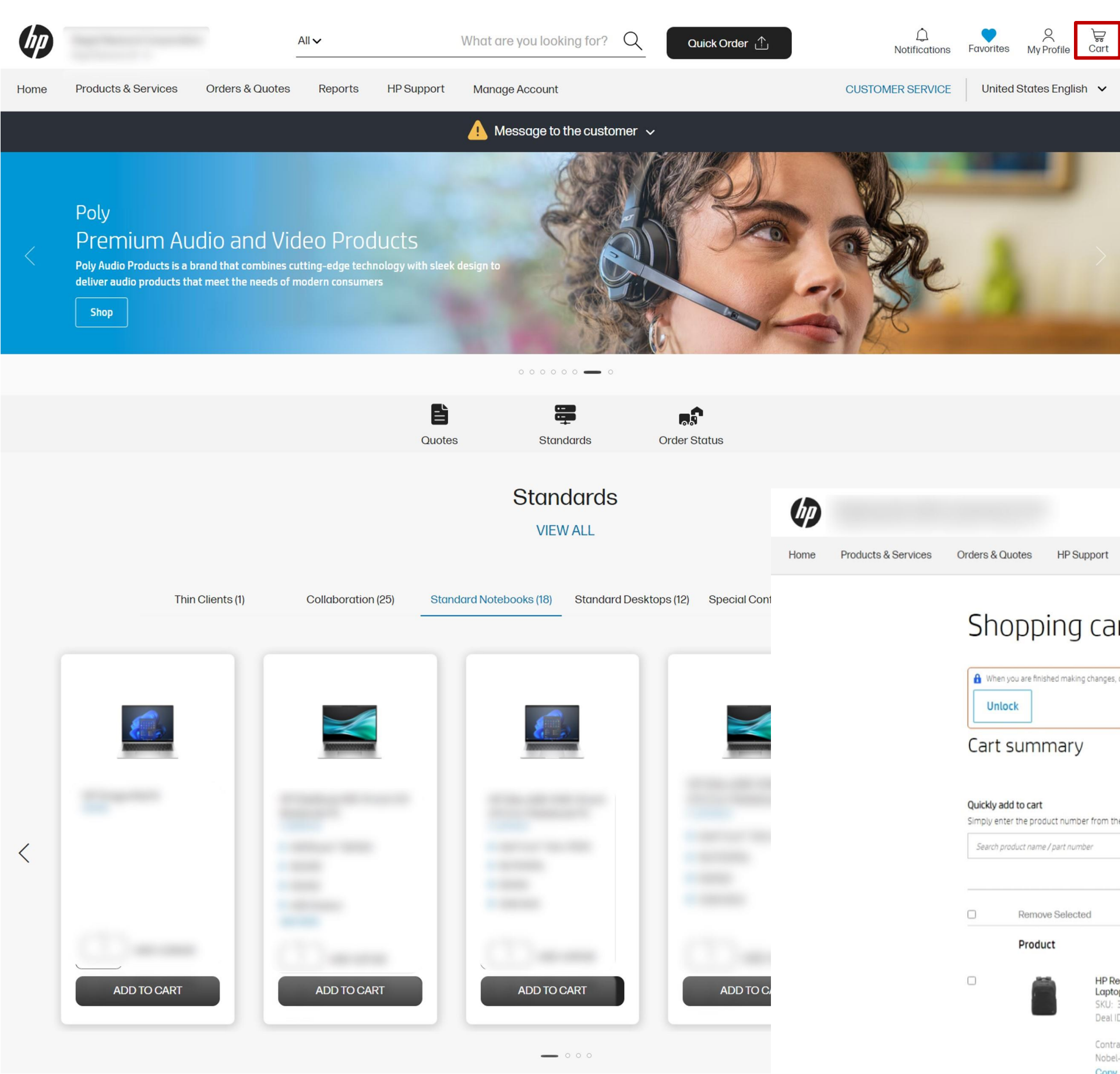
Part I: How to create a quote

Creating a quote

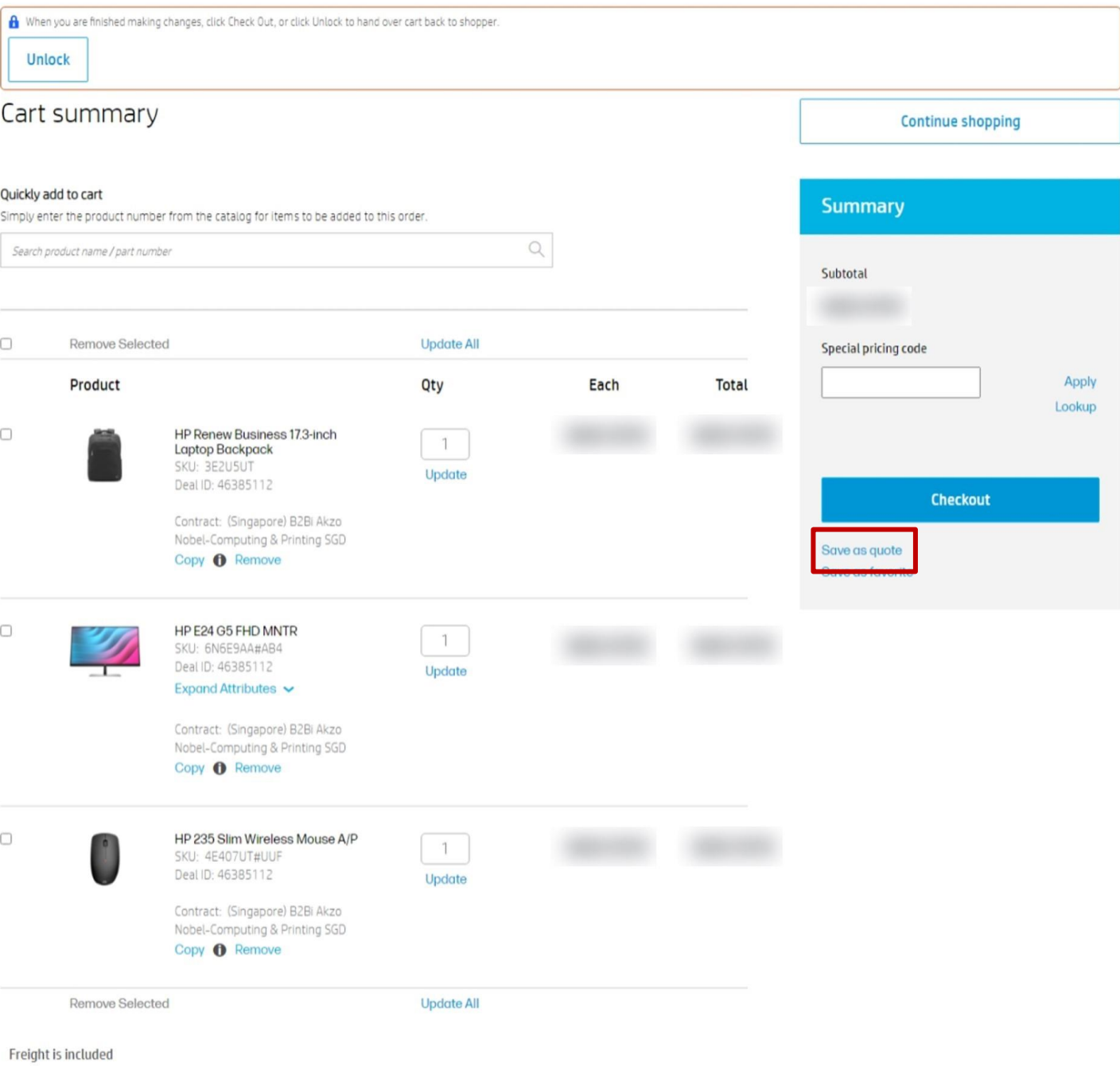
To get started with creating a quote, first add the desired products or services to your cart.

Then, click on the cart icon [1] at the top right corner of the page.

When the “Shopping cart: Cart summary” page appears, click on “Save as quote” under “Checkout.”



Shopping cart



Mandatory fields

- (1) A new window will display.
You will be asked to fill in **mandatory information** to create the quote.
- **Quote name:** You can name this whatever you want, for example, “John’s Quote”
 - **Email notification:** You must enter your email, or the email of someone with authority

1

Create new quote

*Quote name

New Quote

Created by

John Doe

Quote total

\$1,234.56

Created on

Mar 29, 2022

Expires on

Apr 28, 2022

Order information

* Denotes required field

Quote number:

123456

B2Bi Quote

☐

☒ Yes, Send this quote via email

*Email notification ⓘ

hp@hp.com

HP2B How to create quotes and POs

Billing information

(1) When you scroll down the page, you will see a section called “Billing information.” The billing address will be pre-filled. However, **you can change that** by clicking on “Change billing address.”

(2) If you click on “Change billing address,” the “Bill to addresses” screen will appear that **gives you number of choices** of to whom, and were, to bill the order. Select the one you want and click “OK.”

Billing information

Billing address

☐ Default Billing Address

Change billing address

Contract ID

Attention to

Email

Company

Address line 1

Address line 2

Address line 3

Phone

Fax

Bill to addresses

Enter S4 Contract Here

Select Search Criteria

Search

Show 20 Results

Select	S4 Contract	Company Name	Address	City	State	Country	ZIP Code
<input type="radio"/>	0170047544	BOULEVARD	BOULEVARD	PARIS		FR	75000
<input type="radio"/>	0170047530	BOULEVARD	BOULEVARD	LASSIGNY		FR	60000
<input type="radio"/>	0170047553	BOULEVARD	BOULEVARD	LILLE CEDEX 9		FR	59000
<input type="radio"/>	0170047555	BOULEVARD	BOULEVARD	LE THILLAY		FR	59000
<input type="radio"/>	0170047535	BOULEVARD	BOULEVARD	LE THILLAY		FR	59000
<input type="radio"/>	0170047541	BOULEVARD	BOULEVARD	LILLE CEDEX 9		FR	59000

Shipping information

(1) After clicking “OK,” scroll down to see the “Shipping information” section. Here, as well, an address is pre-filled, **but you can change it** by clicking on the “Change shipping address” button.

(2) The “Ship to addresses” screen appears. You can select one of the addresses on this page, or you can **create a new address** and enter it into the system by clicking on the “Ship to new address” button.

(3) The “Create address” screen appears.
All fields marked with asterisks (*) are mandatory.

Once you have filled in all the fields, you can check the box “Add to my shipping addresses” at the bottom of the form **if you wish to save the address** for future use. Either way, click “Submit.”

Shipping information

Shipping address

☐ Default Shipping Address

Change shipping address

Company

Address line 1

Address line 2

Address line 3

City

State/Province:

Zip/Postal code

Country

RECEIVED

210457 Rue du Champ-Mareuil

Centrale Logistique Internationale

NOUVE

95700

France

* Attention to

* Phone

Email

Fax

Select a preconfigured profile

Optional

Requested delivery date

MM/DD/YY

If no specific delivery date is requested HP will endeavor to schedule delivery of your order as soon as possible.

Shipping instructions

2

Ship to addresses

Enter Address Here

Select Search Criteria

Q

1

Show 20 Results

Select	Company Name	Address	City	State	Country	ZIP Code
<input checked="" type="radio"/>	SAATCHI	20 Quai de la Chapelle, Paris Cedex 09 Logistique Internationale	ROYE		FR	80700
<input type="radio"/>	COFIDE	100 rue Paul Mercurio	Chevilly-Larue		FR	94700

Addresses (1 - 2 of 2)

1

Ship to new address

OK

3

Create address

* Denotes required fields

*Company

*Address line 1

Address line 3

*City

Zip code / Postal code

*Phone

*Email address

*Attention to

Address line 2

State / Province

*Country / Region

FR

Fax

☐ Add to my Shipping Addresses

Cancel

Submit

Default ship-to and bill-to addresses

(1) HP2B allows you to set default ship-to and bill-to addresses. Then, every time you create a quote or PO, **your chosen default address** will pre-fill the relevant fields.

(2) You can check these “Default” boxes on either the “Billing information” or “Shipping information” pages, or on the “Checkout” page.

1

Billing information

Billing address

☐ Default Billing Address

Change billing address

Contract ID

Company

Address line 1

Address line 2

Address line 3

City

State/Province:

Zip/Postal code

Country

Attention to

Phone

Email

Fax

2

Shipping information

Shipping address

☐ Default Shipping Address

Change shipping address

Company

Address line 1

Address line 2

Address line 3

City

State/Province:

Zip/Postal code

Country

* Attention to

* Phone

Email

Fax

Shipping options

Select a preconfigured profile

Optional

Requested delivery date

MM/DD/YY

Shipping instructions

If no specific delivery date is requested HP will endeavor to schedule delivery of your order as soon as possible.

Care Packs

(1) If you have included a Care Pack in your quote, all the information you need for registering it is **automatically copied over** from the “ship-to” address you selected.

Organizations can disable Care Pack registration at checkout for any of their catalogs. However, **this option needs to be requested** from their HP Representative.

For more details on Care Packs, view our Care Pack quick guide with step-by-step instructions.

(2) If a cart contains only Care Pack(s), then you will be asked to enter the hardware product details for the associated items previously purchased.

If Care Pack registration is disabled, the Care Pack registration section does not display, even if Care Packs – or bundles or configurations containing Care Packs – have been added to the cart. (3)

NOTE: The auto-registration Care Pack email will be sent to the email address that was **entered in the last section**.

Care pack registration

Care Pack Contact Information

Company

*First name

*Last name

*Address line 1

Address line 2

Address line 3

*City

State/Province

*Zip/Postal code

*Country

*Contact's phone number

Fax

*Registration contact's email

Cancel

Save

Care Packs

If purchasing Care Packs for existing hardware products, please select 'Registration Details' and provide the hardware product number, serial numbers and purchase dates.

HP 4 year Next Business Day Response Onsite Workstation Hardware Support
U1G37E

Qty: 1

Add registration details ^

Hardware purchase date

Hardware product number ⓘ

Hardware serial number(s) ⓘ

Shipping information

Shipping address

☐ Default Shipping Address

Change shipping address

Company

Address line 1

Address line 2

Address line 3

City

State/Province

Zip/Postal code

Country

* Attention to

* Phone

Email ⓘ

Shipping options

Requested delivery date

MM/DD/YY

If no specific delivery date is requested HP will endeavor to schedule delivery of your order as soon as possible.

Shipping instructions

Shipping instructions will be reviewed by your account representative and may delay the processing of your order.
Text is limited to 40 characters; please do not enter more than 20 Asian characters

(4) For EMEA customers only (not AMS and APJ) the “Shipping options” menu appears when you check out, but only if this catalog has been customized by your organization.

(5) Fees for these extra shipping options, in addition to taxes, will show up under “Logistical Services” at the end of the quote.

Depending on how your organization requested this particular catalog to be set up, you will see **certain logistical options displayed**, such as a specific building or location for the order to be delivered.

Shipping options

4

Select a preconfigured profile

☒ Default

☐ Custom

Inside / desk delivery

☐ Consolidated delivery

☐ Unpacking and waste removal

Special Equipment Requirements

☐ Special delivery equipment required

☐ Forklift is required at delivery site

☐ Driver must unload the truck alone (non std practice)

☐ Two people required at delivery desk

☐ delivery site not on ground floor

☐ Pre-alert with booking slot timed (For service description and list of countries not supporting the service, please click here)

Logistical Services

5

Logistical Services Profile:

Default;Inside / desk delivery;Euro pallet 0.80m x 1.20m (no other limit);Delivery advice prior to delivery;Any working day at any time

Items	Qty.	Unit Price	Total
W9G34AA HP Inside Delivery Service Monitor	1		

Special pricing code

Apply

Subtotal

Shipping & handling charges

Total

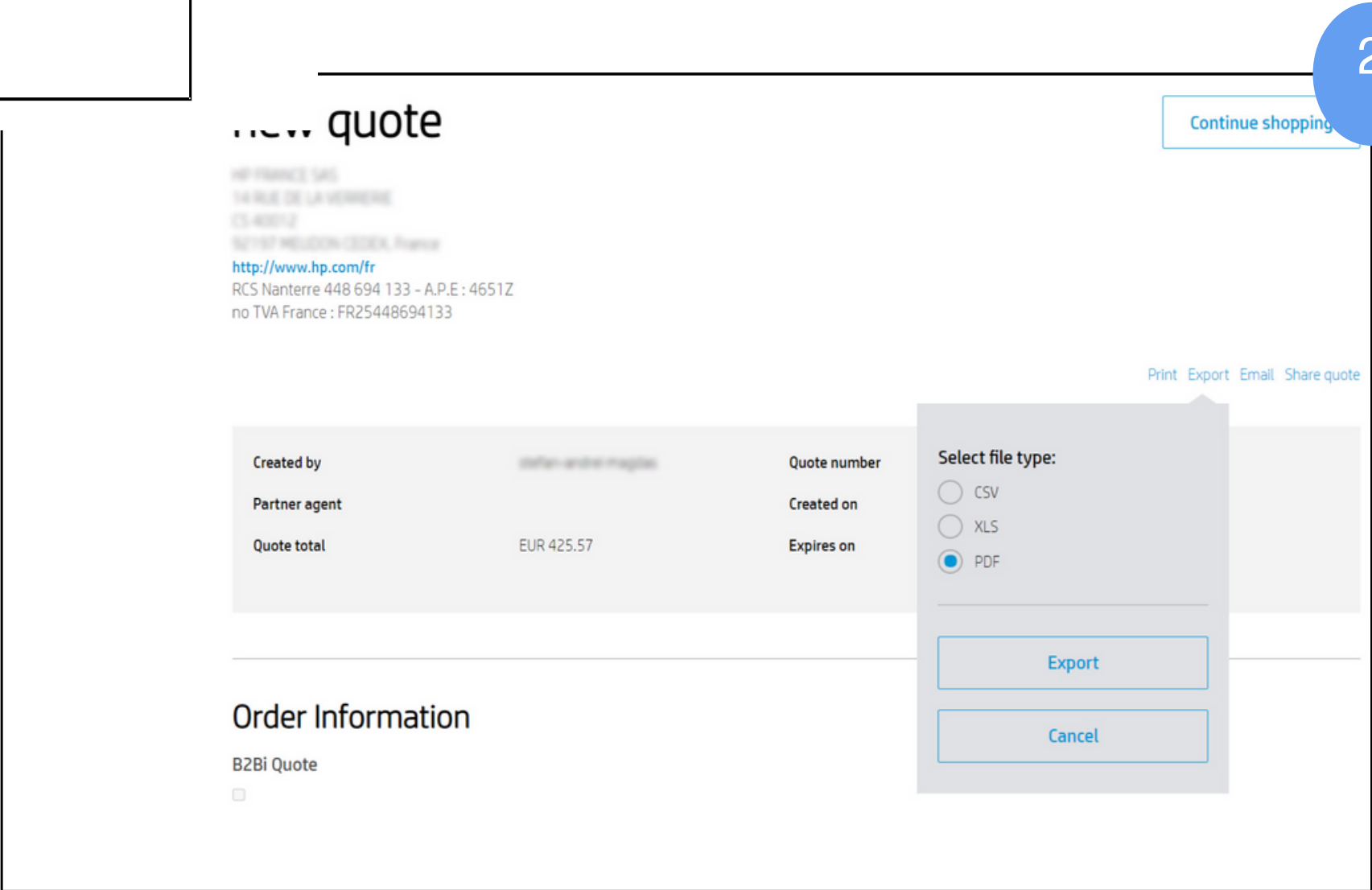
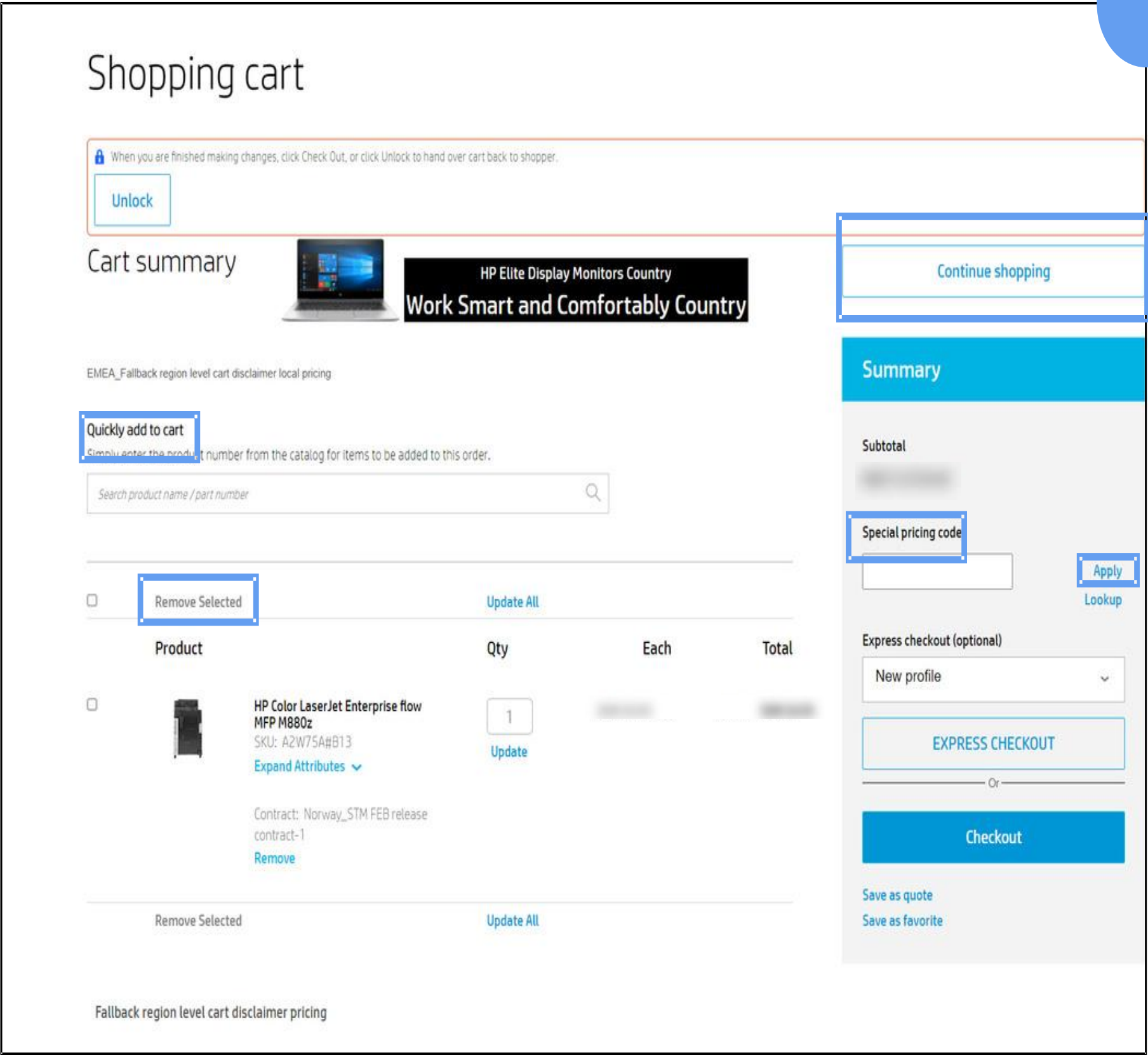
Cart summary

(1) When you are done, click on the shopping cart icon] at the top right side of the screen. At this point **you can still update the cart by:**

- Removing products
- Changing quantities
- Adding more products to the cart (by clicking on “Continue shopping” or “Quickly add to cart”)

You still have the option to introduce a “Special pricing code” (if available). Before clicking “Save as quote,” enter the code into the designated field and hit “Apply.”


(2) To save the quote, just hit “Save as quote.” The “New quote” screen will appear. The quote will be valid for 30 days and will be visible online within two sections: ▪ “Orders & Quotes” / “Quotes” ▪ “My Account” / “Quotes”



Quote export

You can export your quote as either a CSV, Excel, or PDF file.

When exporting a quote as an Excel file, the quote will **contain the specifications for standalone products**. This information is NOT available in quotes extracted to PDF or CSV.



Untitled Quote

Page 1 of 3

HP Customer Quote 3123175

This quote is HP confidential and proprietary information

HP PPS Singapore (Sales) Pte. Ltd.

1 Depot Close

Singapore 109841

Phone:1800-278-8814

Fax:1800-275-0220

Information & Details

Organization name: *Nilam, SG*

Catalog name: *Nilam, SG*

Created by: *calin.robertu1@hp.com*

Partner Agent ID:

Name: *Calin Robertu*

Email: *calin.robertu1@hp.com*

Phone: *9601806600*

Email notification: *calin.robertu1@hp.com*

Created: March 1, 2022

Expires: March 31, 2022

Payment method: Purchase Order

Quote total: SGD 95,856.69

Billing Information

OM ID: 0170143631

Company: *Sembdard (Singapore) Pte. Ltd.*

Address: *10 KALLANG AVENUE
#05-12 / 13 Aperia Tower 2*

City : Singapore

State/Province:

Zip/postal code: *338510*

Country: SG

Attention to:

Email:

Phone:

Fax:

Shipping Information

Company: *Sembdard (Singapore) Pte. Ltd.*

Address: *10 KALLANG AVENUE
#05-12 / 13 Aperia Tower 2*

City: Singapore

State/Province:

Zip/postal code: *338510*

Country: SG

Attention to: *Ling Ling Kuei*

Email:

Phone:

Fax:

Delivery date:

Shipping options:

Shipping method:

Comments:

Invoice instructions:

Shipping instructions:

Quote Summary

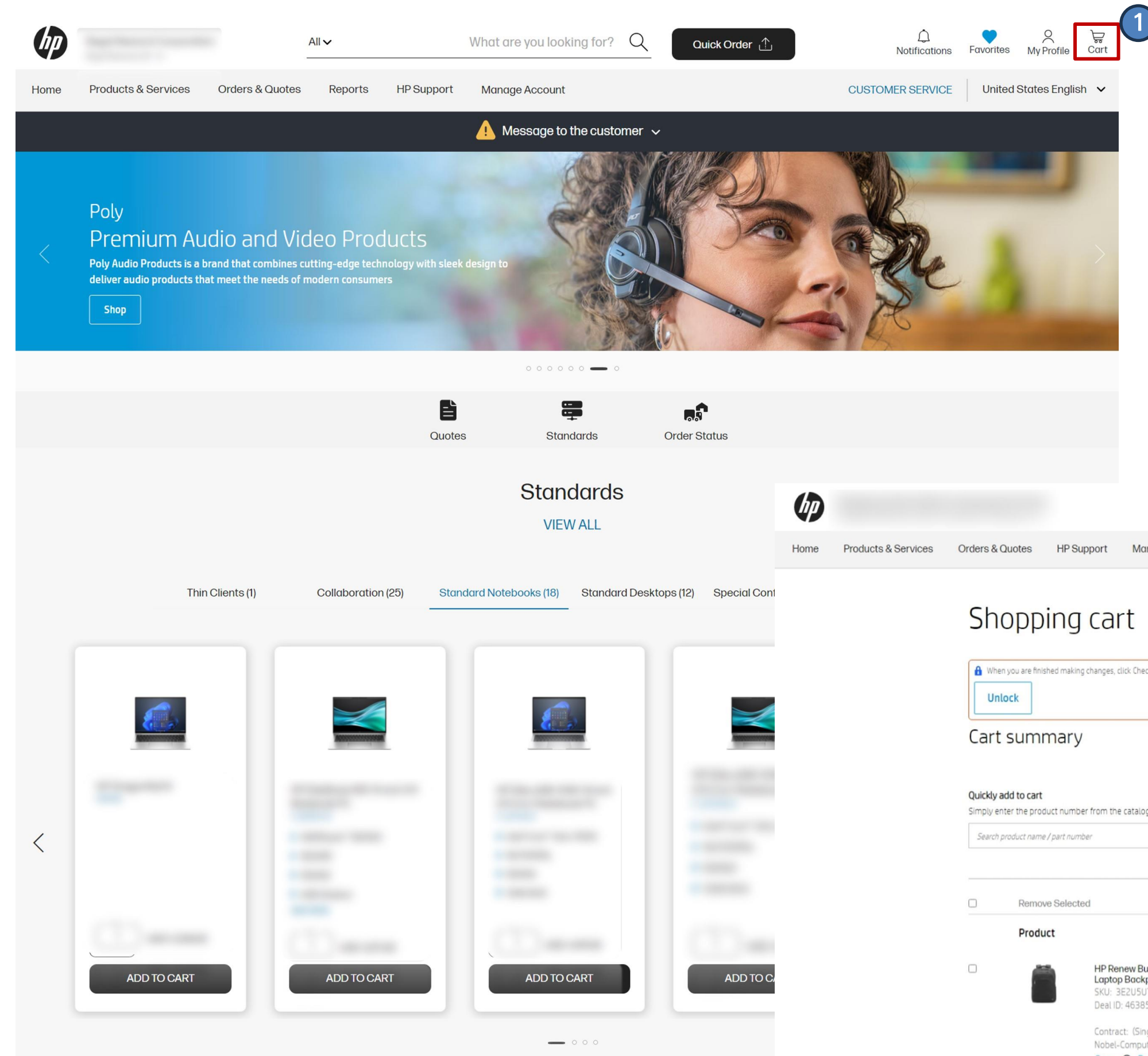
Product #	Product Description	MFG#:	Qty	Unit Price	Total Price
	Elite Dragonfly Purchase KIT ID:301360		4		
440T4EC#AB4	HP DragonflyG2 i5-1145G7 13 16GB/256 PC		1		
1PM64AA#UUF	HP USB-C Mini Dock A/P What's in the box - Documentation,USB-C™ cable,HP USB-C™ Mini Dock Warranty - One-year limited warranty.		1		
5TW10AA#UUF	HP USB-C Dock G5 A/P Warranty - 1 Year Limited Warranty (Return to HP /Dealer - Standard Bench Repair & Phone-in Assistance)		1		
U7D00E	HP 1 year Priority Management PC 5000+ seats SVC for PPS PC Products		1		
UB0E0E	HP 3 year Next Business Day Response Onsite Notebook Hardware Support		1		

Part II: How to create a PO

Creating a PO

(1) To get started creating a PO, first add the products or services that you wish to purchase to your cart. Then, click on the cart icon at the top right corner of the page.

When the “Shopping cart: Cart summary” page appears, click on “Checkout.”



Mandatory fields

- (1) When you click “Checkout,” the “Checkout” screen will appear. Just as when creating a quote, you need to **fill in some mandatory information** to create an order
- Purchase order name
 - Purchase order number
 - Email address for notification

(2) Some organizations have **leasing agreements** with HP. If that is the case for your organization, you’ll see a drop-down menu that allows you to choose between PO or lease.

NOTE: When choosing “Lease,” it is also mandatory to fill in a lease number, but if you don’t know it, you can type in “****” and **the system will accept it.**

Back to shopping cart

Continue shopping

Checkout

Required information is missing. Please review the highlighted fields before proceeding.

* Denotes required field

Reference number

3226528

Order information

Lease

Lease

Purchase Order

*Purchase order number

*Lease agreement number

Order information

Purchase Order

*Purchase order name

Order 1

*Purchase order number

43245529395

Purchaser contact information

Edit

Attachments

Add Attachments

(3MB Maximum)

*Email notification

hp@hp.com

Asset Tagg *

YES/ N/A

Email notification comments

Billing Information

When you scroll down the page, you will see a section called “Billing information.”

The billing address will be pre-filled.

However, just as with quotes, **you can change** that by clicking on “Change billing address” and going through the same steps as you did with creating a quote.

1

Billing information

Billing address

☐ Default Billing Address

Change billing address

Contract ID

Attention to

Email

Company

Address line 1

Address line 2

Address line 3

Phone

Fax

2

Bill to addresses

Enter S4 Contract Here

Select Search Criteria

Search

Show 20 Results

Select	S4 Contract	Company Name	Address	City	State	Country	ZIP Code
<input type="radio"/>	0170047544	BOULEVARD	BOULEVARD	PARIS		FR	75000
<input type="radio"/>	0170047530	BOULEVARD	BOULEVARD	LASSIGNY		FR	60000
<input type="radio"/>	0170047553	BOULEVARD	BOULEVARD	LILLE CEDEX 9		FR	59000
<input type="radio"/>	0170047555	BOULEVARD	BOULEVARD	LE THILLAY		FR	59000
<input type="radio"/>	0170047535	BOULEVARD	BOULEVARD	LE THILLAY		FR	59000
<input type="radio"/>	0170047541	BOULEVARD	BOULEVARD	LILLE CEDEX 9		FR	59000

Shipping Information

(1) After you are done with the billing information, scroll down to see the “Shipping information.” Here, as before, an address is pre-filled, but **you can change it** by clicking on the “Change shipping address” button.

(2) The “Ship to addresses” screen appears. You can select one of the addresses on this page or you can **create a new address** and enter it into the system by clicking on the “Ship to new address” button.

(3) The “Create address” screen appears. All fields marked with asterisks (*) are mandatory. Once you have filled in all the fields, you can check the box “Add to my shipping addresses” at the bottom of the form if you wish to **save the address** for future use. Either way, click “Submit.”

1

Shipping information

Shipping address

☐ Default Shipping Address

Change shipping address

Company

Address line 1

Address line 2

Address line 3

City

State/Province

Zip/Postal code

Country

* Attention to

* Phone

Email

Fax

Shipping options

Select a preconfigured profile

Optional

Requested delivery date

MM/DD/YY

If no specific delivery date is requested HP will endeavor to schedule delivery of your order as soon as possible.

Shipping instructions

2

Ship to addresses

Enter Address Here

Select Search Criteria

Search

Show 20 Results

Select	Company Name	Address	City	State	Country	ZIP Code
<input checked="" type="radio"/>	HP2B	2100000 Rue du Champ Mars	ROYE		FR	98765
<input type="radio"/>	HP2B	100 rue Paul Maitland	Chevilly-Larue		FR	98765

Addresses (1 - 2 of 2)

Ship to new address

OK

3

Create address

* Denotes required fields

*Company

*Address line 1

Address line 3

*City

Zip code / Postal code

*Phone

*Email address

☐ Add to my Shipping Addresses

Cancel

Submit

*Attention to

Address line 2

State / Province

*Country / Region

Fax

(3) Logistical fees will be applied, then, as with quotes, the “Shipping options” menu appears, and depending on how your organization requested this particular catalog to be set up, you may see **certain options displayed**.

These options are available for EMEA only when value-added logistic services (VALS) are enabled.

They are not applicable to AMS or APJ.

Taxes show up under “Logistical services” at the end of the PO.

☐ Delivery trucks require a tail lift and pallet lift

Delivery Day / Time (Free of charge)


Any working day at any time

Cart summary

☐

Remove Selected

Update All

Product	Qty	Each	Total
<div><div><input type="checkbox"/></div><div><div><div>HP</div><div>E34mG4CurvedUSBConfWQHDMntr</div><div>SKU: 40Z26AA#ABB</div><div>Expand Attributes</div></div></div><div><div>Contract: L Oreal R&I FR EUR</div><div>Remove</div></div></div>	<div>1</div> <div>Update</div>		

Remove Selected

Update All

Logistical Services

Logistical Services Profile:

Default;inside / desk delivery;Euro pallet 0.80m x 1.20m (no other limit);Delivery advice prior to delivery;Any working day at any time

Items	Qty.	Unit Price	Total
<div>W9G34AA</div> <div>HP Inside Delivery Service Monitor</div>	1		

Special pricing code

Apply

Subtotal

Shipping & handling charges

Total

Back to shopping cart

Default ship-to and bill-to addresses

Just as when creating quotes, HP2B allows you to set default ship-to and bill-to addresses.

Then, every time you create a PO, **your chosen default address** will pre-fill the relevant fields.

You can check these “Default” boxes on either the “Shipping information” or “Billing information” pages or on the “Checkout” page.

Shipping information

Shipping address

☐ Default Shipping Address

Change shipping address

Company

Address line 1

Address line 2

Address line 3

City

State/Province:

Zip/Postal code

Country

ATTN:

Skovboden 2

Oslo

Norway

* Attention to

* Phone

Email ⓘ

Fax

Shipping options

Requested delivery date

MM/DD/YY

If no specific delivery date is requested HP will endeavor to schedule delivery of your order as soon as possible.

Shipping instructions

Shipping instructions will be reviewed by your account representative and may delay the processing of your order.
Text is limited to 40 characters; please do not enter more than 20 Asian characters


Cart summary

EMEA_Fallback region level cart disclaimer local pricing

☐

Remove Selected

Update All

	Product	Qty	Each	Total
<input type="checkbox"/>	<div><div></div><div><div>HP EliteDisplay E233 Monitor HE</div><div>SKU: 1FH4GAA#ABT</div><div>Expand Attributes</div><div>Add a care pack</div><div>Contract: Norway_STM FEB release contract-1</div><div>Remove</div></div></div>	<div>1</div> <div>Update</div>		

Remove Selected

Update All

Special pricing code

Apply

Subtotal

Shipping & handling charges

Total

HP2B How to create quotes and POs

Care Pack

If you have included a Care Pack in your PO, all the information you need for registering it is **automatically copied over** from the shipping address” you selected.

Organizations can disable Care Pack Registration at checkout for any of their catalogs.

However, this option **needs to be requested from their HP representative.**

Refer to the “Create options” section of this Quick Guide for more information or go to the Care Pack registration quick guide.

Care pack registration

Care Pack Contact Information

Company	*First name	*Last name
<input type="text" value="Bentley Transportation Services AG"/>	<input type="text" value="Hans"/>	<input type="text" value="g"/>
*Address line 1	Address line 2	Address line 3
<input type="text" value="Dresden 11, 11000"/>	<input type="text"/>	<input type="text"/>
*City	State/Province	*Zip/Postal code
<input type="text" value="1100"/>	<input type="text"/>	<input type="text" value="1100"/>
*Country	*Contact's phone number	Fax
<input type="text" value="NO"/>	<input type="text" value="0"/>	<input type="text"/>
*Registration contact's email		
<input type="text" value="hans.g@bentley.com"/>		

Cancel

Save

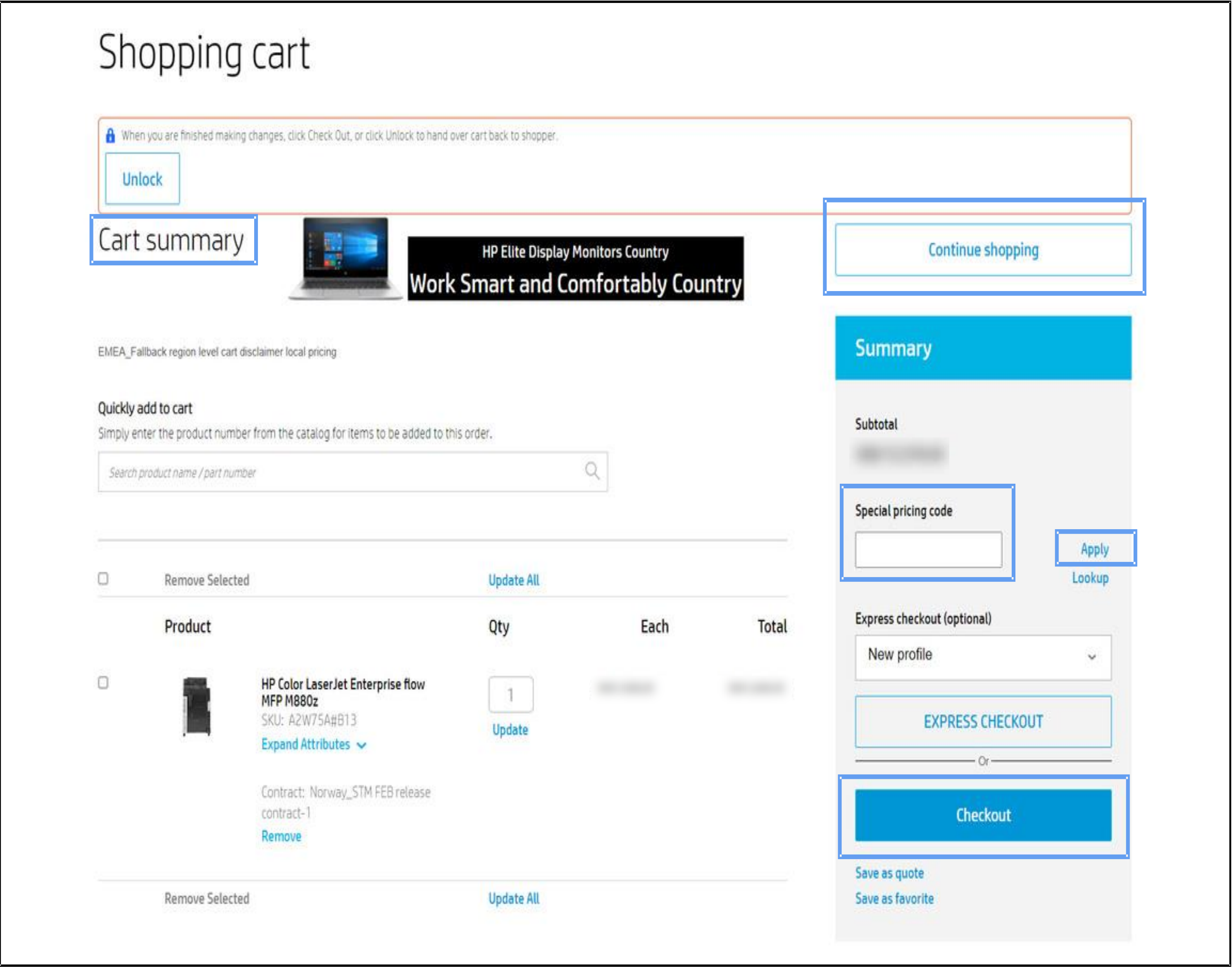
Cart summary

When you are done, click on the shopping cart icon at the top right side of the screen.

At this point, you can still update the cart by

- Removing products
- Changing quantities
- Adding more products to the cart (by clicking on “Continue shopping” or “Quickly add to cart”)

You still have the option to introduce a “Special pricing code.” enter it into the designated field and click “Apply.”



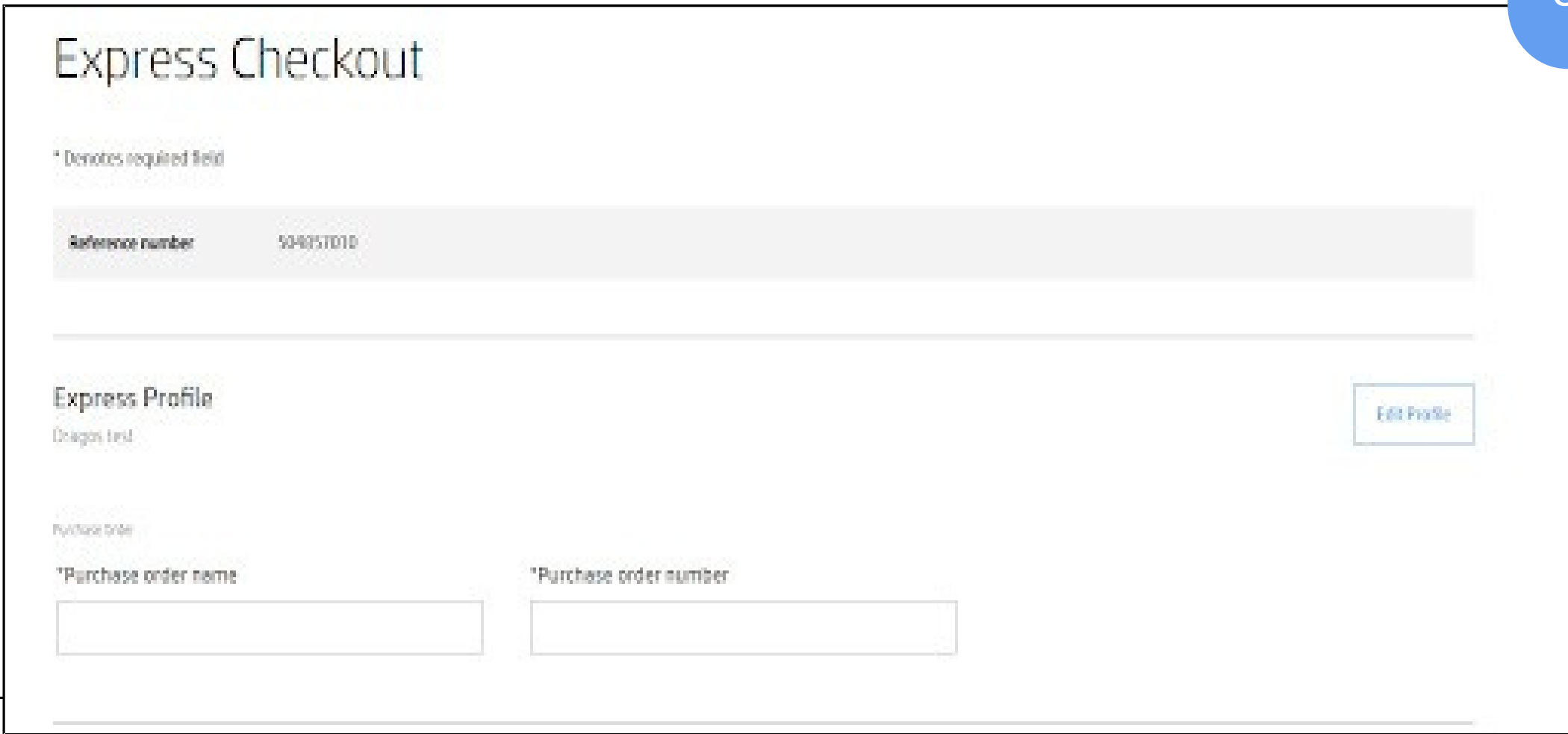
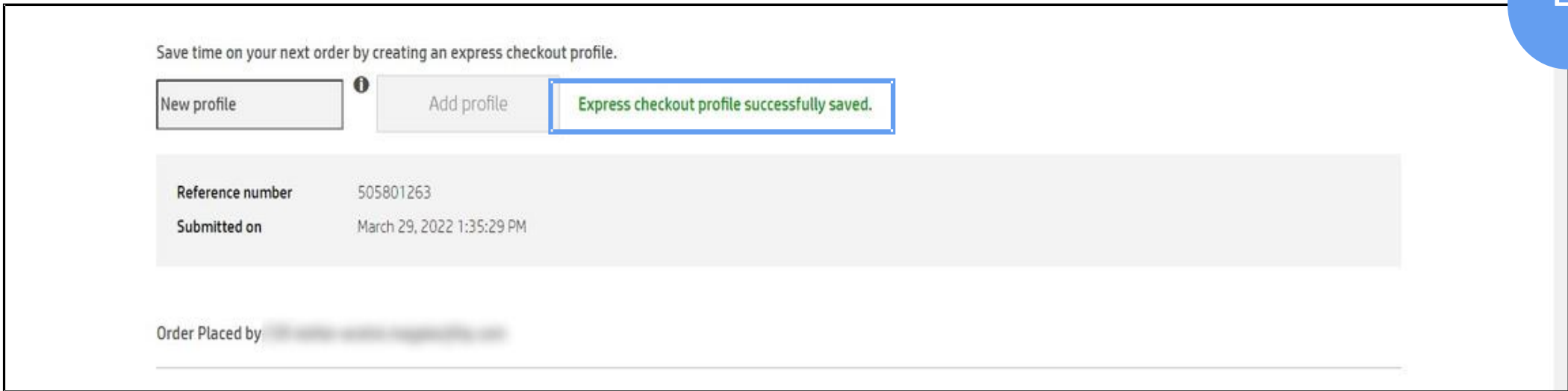
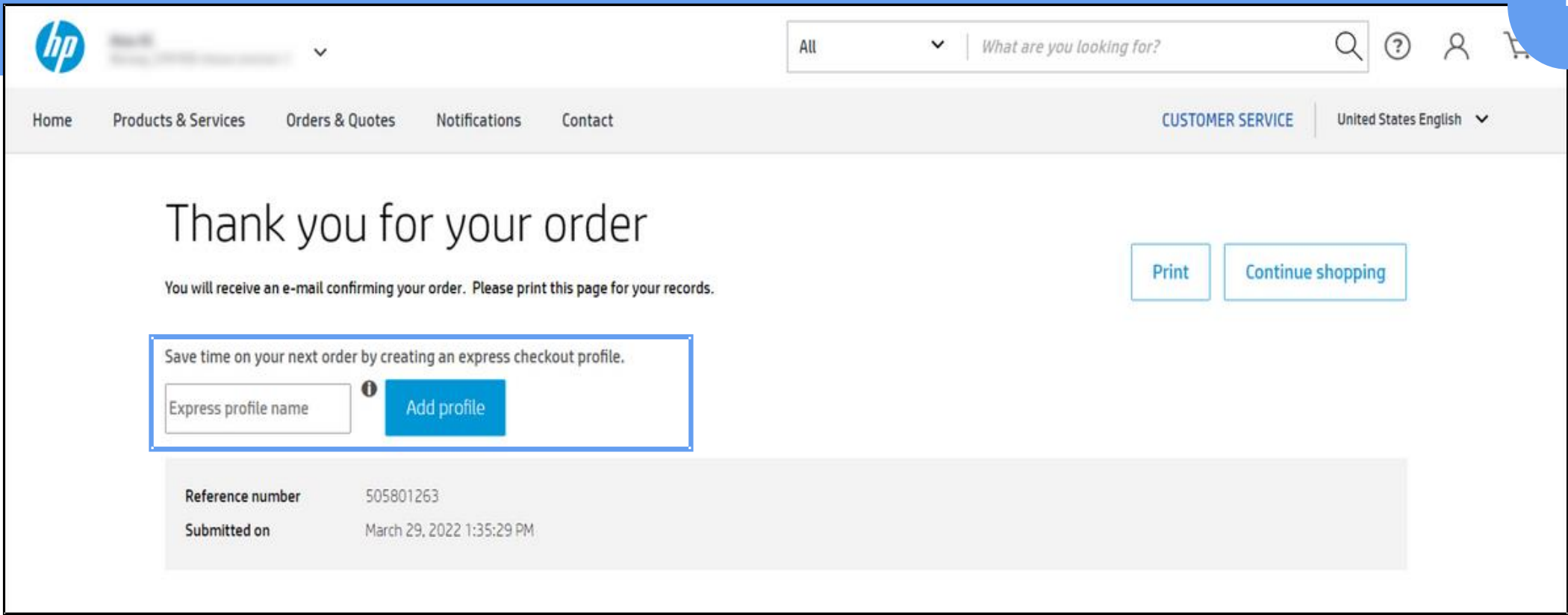
Order confirmation and express checkout

(1) After submitting the order by clicking on “Checkout,” you’ll receive an order confirmation.

(2) If you scroll down, you’ll see that you can save the order address details **as an express checkout profile** if you like. Just click “Add profile” and enter a name – “Angie from Accounting,” for example.

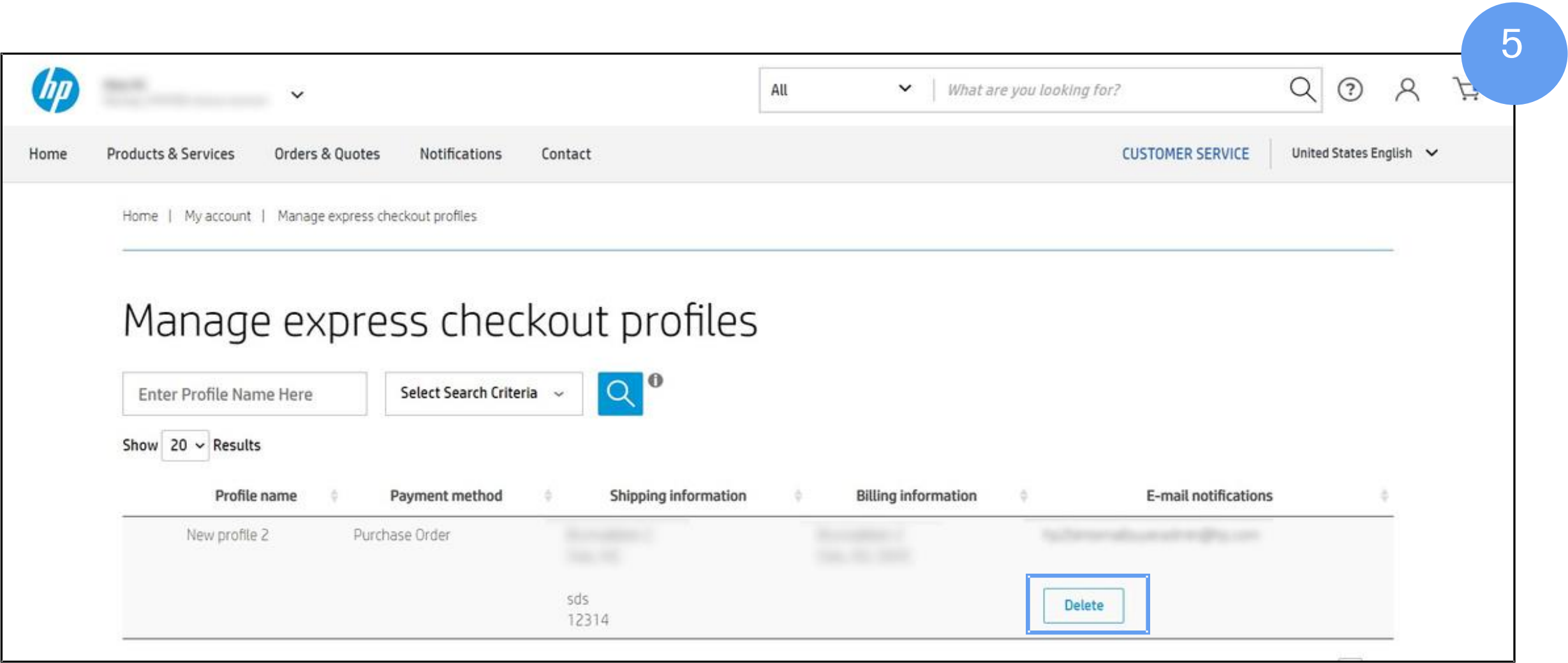
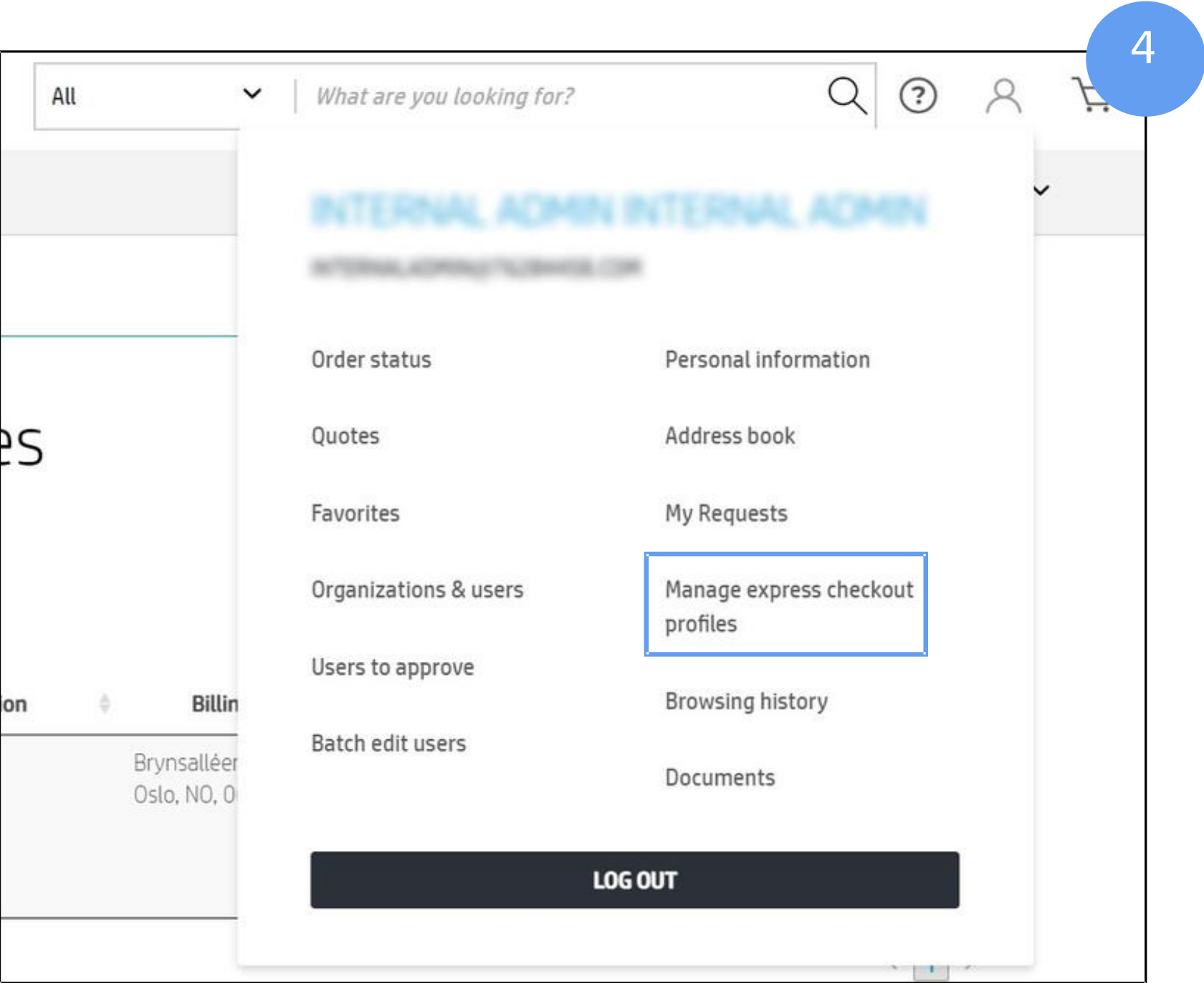
Once the express checkout profile is saved, a success message is displayed.

(3) Once saved, you can use “Express Checkout” from the shopping cart. You can also always edit the profile later.



(4) For viewing your express checkout profiles, click on the “My account” icon and select “Manage express checkout profiles” from the drop-down menu.

(5) You can delete the entire profile if you choose.



Regulatory fees

(1) When the ship-to address is in a country that charges fees, and a cart contains products that qualify for any of these fees, they are displayed in the “Summary” section of the “Checkout” page.

Fees are applicable for:

- Copyright fees: Austria, Germany, Portugal, Spain
- Recycling fees: Belgium, France, Slovak Republic, Czech Republic
- Battery fees: Belgium Chemical fees: Sweden

For more details on the fees, see the HP2B EMEA regulatory fees quick guide.

(2) This shows you how the regulatory fees will appear on a quote and on a PO.

	Subtotal	
	Regulatory Fees	
	Total	

Tariffs

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.

Prices shall remain valid for 30 days unless otherwise stated in this quote or otherwise agreed in a framework agreement. Any time before the acceptance of this quote HP shall be entitled to revoke the quote or to replace it by submission of a new quote.

Prices are displayed without taxes

This message confirming the local HP Inc. entity delivering the order does not apply in case You are financing Your order through third party. In that case Your selected financing company will become in fact the vendor of the HP products and services to You. Information about Your use of third party financing will be updated on Your purchase orders based on the agreement between You and the third party financing.

For any information regarding Your third party vendor details, please contact Your financing company.

Customer's order is governed by its global master agreement with HP, except to the extent HP [local terms](#) are mandatory under local law or business practices.

Please note: the amount shown here for regulatory fees is an estimate. Final amount will be available on your invoice

The law in France related to Waste of electric and electronic equipment (WEEE) applies to HP France, this includes decree n° 2014-928 of 19th August 2014 related to WEEE.

- Starting 1st of January 2015, HP will apply an Eco-Contribution on household products according to the definition stated in article R.543-173 of Code de l'Environnement.
- The amount of Eco-Contribution is not included in the price indicated in your portal, but will be added on top of the price per unit as a separate line of your invoice. The Eco-Contribution cannot be reduced or discounted in any way.
- You will find a regularly updated list of Eco-contributions related to each product in this file: <http://h41087.www4.hp.com/hp-information/environment/productlist.xls>

Notes:

- For products considered as professional WEEE, there is no Eco-Contribution to be displayed on the invoice.
- The amount of Eco-Contributions collected by HP France is paid back to its authorized WEEE Compliance Scheme on household WEEE, ERP, which is responsible setting the level of the Eco-Contribution.

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Default ship-to / bill-to addresses

You can choose to have default addresses used for shipping and billing. Every time you create a quote or PO, your chosen default address will pre-fill the relevant fields.

Regulatory fees

Copyright, battery, and chemical fees, among others, are assessed by various countries. When you check out, these fees are assessed and calculated and will appear on the checkout page and on your invoice.

Shipping options

If set up by your organization, you can have special options on shipping, such as having products sent to specific loading docks, floors, or buildings. If you have these options, they will show up when you check out.

Express checkout

You can create profiles that include ship-to and bill-to defaults that allow you to do express checkout from the checkout page.

FAQ

1. In which countries do we have regulatory fees?

Fees are applicable for Austria, Germany, Portugal, Spain, France, Slovak Republic, Czech Republic, Belgium, Sweden.

2. How are the fees calculated?

Fees are calculated by a special backend tool in HP2B based on the regulations from each country.

3. Will fees be visible on the invoice?

Yes, they will appear on the invoice.

4. Why aren't fees part of the initial price?

They aren't part of the initial price because they are not charged by HP, but by separate government agencies.

5. Which information is required/mandatory to enter?

A quote name, and an email address are required.

6. Who gets the notifications of delivery status?

The person whose email has been entered by the user gets the notifications.

7. What is the information that appears on the invoice?

- Customer name, shipping address, and contact information
- HP or partner address and contact information
- Order number
- Itemized list of purchases and quantities
- Prices
- Order date
- Shipping date
- PO number
- Shipping fees
- Taxes

