

SFASU Instructions on Creating a Quote

After clicking on your link using: <http://hp.com/buy/sfasu> you arrive at the home page:

The screenshot shows the HP website interface for Stephen F. Austin State University. The top navigation bar includes links for HP Home, Products & Services, Support & Drivers, Solutions, and How to Buy. Below this is a search bar and a 'Part Number Search' link. The main content area features the HP logo, the university name, and a welcome message. A 'Current selection' box shows 'TX - TEXAS DIR-SDD-223'. A list of 'Stephen F. Austin State Univ Standards' is displayed, with 'Printers' selected. A red circle highlights the printer list, which includes models like HP LaserJet P2015 Printers, HP LaserJet P1505 Printer, HP LaserJet P4015n, HP Color LaserJet 4700n Printer, HP Color LaserJet CP1518ni, HP Color LaserJet CP1215, and HP OfficeJet Pro K5400. A 'Products' section on the right lists 'Desktops' and 'Notebooks & Tablet PCs'.

Click on any of your standards in the center of the page or click on the product icon link that you are interested in purchasing. When clicking on a standard you see the following screen. It shows the standard you choose. Click on the check box under "Select" and then click the "Add to Cart" button.


Standard ID: 10192
 Standard Name: HP LaserJet P2015 Printers
 Standard Comments: New standard.

Please review your standard configuration and select the items to add to your cart. Required items of the standard must be selected. After selecting the items click the "Add To Cart" button.

Item / description	Part no.	Unit price	Qty	Ext. price	Select
HP LaserJet P2015 printer	Base	\$319.00	1	\$319.00	<input checked="" type="checkbox"/>
Product	CB366A#ABA				
HP LaserJet P2015 printer					
In the box:					
HP LaserJet print cartridge, Getting Started Guide, CD (includes software and User's Guide), power cord					
Print speed, black (normal)					
Up to 27 ppm					
Recommended print volume					
740 to 3,000 pages/month					
Two-sided printing					
Manual (driver support provided)					
Input capacity (std/max)					
Up to 250 / Up to 250					
Connectivity, standard					
Hi-Speed USB 2.0 compatible port					
Paper trays (std/max)					
2 plus 50-sheet multipurpose input tray / 2					
Paper-handling accessories					
250-sheet input tray, 50-sheet multipurpose tray, 125-sheet output bin					
				Group Total:	\$319.00
				Standard Total:	\$319.00

Add To Cart >>

At the Shopping Cart screen, you have options to Continue Shopping, Print the View, Empty your cart, Change the quantity in your cart or Save it as a Quote. When you have made all your selections, click on the "Save Quote" button.



Shopping cart

HP recommends
Windows Vista® Business.

16-April-2008

» **Stephen F. Austin State Univ**

- » Login/register
- » Retrieve saved quote
- » Order history
- » Order status
- » Standards

Add item to cart

- » View cart
- » Product search/compare
- » View contract price list

Contract: TX - TEXAS DIR-SDD-223

This page will allow you to review your current order, modify items in your shopping cart or add items to your shopping cart via our Fast Add feature listed below. Once you have items in your shopping cart you can change quantities (then click RECALCULATE at the bottom to adjust the total), remove items, save as a quote or proceed to checkout. If you have any issues please call 1.800.607.3567 or email us at ebusinessSupport@hp.com.

* At the customer's request, this store does not accept online orders. You can create, save and print quotes within this online store.

Continue Shopping >>
Printable View >>
Save Quote >>
Empty Cart >>

Hide product components / details

Item / description	Part no.	Unit price	Qty	Ext. price	
HP LaserJet P2015 Printers					
HP LaserJet P2015 printer	Base	\$319.00	1	\$319.00	<input type="button" value="Remove >>"/>
HP LaserJet P2015 printer	CB366A#ABA				
In the box:					
HP LaserJet print cartridge, Getting Started Guide, CD (includes software and User's Guide), power cord					

At the "Save quote" screen, you will be prompted to enter your email address and give the quote a name. Once you enter this information, you click on the "Continue" button. You must submit/save your quote before you email it. After you click on the "Continue" button, the screen refreshes.

hp
invent

Save quote

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» **Stephen F. Austin State Univ**

» Login/register
» Retrieve saved quote
» Order history
» Order status
» Standards

Add item to cart
enter part number >>

» View cart
» Product search/compare
» View contract price list

Contract: TX - TEXAS DIR-SDD-223

To save your quote please enter your email address below

diane.grillo@hp.com

You can type in a friendly name to identify this quote. Please type in if you wish to.

Project ABC

Prices in this quote are valid for 30 days and are subject to change without notice. This quote can be retrieved using the retrieve quote feature for up to 90 days.

Continue >>

At the "Retrieve saved quote" screen, make note of the system-generated Quote ID number and click on the "Submit" button.

hp
invent

Retrieve saved quote

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» **Stephen F. Austin State Univ**

» Login/register
» Retrieve saved quote
» Order history
» Order status
» Standards

Add item to cart
enter part number >>

» View cart
» Product search/compare
» View contract price list

Contract: TX - TEXAS DIR-SDD-223

Your Quote has been saved and your Quote ID Number is: > 1758722

To retrieve a saved Quote, simply record the Quote ID Number above, select the "Retrieve Saved Quote" option on the home page. Enter your email address and Quote ID Number or Quote Name and click on Submit. Once your Quote is retrieved, you can place your order.

To retrieve your saved Quote now, please enter your email address and Quote Name or Quote ID. Or, click on the Quote ID from the table below.

Email ID diane.grillo@hp.com

-and-
Quote Name

-or-
Quote ID 1758722

Prices in this quote are valid for 30 days and are subject to change without notice. This quote can be retrieved using the retrieve quote feature for up to 90 days.

Submit >>

At the "Save quote" screen, arrow to the bottom of the page and click on the "Email Quote" button.

Order status
Standards

add item to cart
enter part number >>

View cart
Product search/compare
View contract price list

Change to item status may result to change in your Quote. Use this page to add saved items to your cart or to replace your current cart with this Quote and checkout.

- This quote belongs to TX - TEXAS DIR-SDD-223 contract.

Quote ID 1758752
Quote Name Project ABC
Quote created by diane.grillo@hp.com
Quote created on 4/16/2008 9:52:16 PM

Items/description	Part no	Unit price	Qty	Ext price
HP LaserJet P2015 Printers				1 Add>>
HP LaserJet P2015 printer	Base	\$319.00	1	\$319.00
HP LaserJet P2015 printer In the box: HP LaserJet print cartridge, Getting Started Guide, CD (includes software and User's Guide), power cord Print speed, black (normal) Up to 27 ppm Recommended print volume 740 to 3,000 pages/month Two-sided printing Manual (driver support provided) Input capacity (std/max) Up to 250 / Up to 250 Connectivity, standard Hi-Speed USB 2.0 compatible port Paper trays (std/max) 2 plus 50-sheet multipurpose input tray / 2 Paper-handling accessories 250-sheet input tray, 50-sheet multi-purpose tray, 125-sheet output bin				
Subtotal:				\$319.00

[Printable View >>](#) [Continue Shopping >>](#) [Add To Cart >>](#) [Replace Cart >>](#) [Delete >>](#)

[Email Quote >>](#)

At the "Email your saved quote" screen, your email address will automatically populate in the "From." Enter the appropriate reseller's email address in the "To." Enter the email address (gabriel@valcom-m.com)

***In the subject line enter your name (This the subject line is blank your quote will come back with an error message)

In the "Additional Information" text box (this is an open text area), enter your phone number. (For security reasons you will receive a call for additional information like credit card number and ship to address.

After you have entered your data, click on the "Submit: radio button.

Email your saved quote

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» **Stephen F. Austin State Univ**

- » Login/register
- » Retrieve saved quote
- » Order history
- » Order status
- » Standards

Add item to cart

Contract: TX - TEXAS DIR-SDD-223

Prices in this quote are valid for 30 days from the quote creation date and are subject to change without notice.

From

To

To enter more than one email address use a semi-colon(;) between the email addresses.

Subject

Additional information

Enter text below to appear before the quote information in the email created.

You will then get a screen notifying you that your quote has been successfully sent.

The screenshot shows the HP website interface for Stephen F. Austin State Univ. The main heading is "Email your saved quote". In the top right, it says "HP recommends Windows Vista® Business." Below this, the contract ID is "TX - TEXAS DIR-SDD-223". A message states: "Prices in this quote are valid for 30 days from the quote creation date and are subject to change without notice." Below that, it says "Quote has been successfully sent" with a "Continue >>" button. On the left, there is a navigation menu for Stephen F. Austin State Univ. with links for Login/register, Retrieve saved quote, Order history, Order status, and Standards. There is also a section for "Add item to cart" with a text input field for "enter part number" and a "View cart" link.

You can then click on the "Stephen F.Austin State Univ" link in the left nav under the HP logo. This returns you to the home page of your site.

The screenshot shows the HP website home page for Stephen F. Austin State Univ. The top navigation bar includes links for HP Home, Products & Services, Support & Drivers, Solutions, and How to Buy. Below this is a search bar and a "Part Number Search" link. The main heading is "Stephen F. Austin State Univ" with a welcome message: "Welcome Stephen F. Austin State Univ Customer!". In the top right, it says "HP recommends Windows Vista® Business." Below this, there are three main sections: a "Welcome to the Public Sector HP.com B2B store" with a photo of a woman, a "Visit the 3D Showcase" link with a computer monitor image, and a "STAU" logo. Below these sections, the "Current selection" is "TX - TEXAS DIR-SDD-223". The main content area is divided into "Stephen F. Austin State Univ Standards" and "Products". Under "Standards", there is a "Printers" category with a list of printer models: HP LaserJet P2015 Printers, HP LaserJet P1505 Printer, HP LaserJet P4015n, HP Color LaserJet 4700n Printer, HP Color LaserJet CP1518ni, HP Color LaserJet CP1215, and HP OfficeJet Pro K5400. Under "Products", there are links for "Desktops" and "Notebooks & Tablet PCs". On the left, there is a navigation menu for Stephen F. Austin State Univ. with links for Login/register, Retrieve saved quote, Order history, Order status, and Standards. There is also a section for "Add item to cart" with a text input field for "enter part number" and a "Support & Drivers" section with a link to "Get drivers, promotional newsletters, & updates".