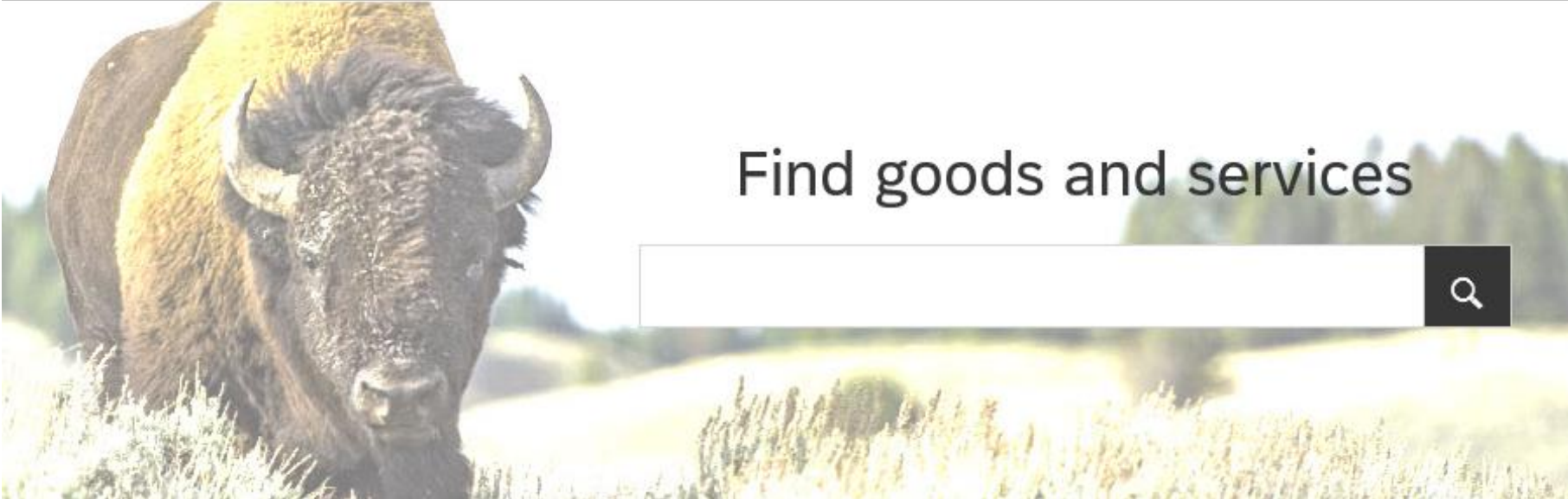




Find goods and services



# ePurchase Guided Buying MO Quick Tips

July, 2020

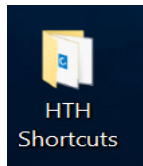
# ePurchase: The HTH Enterprise Procurement Tool

When you use ePurchase to order office and breakroom supplies, you are:

- ✓ Maximizing Hilltop's purchasing power for reduced prices and higher discounts
- ✓ Supporting procurement preferred suppliers
- ✓ Maintaining efficiencies in process
- ✓ Reinforcing Hilltop internal controls and reducing financial and fraud risk to our company and,
- ✓ Championing visibility into Hilltop spend for improved discounts and processes in the future

## Let's Get Started!

**SSO Login:  
HTH Shortcuts**

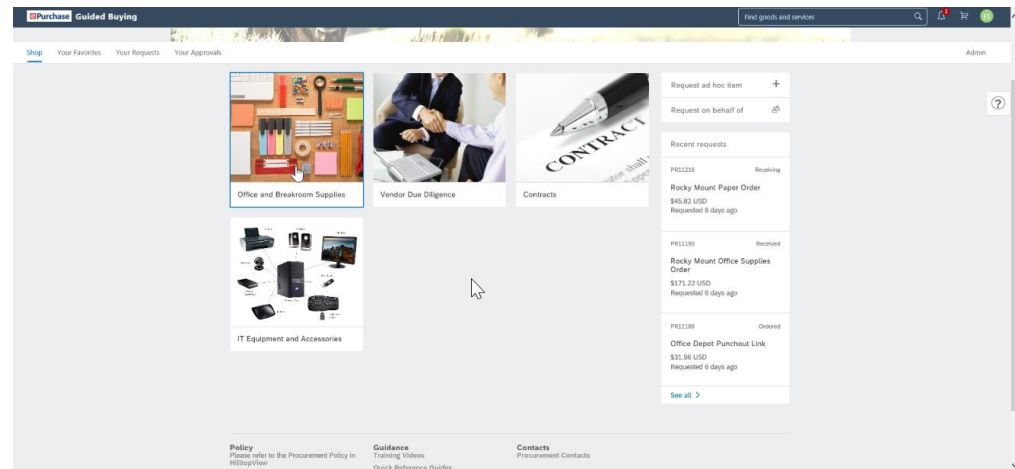


**Double Click:  
ePurchase**

Name

- Bank iHerd
- BrainStorm QuickHelp
- Concur
- ePurchase
- ExponentHR
- MFA Portal
- PeopleFluent
- Proofpoint
- SAI Global
- Service Now
- SourceOne
- Yammer

**ePurchase Guided BuyingLanding Page**



# Basics of ePurchase – Landing Page Navigation

## Home – Return to Landing Page

ePurchase Guided Buying

## Search Box

Find goods and services

## Notifications

Notifications

Approve request TSK1913840294 from...

Receive order SBO10147

ePurchase Guided Buying

Find goods and services

## Your Request

Your Requests

All (104) Quotes (0) To receive (0) Custom forms (0)

Requested 6/11/20 Amount \$45.82 USD

PR11216  
Rocky Mount Paper Order  
Purchase orders: PO206

## Your Approvals

Your Approvals

To approve (2) To watch (0) Recent approvals (2) Custom forms (0)

Filter by Type Last 3 months

Find a request

TSK20841330  
Approve Contract Documents  
Contract Workspace (Procurement)  
Ryan, LLC. Software License Agreement

Beckie Hoyt  
Requested 6/2/20

Approve

See details

## Shopping Cart

Office Supplies

You have 1 item in your cart

Boise(R) X-9(R) Multi-Use Copy...  
Boise(R) X-9(R) Multi-Use Copy Paper, Lett...  
\$31.99 USD x 1

Delete

Total: \$31.99 USD

Check out

## Profile Settings

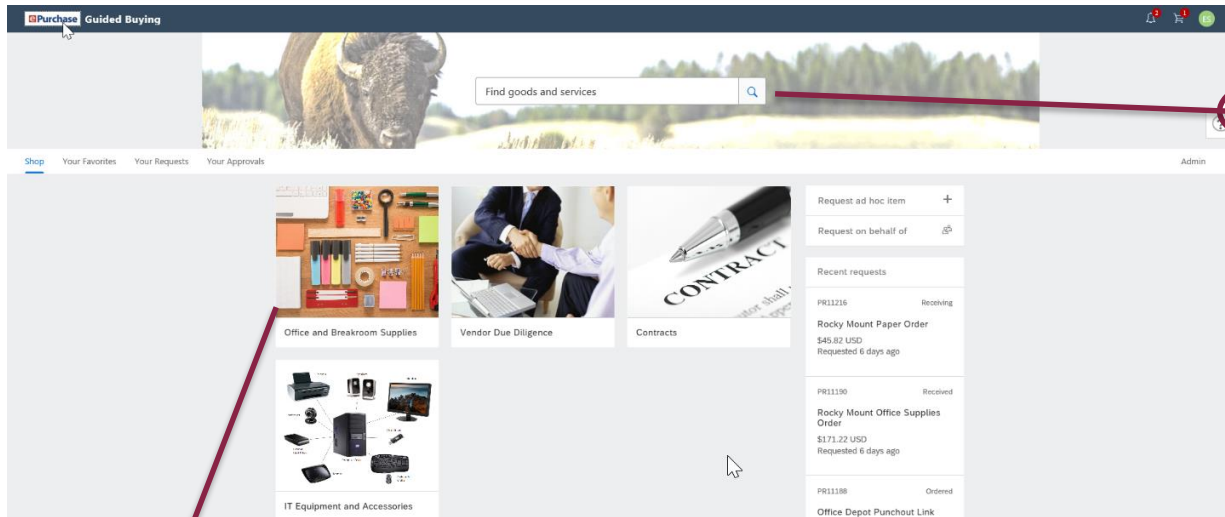
Your Name

Log out

Change your profile  
Change default locale  
Delegate authority  
Activate mobile device  
Deactivate mobile device  
Change email notification preferences

# Navigating to Office Depot Catalog

## Landing Page – Two Options



**Option 2 – Step 1 - Enter “Office Supplies” in Search Box**

Office Supplies

**Option 1 – Step 1 - Click on Office Supplies Tile**



**Option 1 or 2 – Step 2 – Click on Buy from Supplier This will open the Office Depot Catalog**

Company catalog  
Showing 1 of 1 results

**Office  
DEPOT**

Office Depot Punchout Link  
OFFICE DEPOT INC

Buy from Supplier

# Office Depot Catalog

**Purchase Guided Buying** ES Close Session

Account 31314334 Hi, PUNCHOUT USER Logout

Order By Item | My Lists

Office Depot

Pen

Office Supplies Paper Ink & Toner Breakroom Cleaning Electronics Furniture School Supplies Computers & Accessories Print & Copy

1. Search using key words

Pens 1,807 results

For access to additional sort options, please use one of the search or category filters on the left to narrow your search.

By Relevance

24 Per Page Grid List

3. View Cart – List of items in Shopping Cart

Shopping Cart

|                                                                                                                                                                                                                               | Price        | Qty. | Total  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------|--------|
|  BIC® Round Stic® Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens Item # 664011 Entered item # 664011 | \$6.99 / box | 1    | \$6.99 |

Update Remove Save for Later

Continue Shopping

Order summary

Subtotal \$6.99

Estimate Shipping & Taxes

Total (1 item) \$6.99

Checkout

Update Cart Empty Cart Save Cart To List Order by item #

MY OFFICE DEPOT

Hi, Punchout User Logout Account 31314334

Services

Cart 1

Estimated Total \$31.99

View Cart Checkout

Recently Viewed

Order By Item

Recent Search

## 5. Opens Shopping Cart in ePurchase

Office Supplies

You have 1 item in your cart

 BIC(R) Round Stic(R) Ballpoint P... BIC(R) Round Stic(R) Ballpoint Pens, Media... \$6.99 USD x 1

Delete

Total: \$6.99 USD

Check out

## 6. Check out again to Submit for approval

# Submit Order for Approval

## 7. Click on Send Request to submit for Approval

1. Click on Check Out Button

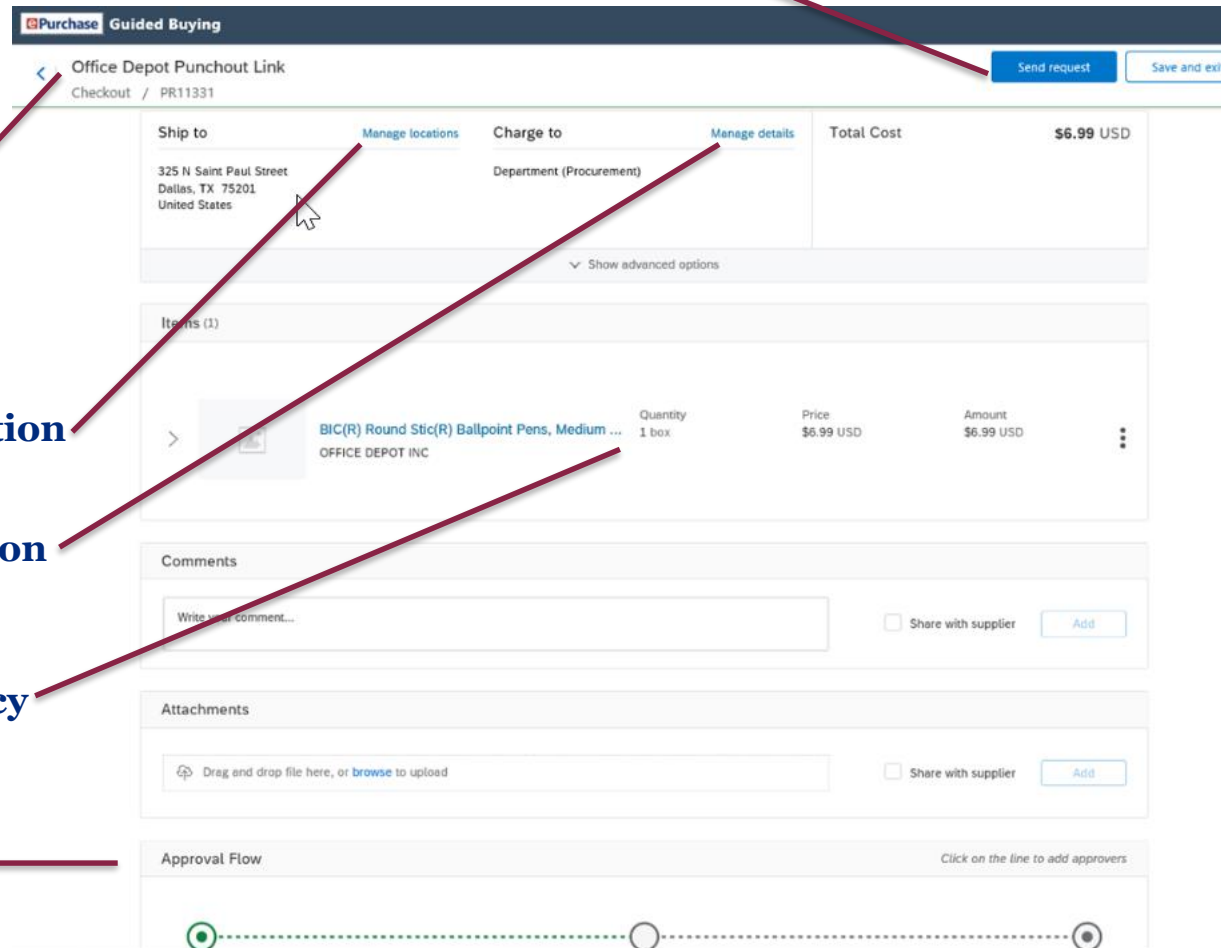
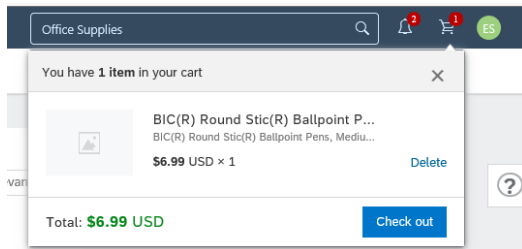
2. Change the Title

3. Check the Ship to Information

4. Check Charge to Information

5. Check the items for accuracy

6. Check the Approval Flow



**Purchase Guided Buying**

Office Depot Punchout Link  
Checkout / PR11331

[Manage locations](#) [Manage details](#)

**Ship to**  
325 N Saint Paul Street  
Dallas, TX 75201  
United States

**Charge to**  
Department (Procurement)

**Total Cost** \$6.99 USD

[Show advanced options](#)

**Items (1)**

| Item                                                                | Quantity | Price      | Amount     |
|---------------------------------------------------------------------|----------|------------|------------|
| BIC(R) Round Stic(R) Ballpoint Pens, Medium ...<br>OFFICE DEPOT INC | 1 box    | \$6.99 USD | \$6.99 USD |

**Comments**

Write your comment...

☐ Share with supplier [Add](#)

**Attachments**

Drag and drop file here, or [browse](#) to upload

☐ Share with supplier [Add](#)

**Approval Flow** Click on the line to add approvers

Approval Flow diagram showing a sequence of steps: a green circle, a grey circle, and a grey circle.