

## Comparing Hosted Catalog Items

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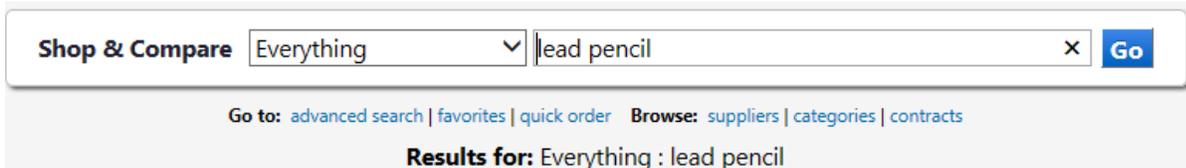
WISBuy allows a side-by-side comparison of multiple searchable items from any of the vendors listed in the “Shop at a Hosted Supplier Catalog” showcase. To compare items, perform an item search and then an item comparison.

### Performing an Item Search

Search for an item using the “shop at the top” search functionality in the Shop box; select Go.

NOTE: Shop at the top only searches hosted catalogs.

1. For this example, the purchaser has searched for a lead pencil by entering “lead pencil” in the Shop at the Top search.



The screenshot shows a search bar with the text "Shop & Compare" on the left. To its right is a dropdown menu currently set to "Everything". Further right is a search input field containing the text "lead pencil". To the right of the input field is a small "x" icon for clearing the search, and a blue "Go" button. Below the search bar, there are navigation links: "Go to: [advanced search](#) | [favorites](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)". At the bottom of the search area, it displays "Results for: Everything : lead pencil".

2. Search results can be further narrowed using the filter criteria from the left panel, if desired. The Filtering and Sorting Search Results Tutorial offers further information.

**Add Keywords** ?

**Filter Results** ?

**By Category**

- Classroom awards (3)
- Colored pencils (24)
- Combination pen or pencil (1)
- Desk supplies (3)
- Erasers (4) [more...](#)

**By Supplier**

- Fastenal (71)
- Grainger (3)
- Ind. for the Blind (1)
- Office Supplies Vendor 1 (110)
- Staples Advantage (199)

**By Product Flag**

- Green (3)
- Recycled (17)

**By Packaging UOM**

- BX (7)
- CG (1)
- CT (1)
- DZ (110)
- EA (183) [more...](#)

### Performing an Item Comparison

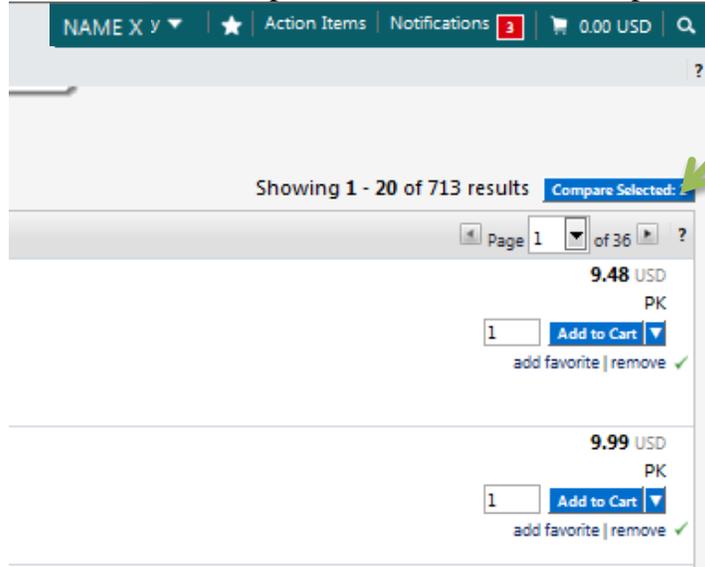
The purchaser has chosen to compare the first 4 results from the “lead pencil” search.

1. Click the “compare” link under the “Add to Cart” button to identify items to be compared. Once you click on the compare link it will alter to say: [remove](#) to remove the item from your comparison if you would like.

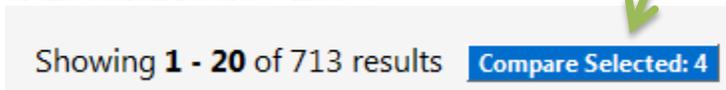
The screenshot shows a list of search results for lead pencils. The first item is a Dixon Ticonderoga pencil. Below it are three items from Office Supplies Vendor 1. Each item has an 'Add to Cart' button and a 'compare' link. Green arrows point from the 'compare' link of the second item to the 'remove' link of the first item, and from the 'compare' link of the third item to the 'remove' link of the first item, illustrating the state change after clicking 'compare'.

Item Description	Part Number	Manufacturer Info	Price	Unit	Quantity	Action
Dixon - Ticonderoga Pencil, Lead Type #2, Quantity/Unit 24/Pack from Office Max	NS13926	13926 - (DIXON TICONDEROGA COMPAN)	9.48 USD	PK	1	Add to Cart, add favorite, remove
LEAD PENCIL .5MM HB 30/PK from Office Supplies Vendor 1	PEN-C25HB	PEN-C25HB - (PENTEL)	9.99 USD	PK	1	Add to Cart, add favorite, remove, compare
LEAD PENCIL .5MM B 12/PK from Office Supplies Vendor 1	PEN-C505B	PEN-C505-B - (PENTEL)	9.99 USD	PK	1	Add to Cart, add favorite, compare
LEAD PENCIL .5MM H 12/PK from Office Supplies Vendor 1	PEN-C505H	PEN-C505-H - (PENTEL)	9.99 USD	PK	1	Add to Cart, add favorite, compare

2. You will then need to click on the compare Selected: 4 to start comparison of selected items.



3. To perform the comparison, click on the “Compare Selected: 4” button at the top-right corner of the search results window.

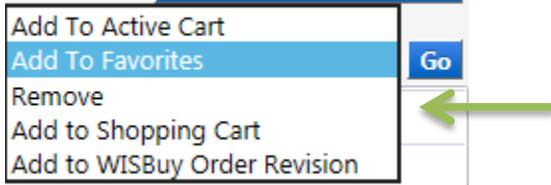


Criteria for each of the items can be compared side-by-side.

The screenshot shows a side-by-side comparison table for four items. The table has columns for each item and rows for various criteria. The criteria include Item ID, Add to Cart, Product Details, Catalog No., Price, Supplier, Category, UOM, Package UOM, Product Size, Price per Product Unit, Category Hierarchy, Sales, Image URL, Manufacturer Name, Manufacturer Part Number, More Information URL, Package UOM, Product Size, UNSPSC, and More Info.

Item 1	Item 2	Item 3	Item 4
Item 1	Item 2	Item 3	Item 4
ADD TO CART	ADD TO CART	ADD TO CART	ADD TO CART
LEAD PENCIL, SHARPENER	Eraser - Two-Stage Pencil Lead Type #2 Quantity 24/24/Pack	LEAD PENCIL, SHARPENER	LEAD PENCIL, SHARPENER
REN-C18E	NE1292E	REN-C20H	REN-C20E
9.99 USD	9.99 USD	9.99 USD	9.99 USD
Office Supplies Vendor 1	Office Max	Office Supplies Vendor 1	Office Supplies Vendor 1
Lead eraser	Wooden pencil	Lead eraser	Lead eraser
---	---	---	---
9.99 USD / unit	9.99 USD / unit	9.99 USD / unit	9.99 USD / unit
---	---	---	---
46112.18.01	46112.18.01	46112.18.01	46112.18.01
---	http://wisbuy.wisconsin.com/shop.../E	---	---
1	1 - 3 Days	1	1
FRYS	GRINDING DISK COMPANY	FRYS	FRYS
REN-C18E	1120E	REN-C20H	REN-C20E
http://www.maxim.com/usa/eraser.../	http://www.grindingdisk.com/1120.../	http://www.maxim.com/usa/eraser.../	http://www.maxim.com/usa/eraser.../
PK	PK	PK	PK
1	1	1	1
46112.18.01	46112.18.01	46112.18.01	46112.18.01
more info?	more info?	more info?	more info?

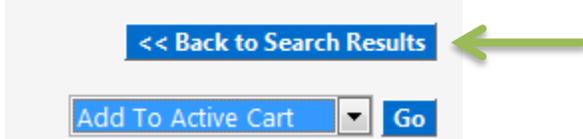
4. Options from the dropdown menu next to the “Go” button can be selected which will trigger an action for items with checkmarks placed in the row labeled “Select”.



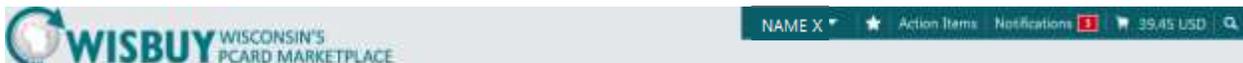
5. Items from a hosted supplier catalog contain a quantity field and the “Add to cart” button so that the shopper can easily add that item to their cart in the row labeled “Add to Cart”.



6. Click the “Back to Search Results” button to exit the comparison window.



7. If the shopper added an item to their cart while in the “Product Comparisons’ window, the addition would be reflected in the cart icon box at the upper-right corner of the web page.



This concludes the lesson on Comparing Hosted Catalog Items in WISBuy. For further assistance, please contact [WisBuy@Wisconsin.gov](mailto:WisBuy@Wisconsin.gov) or visit the website.