

Processing E-Quotes for Hewlett Packard (HP)

HP may offer an additional discount for certain orders. Usually these are custom orders, or they are for a large quantity or a large dollar amount. To obtain and retrieve a quote:

Step	Task
1.	Log in to <i>iBuy</i> .
2.	Click the HP sticker under Office/Computer Punchouts .
3.	If you already have an HP user account, skip to step 4. OR If you do not have an HP user account, fill out the form and click Submit to create an account. OR Click Skip to continue without creating an account.
4.	Click on Click Here for HP contact information located in the middle of the page to determine the HP representative to contact based on the item you wish to purchase.
5.	Inform the representative that you would like an e-quote and that you are from the University of Illinois. Provide your order details to the representative.
6.	Obtain your quote number.
7.	If you decide to purchase the items, ask the representative to add your e-quote to the punchout catalog.
8.	Click Quotes .
9.	Click All Quotes .
10.	Locate your quote number.
11.	Click the link for your quote.
12.	Click Add to Requisition . The window will redirect to your updated iBuy shopping cart.
13.	Click Proceed to Checkout .
14.	Finalize and complete the order in <i>iBuy</i> .