



User Guide - Shops

There are two shops in the Hub: HP Laptop Store and Microsoft Surface Store.

Select the relevant store in the left toolbar to view our available products.



HP Laptop Store



Microsoft Surface Store

The screenshot shows the 'Line Item Detail' page for HP ProBooks. It includes a top navigation bar with a search bar, a shopping cart icon, and an 'Update Totals' button. The main content area displays a 'Welcome' message and a list of laptops. Two laptops are selected with a quantity of 1. The bottom of the page shows a summary table with a 'Total' of £85.88 and a 'Submit Order' form with fields for contact and delivery information.

Qty	Description	Unit Price	Ext Price
1	HP ProBook 430 G8 33.8 cm (13.3") Notebook Intel Core i5 (10th Gen) i5-10210U Quad-core (4 Core) 1.60 GHz - 8 GB RAM - 256 GB SSD - Pike Silver Aluminum - Windows 10 Pro - Intel UHD Graphics - 15.25 Hour Batt... more	£755.00	£755.00
1	HP ProBook 440 G8 35.6 cm (14") Notebook Intel Core i5 (11th Gen) i5-1135G7 Quad-core (4 Core) - 8 GB RAM - 256 GB SSD - Windows 10 Pro	£822.35	£822.35
SubTotal			£71.57
		SubTotal:	£71.57
		Shipping:	£0.00
		VAT:	£14.31
		Total:	£85.88

Submit Order

If you've changed options, please ensure to have clicked 'Update Totals' at the top of this page.
*Note: We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

IP Address: 51.219.86.66

PO Number: (Optional: Enter PO Number as your reference only)

Company:

Name:

Email:

Phone:

Street Address:

City:

County:

Postcode:

Signature: *signatures could your name or initials

Payment Terms:
We trust that you find our quotation of interest. Should you have any queries, or wish to proceed with ordering the above,

3

Once you have selected the items and quantities needed, press the 'Update Totals' button

1

Tick the box for the item you wish to order

2

Enter the quantity if more than one of the item is required

4

Scroll to the bottom of the shop page where you will find the total cost of your order

5

Once you've finished your order, complete the details on the form and hit 'Place Order'



Don't forget to hit the 'Update Totals' button at the top of the page following any changes to the order. - if you do not do this, your total costs will not update

Breakwater point of contacts will have access to the shop within their hub. Additional staff members can be given access, get in touch with us to find out how.