



Punch-Out Vendor Ordering Guide

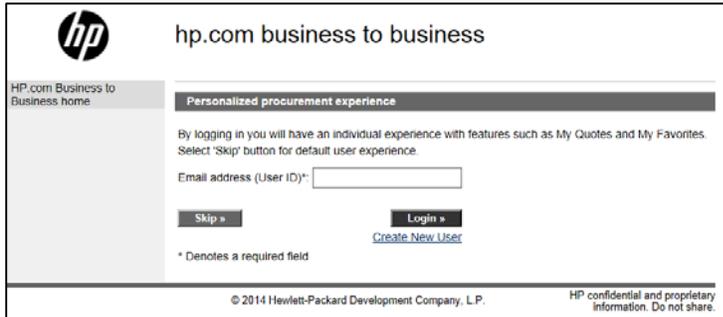


Searching / Ordering / Checkout Procedure

****If you will need IT involvement for anything, please contact them to have them create your cart for you.****

1. Once you have punched out you will land on a login page*. Enter your email address and click on **Login »**.

*First time users can either **Create a New User** or **Skip »** the login page and land on the standard HP storefront. When you login, you will have a personalized punch-out experience and take full advantage of new capabilities.



2. Use the **Search** field to enter a keyword(s) to find an item, or use the categories down the right side of the page to browse available items.

3. From the Item Description page, click **Add to Cart »**.

4. Enter the quantity in the **Qty** field.

5. If you need to add other items, click **Continue Shopping »** and continue searching and adding items to your cart.

6. When you are ready to return your items to your eSHOP cart, click **Shopping cart** on the left side of the page.

7. Click **Add to Requisition »**.

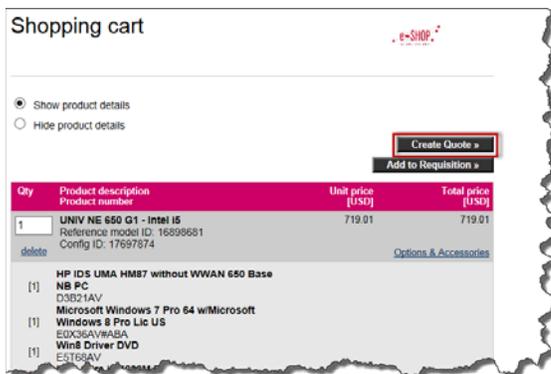
8. Your item(s) have been added to the active cart in eSHOP. You can change the quantity and remove the items in your cart within eSHOP, but if you want to make additional changes, you will need to return to HP and bring additional items in that way.

Creating/Retrieving a Quote

Create a Quote

1. You can create a quote from an item(s) located in your shopping cart.

2. After you have added items, click on **Shopping cart**. From the cart, click on **Create Quote »**.



2. Enter a quote name, update your information (if applicable), and click **Continue »**.

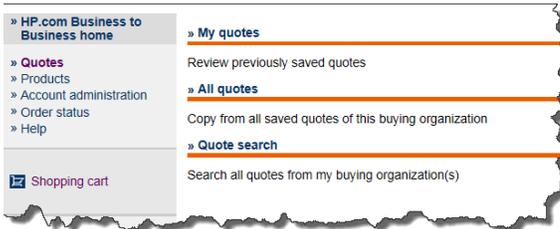
3. Review the quote and edit if needed. Click on **Create Quote »**. Your shopping cart is now empty as the items have been moved to your quote. You will also receive an email confirmation of the newly created quote.

Retrieve a Quote

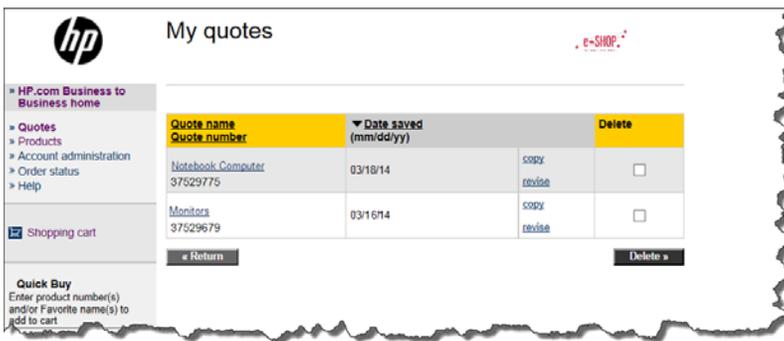
1. You can retrieve quotes you created or those created by HP on your behalf. On the left side menu on the HP home page, click on Quotes.



2. You can view your quotes or search for additional quotes.



3. To view your quotes, click on » **My quotes** . You can copy, revise, or delete a quote from this screen.



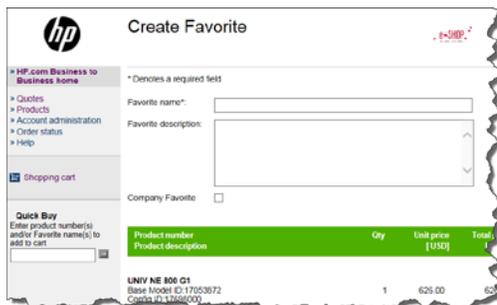
3. When you are checking your cart out in eSHOP, be sure to enter the quote number in the Quote Number field by following the steps below:

- Click **Proceed to Checkout**.
- Click the **Requisition** tab and the **Summary** tab.
- Click the **edit** button in the **General** section.
- Enter the quote number in the **Quote Number** field and click **Save**.

Creating / Accessing Favorites

1. You will see three buttons at the bottom of the shopping cart. Click on **Create Favorite »**.

2. Enter a name, description and select the checkbox for company favorite (if desired). Scroll to bottom of page and click on **Save Favorite »**.



- After creating a favorite you will be able to access the favorites on your home page.

Additional Information Sent

Suppliers vary in their ability to accept certain information that is sent electronically from eSHOP. So, even though you enter the data when you create the Purchase Requisition in eSHOP, it may not always be accepted by the supplier when they receive the order electronically.

1. **External Notes** – Yes
2. **External Attachments** – Yes
3. **Information in “Ship via” field** – No
4. **Delivery Date** – No

Shipping Charges

1. Free shipping? – **Yes** except for expedited shipping.

Order / Shipping Confirmation

1. Will I receive a confirmation that my order has been received? **Yes**
2. Will I receive a confirmation that my order has been shipped? **Yes**

Viewing Previous Orders / Order Status

1. Click the **Order Status** link on the left side of the page.
2. You can choose to search by PO number or HP order number and/or specify an order status.
3. Choose to **Export** or **Display** the results.

Cancelling an Order

1. You will need to contact HP to cancel an order. Send an email to nestlgov@hp.com with the PO# and your contact information, or call 800-727-2472.
2. Fill out and submit a Change Order Request form in eSHOP.

Returns

1. You will need to contact HP to return an order. Send an email to nestlgov@hp.com with the PO# and your contact information, or call 800-727-2472.