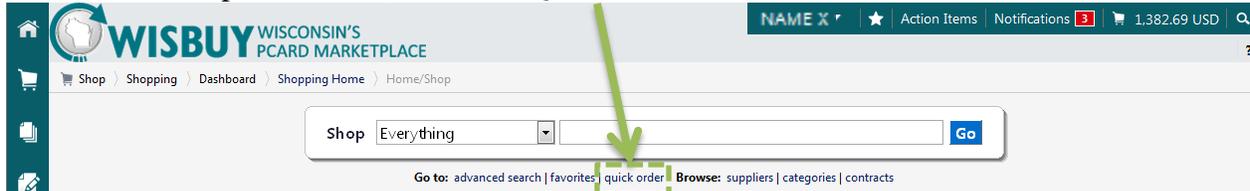


Using Quick Order

The Quick Order feature within WISBuy is used when an item number is already known and users would like to quickly place an order using that number.

1. Under the Shop search box, select the Quick Order link.



2. Up to five products can be added to the cart at one time using the Quick Order feature. Enter the item number(s) for the product(s) to be ordered and select “Add to Active Cart”.

Quick Order [back to shop...](#)

Category:

Part Number (SKU):

[Add to Active Cart](#)

3. Once the item or items have been added, an “Add to Cart Confirmation” message should appear.

Add To Cart Confirmation

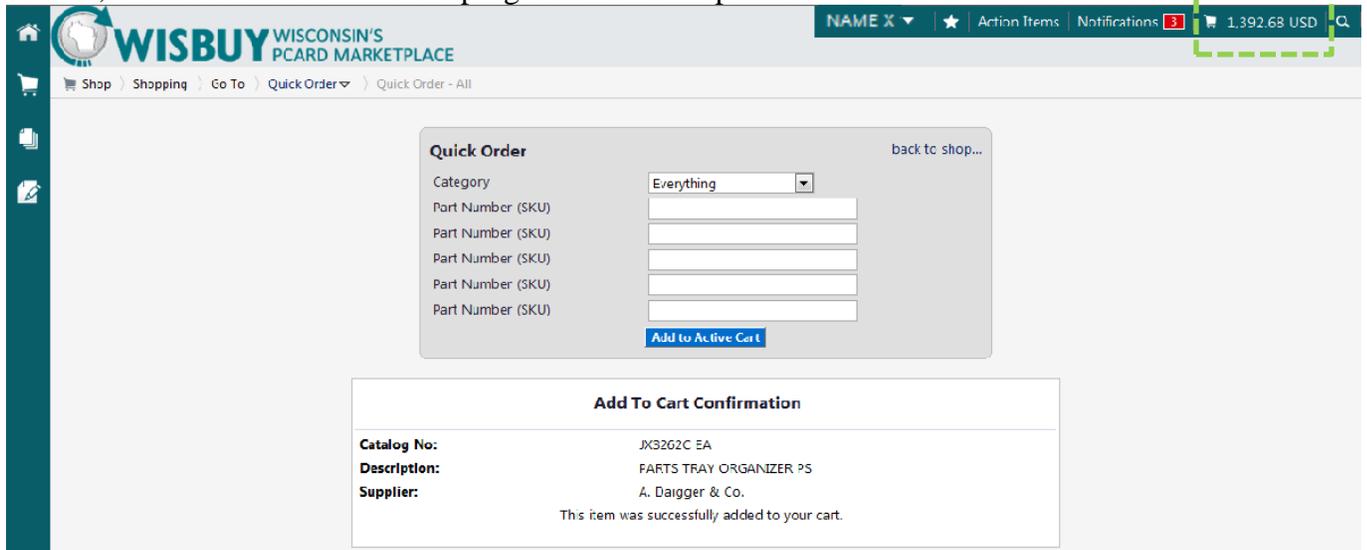
Catalog No: JX3262C EA

Description: PARTS TRAY ORGANIZER PS

Supplier: A. Daigger & Co.

This item was successfully added to your cart.

4. Also, the active cart box in the top right corner will update to reflect the new addition.



The screenshot shows the WISBUY Wisconsin's PCard Marketplace interface. At the top right, the cart box displays a total of 1,392.68 USD. The main content area features a 'Quick Order' form with a category dropdown set to 'Everything' and four input fields for 'Part Number (SKU)'. Below the form is an 'Add to Active Cart' button. A confirmation box titled 'Add To Cart Confirmation' displays the following details:

Catalog No:	JX3262C EA
Description:	FARTS TRAY ORGANIZER P5
Supplier:	A. Daigger & Co.

This item was successfully added to your cart.

This concludes the lesson on Using Quick Order in WISBuy. For further assistance, please contact WISBuy@Wisconsin.gov or visit the website at wisbuy.wi.gov.