# University of Iowa Purchasing Site Punch-out User Guide

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Overview

When punching out to the HP site from your procurement system, you are directed to the HP Products home page.

The right navigation area of the Products Page lists the catalog categories that are available to you. The product offering is driven by the contract that has been negotiated between HP and the customer. Click any of the links in the right navigation area to browse the catalog. At the bottom of the navigation is an Export Catalog link. This link allows you to export the catalog in various formats for offline viewing.
Quick Buy

The Quick Buy field in the left navigation area allows you to enter either a product number or a company standard name to quickly and easily purchase products. This option allows products or company standards to be added directly to your shopping cart without browsing the product categories or using the product search.

To purchase a product using Quick Buy:
1. Enter a product number or a company standard name and click the arrow.
2. The shopping cart displays with the product added.

Catalog Browsing

To purchase or browse products using the catalog:
1. Click a product category in the right navigation area to display the product sub-category page.
2. Select a product sub-category.
3. Choose a product series to view the product within that series.
4. Select a product by clicking the Add to Cart button.

Search Options:

Click the More Options to the right of the Search box.
The search for drop-down menu offers the following options to narrow your search:

- Single Items
- Items in Standards
- Items in Company Standards
- Configurations

**Adding Products to your Requisition from a product category.**

1. Make your product selection and click on add to cart:
2. At the Shopping Cart screen, click on Add to Requisition.
3. Click the Continue Shopping button to add more products to the shopping cart; otherwise click on Add to Requisition button to return the shopping cart to your eProcurement application.
Adding Products to your Requisition from your Standard configurations:

1. Make your selection from your standard.

2. Configure your standard
3. Click on Add to Cart

4. Click the Continue Shopping button to add more products to the shopping cart; otherwise click on Add to Requisition button to return the shopping cart to your eProcurement application.
Order Status

Click the **Order Status** link in the left navigation area to access the order reporting system and display the Simple Order Search status summary page. The Order status summary page displays the status of your recent orders and allows you to search for orders.

This link also gives you access to the full order reporting menu including a downloadable detailed order reporting user guide.
HP.com Business to Business Purchasing
Online Help

For additional details, click on the Help link in the left navigation to access the complete Business to Business Purchasing Online Help.

Products

Welcome University of Iowa to your HP Direct Business to Business Web Site

Purchase for buying organization:

University of Iowa

Standard configurations

- Desktops
- Monitors
- Notebooks

» Change my purchasing view

University of Iowa catalog: United States

- BladeSystem
- Desktops & Workstations
- Handhelds and Calculators
- Monitors
- Networking
- Laptop and Tablet PCs
- Options and Accessories
- Printers and Multifunction
- Rack and Power
- Infrastructure Products
- Scanners/Copiers/Faxes
- Servers