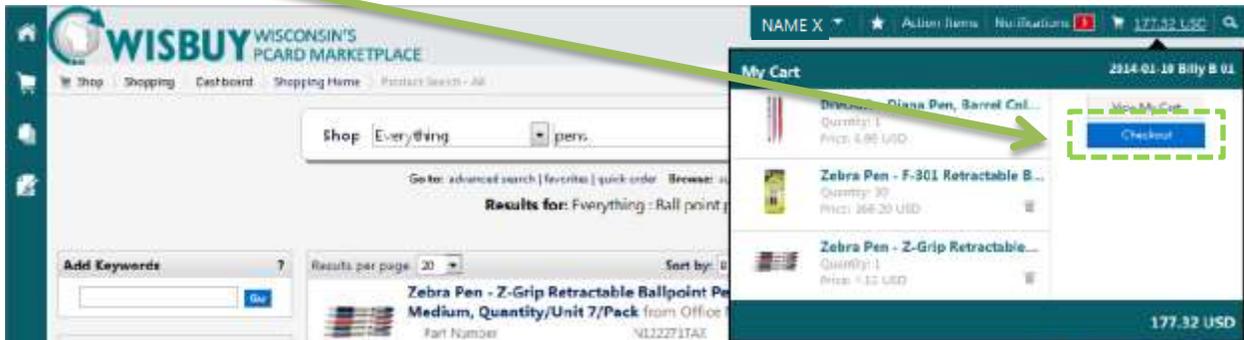


Express and Advanced Checkout and Completing a WISBuy Order

1. (Express Checkout) When shopping in WISBuy is finished and all of the desired items have been added to the cart, click on the cart icon area in the top right-hand corner of the screen.

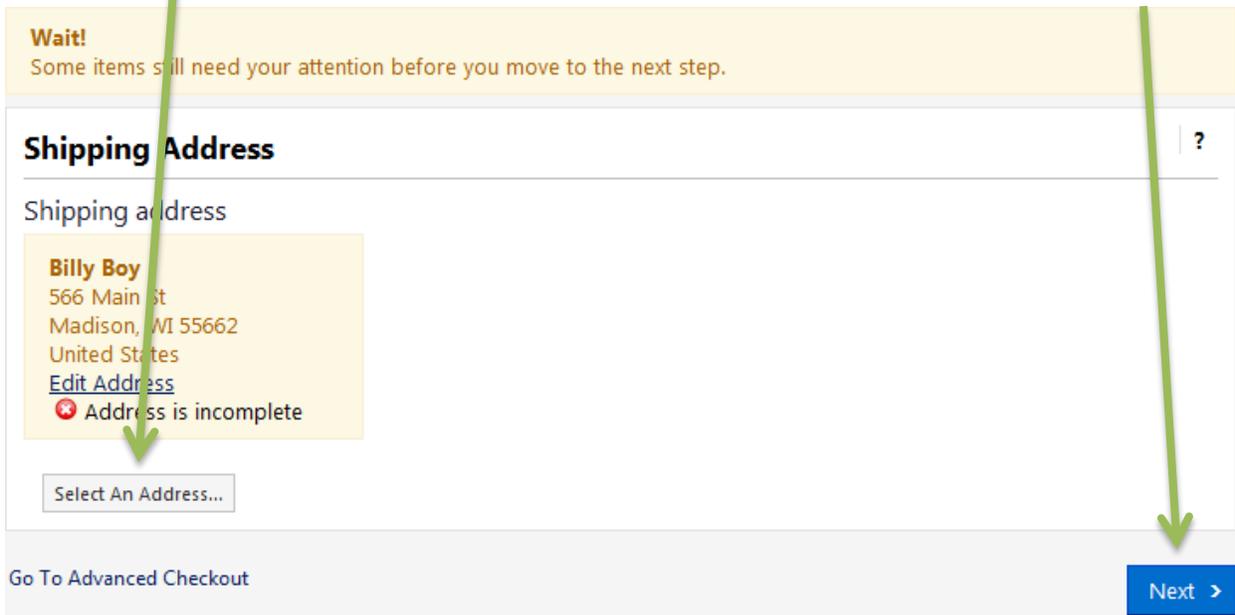


2. The active shopping cart window opens. If no other items will be added to the cart, click the Checkout button.

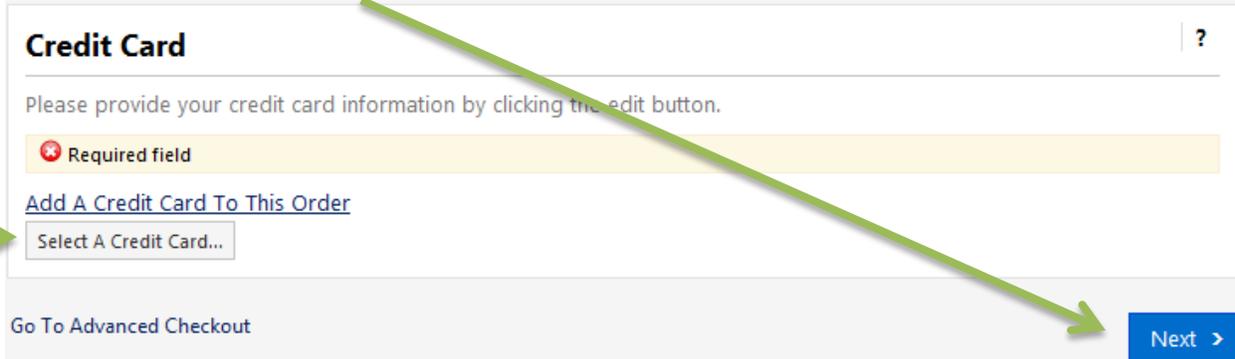


3. Review the order one more time in the Final Review screen and then continue through the checkout process.

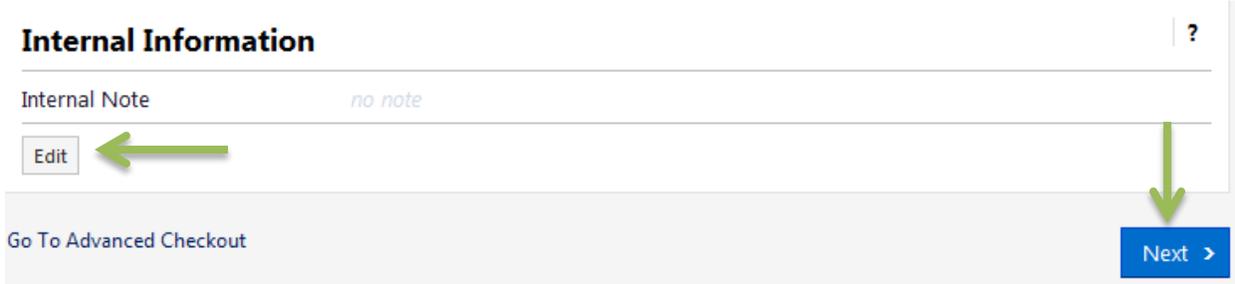
4. Confirm your shipping information on the WISBuy shipping information screen by clicking on **Select An Address** if needed. After you select the desired address or edit it, click on the Next Button.



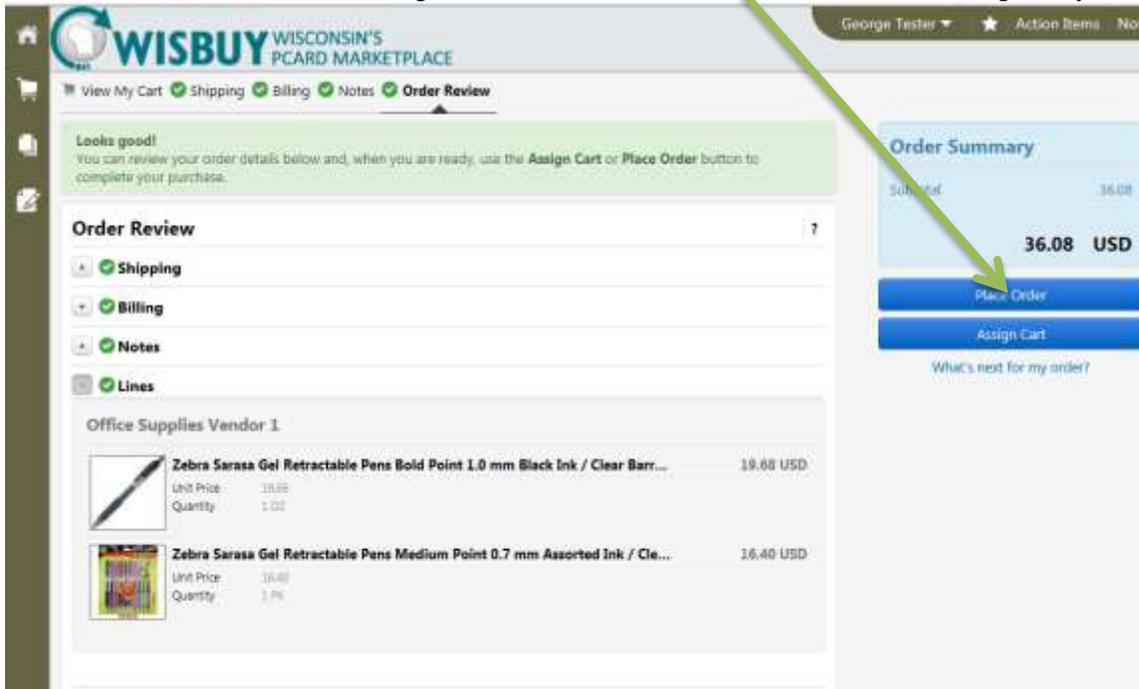
5. Confirm your Credit Card on the WISBuy shipping information screen by clicking on “Select A Credit Card” or “Add a Credit Card to This Order.” After you select the desired Credit Card or add it, click on the Next Button.



6. Add an Internal Note if desired by clicking on the Edit Button. This note would be only those who are able to see this WISBUY order-not the vendor. Click the Next Button when completed.



7. The “Looks Good!” screen indicates that the order is being processed and displays order numbers for the items that were purchased. Click on the Place order button to place your order.



8. You will receive an order confirmation.

Order Confirmation ?

 **Congratulations! You have successfully submitted your order. To view or print a copy, click [Quick View](#) or view its status on the [Approvals Tab](#).**

Here is a summary of your order. You can also find this order at any time via the **order history** link in the main navigation bar at the top of the page.

| | |
|----------------------|-----------------------|
| Shopping Cart name | 2015-06-10 gtester 01 |
| Order date | 6/23/2015 |
| Order total | 36.08 USD |
| Number of line items | 2 |

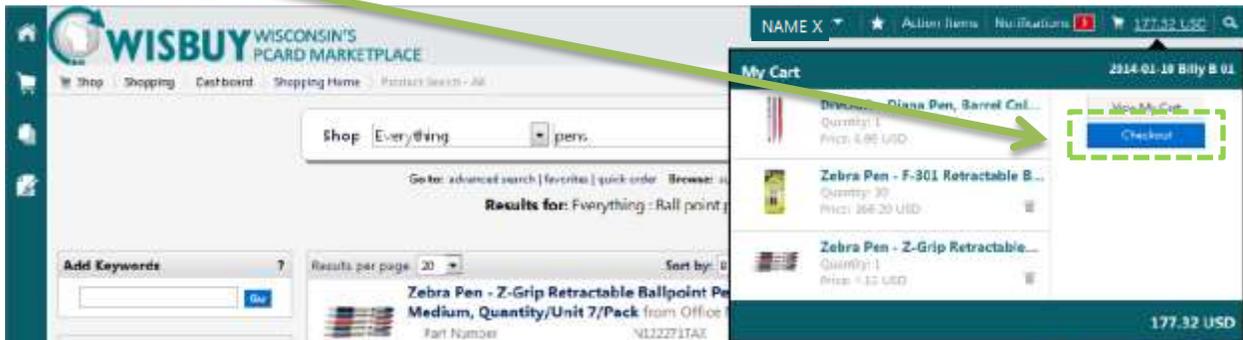
What would you like to do next? Here are links to some common actions.

- [Search for another item](#)
- [View order history](#)
- [Return to your home page](#)
- [Create new draft cart](#)

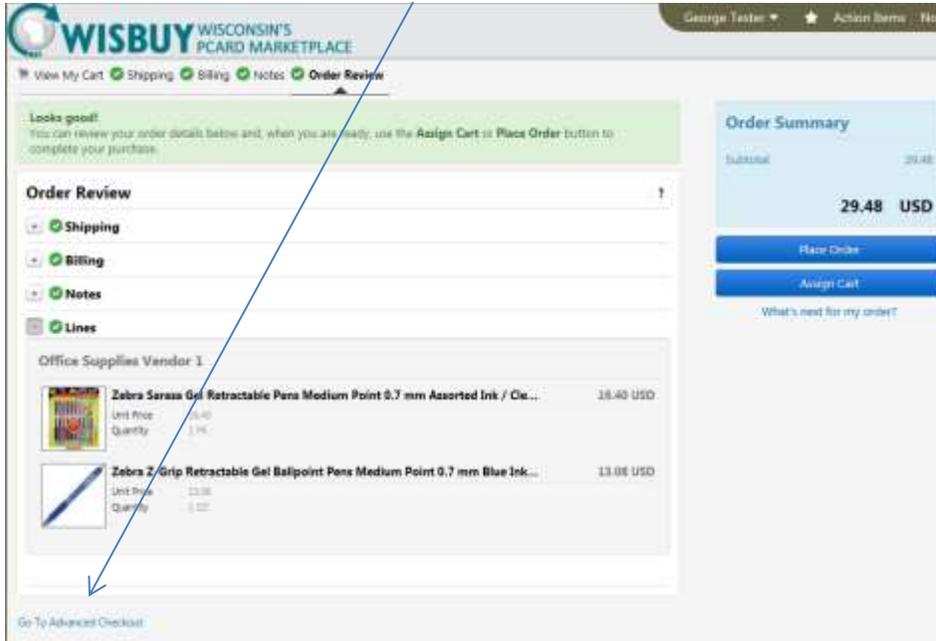
1. (Advanced Checkout) When shopping in WISBuy is finished and all of the desired items have been added to the cart, click on the cart icon area in the top right-hand corner of the screen.



2. The active shopping cart window opens. If no other items will be added to the cart, click the Checkout button.



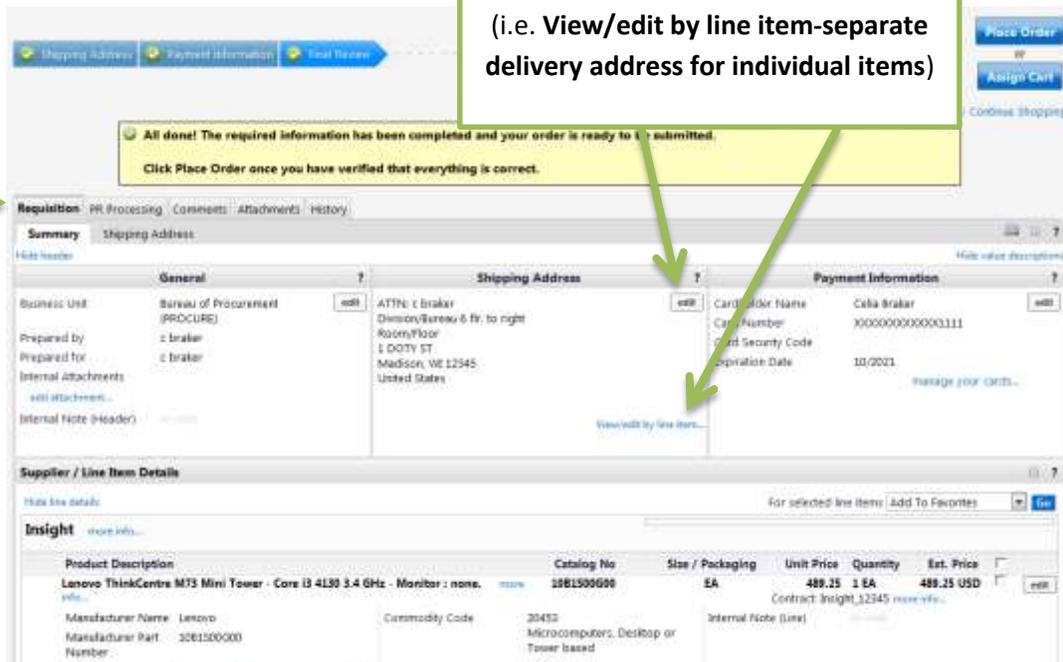
3. Scroll down to the **Go To Advanced Checkout** link and click on the link.



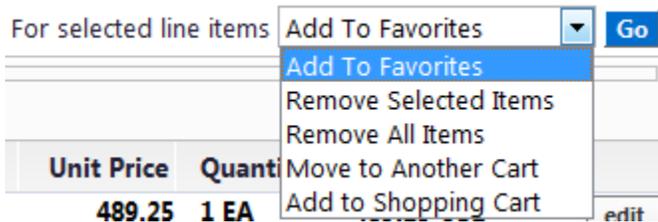
4. Here you can review your order in detail:

Click on tabs to view PR Processing, Comments, Attachments, and History

Click on the **edit** box in any section to make edits to that particular section (i.e. **View/edit by line item-separate delivery address for individual items**)



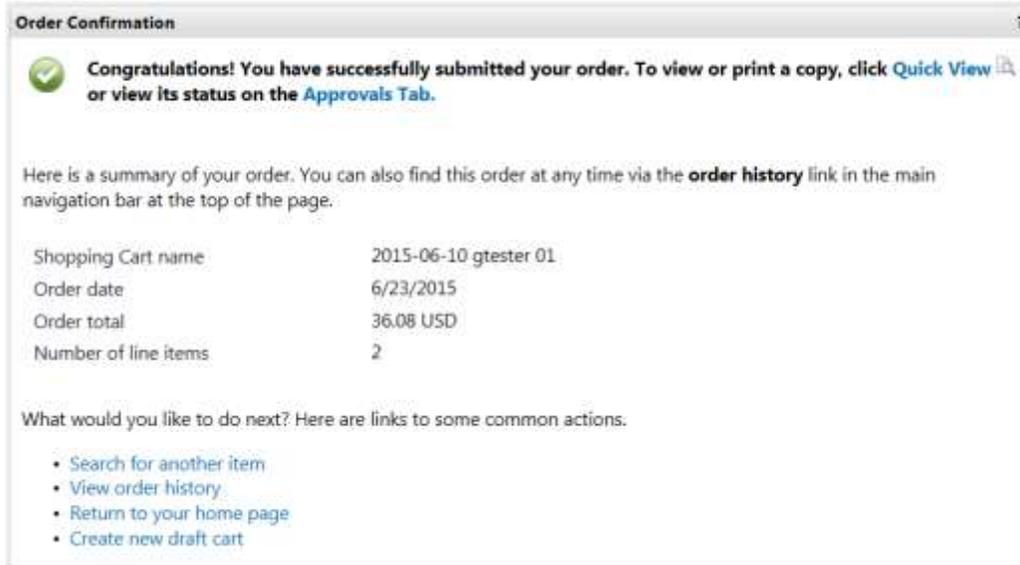
5. If you scroll down, you will be able to view, edit, and alter each item (Add to Favorites, Remove Selected Items, Remove All Items, Move to Another Cart, or Add to Shopping Cart) you have in your cart prior to completing your order.



6. After you review and make any desired changes you may place your order or assign your cart.



7. You will then receive an order confirmation.



This concludes the lesson on “Checkout and Completing a WISBuy Order” in WISBuy. For further assistance, please contact WISBuy@Wisconsin.gov or visit the website at wisbuy.wi.gov.