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Agency Requisition Processor: User that punches out of STAR into WISBuy to purchase from a Hosted, State-Hosted, or Punchout Supplier.

Active Cart: Cart that is currently being updated, added to, or modified.

Action Item: An item that you need to complete a task to eliminate. For example; you may need to review an assigned cart, etc. A red box will appear with the number of actions items you need to complete.

Business Unit Administrator (BU Admin): An individual designated by your agency to maintain users in WISBuy.

Cart: Carts are found in the WISBuy shopping site on the left hand side-bar and upper right corner. A cart is the entity that holds details about the items that you would like to order. Prior to submitting a cart, you can add additional items, change items, remove items, change quantities, etc. Once the cart is submitted, it becomes a STAR Requisition.

Compare: After a user types in a keyword search for a particular item using the "Shop at the Top" feature, you can compare two or more listed items using the Compare link located beneath the "Add to Cart" button. Users can compare an unlimited number of items, but will eventually have to scroll their screen in order to view all items.

Contract: The contract is the agreement that the state has with the vendor. The contract documents can be found in the "contracts" search tool on the left side of the home screen. Contract links are included for any supplier with a catalog enabled on WISBuy. VendorNet will continue to be the repository of all state contracts. While users will be able to access the transactional contract in PeopleSoft, contracts will continue to be posted on VendorNet. Agencies will still need to go to VendorNet to view the contract details/terms and conditions, as well as to access user guides. For example, when creating a requisition under Business Unit 37000, only enterprise-wide contracts and contracts for 37000 will be viewable in the **Contract ID** search field. If another agency has configured business unit 370000 to be able to utilize a contract, those contracts would be viewable to select from as well.

Default: Defaults are pulled from the user profile info in STAR.

Favorite: Saved list of frequently order items. It is encouraged that you save your favorites into categories of items (i.e. "Office Supplies"). Quantities for products can be saved, as well. *See shared favorites for agency wide favorite products/carts and personal favorites for individual user favorites. **Note:** When creating a new WISBuy requisition, the user should never copy an existing requisition in PeopleSoft that has WISBuy items on the requisition lines to create a new requisition. The user should always create a new WISBuy requisition by



punching-out to the WISBuy catalog from STAR as item and pricing information may change. The user can save favorites in WISBuy to store frequently purchased items to easily add frequently ordered items to the cart in WISBuy.

History: Shows a user's past orders or carts. You can refine your history search by utilizing the "Advanced Search" options.

Hosted Catalog Item: Hosted catalogs are an electronic form of a supplier's printed catalog. Suppliers provide information for the items that they sell and put this into a spreadsheet. This information is then loaded into the system where it can be viewed by purchasers. Generally, organization-specific pricing is applied to a hosted catalog.

Nickname: A nickname is a created name by a user that allows them to easily determine which card/WISBuy purchase/order to choose. This nickname will not be seen by any other person other than the profile that is logged in.

Notification: Located in the top right corner of WISBuy's home screen. You will see a red box appear when you have a notification with the number of notifications. Notifications are more of an FYI and are items that are not required to take action on. For example; you may be notified that a new organization message is available.

Personal Favorite: Favorites saved to your user account. Only you can view this list. Once an item is saved to personal favorites and you have named it, you can search that name in the future using the "Shop at the Top" feature.

Product Flag: Products in your search results that suppliers have indicated are for example "Green, Recycled, or meet Energy Star" requirements, with the number of items. The flags are listed alphabetically. Select a Flag to filter the search results for products with that flag value only. Select multiple flags by selecting the filter icon for the section and checking the appropriate flags in the pop-up. To return to viewing search results for products with all attributes, select the show all... hyperlink or filter icon again.

Punch-out Catalog Item: From WISBuy, you can click on "links" to go to a supplier's site to shop. This experience is very similar to shopping directly from a supplier's website except: 1) you will only see those items that you can order, 2) you will see organization-specific negotiated pricing, and 3) after shopping, you can add those items directly to your WISBuy cart to complete your order or compare items.

Purchase Order ID in STAR: Sequentially generated number that is 10 digits long. Example 0000000001.

Recently Completed Order: A recently completed order is when you have checked out, filled out all of your shipping information, received the order confirmation message and been assigned a STAR Requisition number.

Requestor Setup Table: Contains user profile info in STAR and populates WISBuy Profile Information.



Requisition: Once a cart is completed and the user clicks the Return to PeopleSoft button, it becomes a PeopleSoft and WISBuy requisition.

Search: There are multiple ways to search in WISBuy. You can search through “Shop at the top,” by sticker. There are also advanced search and simple search options.

Site Administrator: The site administrator is DOA designated staff that oversees that configurations, functionality, supplier and catalog management, exports/imports, price file management, product search and showcase, sets up forms, contracts, reporting on a high level, and troubleshooting

Shared Favorite: Favorites shared between all users in a certain business unit or university.

Shop at the Top: A function in WISBuy that allows users to search for an item across all hosted suppliers using the “Shop” box at the top of the screen.

State Hosted Catalog Item: State Hosted catalogs are an electronic form of a supplier’s printed catalog, created by the WISBuy Site Administrator. This information is then loaded into the system where it can be viewed by users. Maintenance of the file is the responsibility of the WISBuy Site Administrator, not the supplier.

Supplier Showcase: Area of main WISBuy page where all suppliers, both hosted and punch out, are listed.

Welcome Box: The welcome box is located on the left side of the WISBuy supplier showcase screen.

WISBuy Purchase Order ID: Appended Business Unit in front of the STAR PO ID number. Example 50500.0000000001.