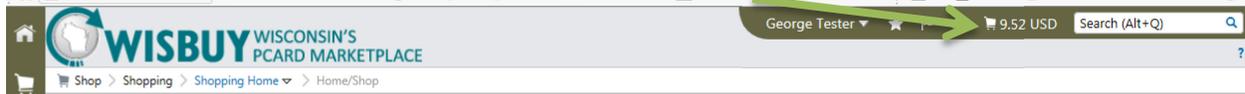


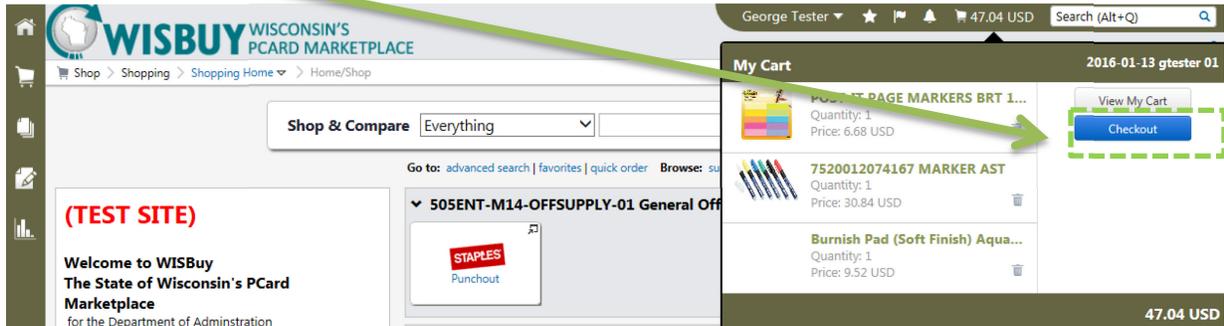
## Express and Advanced Checkout and Completing a WISBuy Order

### Express Checkout

1. 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.

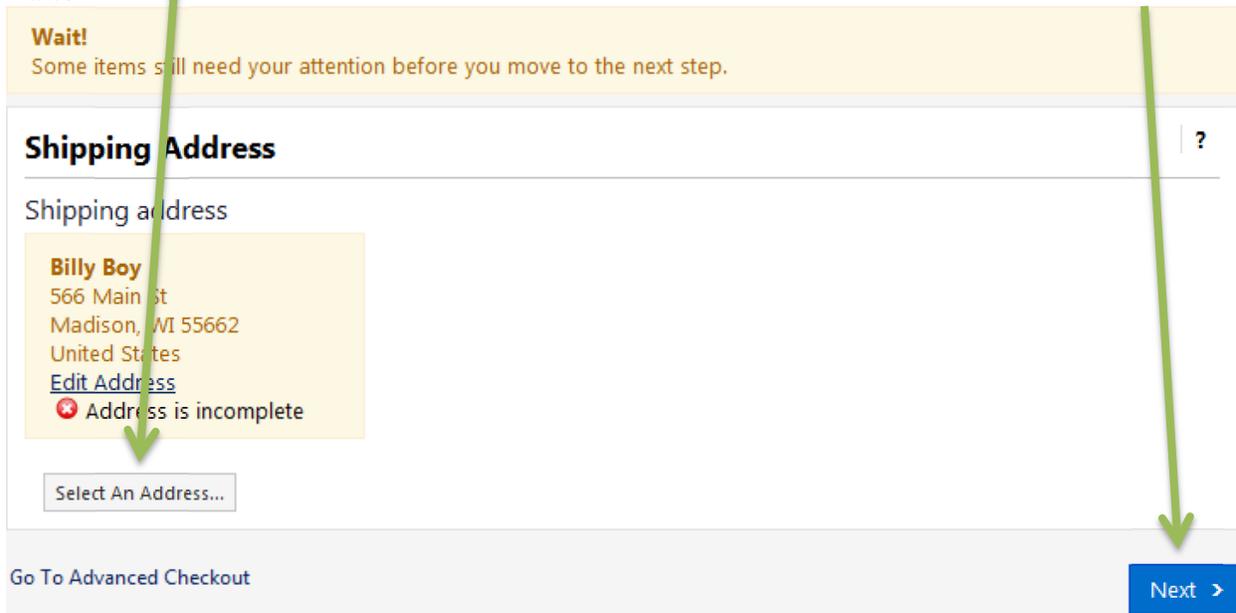


2. The active shopping cart window opens. If no other items will be added to the cart, click the Checkout button.



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.

**Credit Card** ?

Please provide your credit card information by clicking the edit button.

**Required field**

[Add A Credit Card To This Order](#)

Select A Credit Card...

Go To Advanced Checkout

Next >

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.

**Internal Information** ?

Internal Note *no note*

Edit

Go To Advanced Checkout

Next >

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.

George Tester | Action Items | Notif

View My Cart | Shipping | Billing | Notes | Order Review

**Looks good!**  
You can review your order details below and, when you are ready, use the **Assign Cart** or **Place Order** button to complete your purchase.

**Order Review** ?

- Shipping
- Billing
- Notes
- Lines

**Office Supplies Vendor 1**

	<b>Zebra Sarasa Gel Retractable Pens Bold Point 1.0 mm Black Ink / Clear Barr...</b>	19.68 USD
	Unit Price 19.68	
	Quantity 1 DZ	
	<b>Zebra Sarasa Gel Retractable Pens Medium Point 0.7 mm Assorted Ink / Cle...</b>	16.40 USD
	Unit Price 16.40	
	Quantity 1 PK	

**Order Summary**

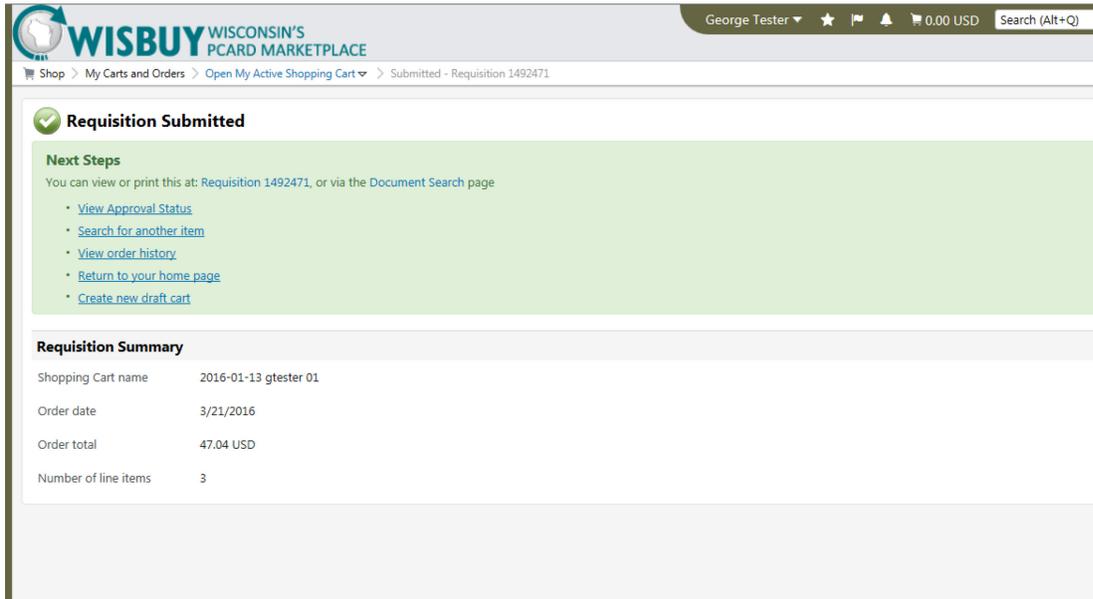
Subtotal	36.08
<b>36.08</b>	<b>USD</b>

Place Order

Assign Cart

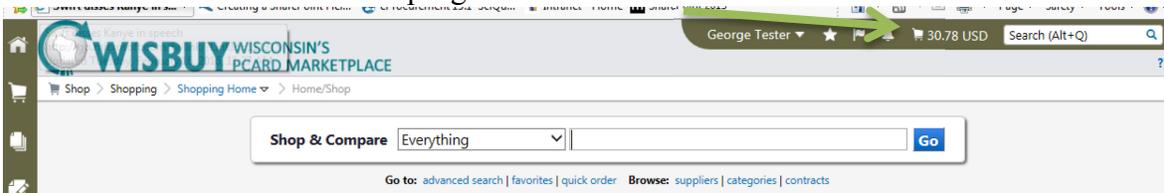
What's next for my order?

## 8. You will receive an order confirmation.

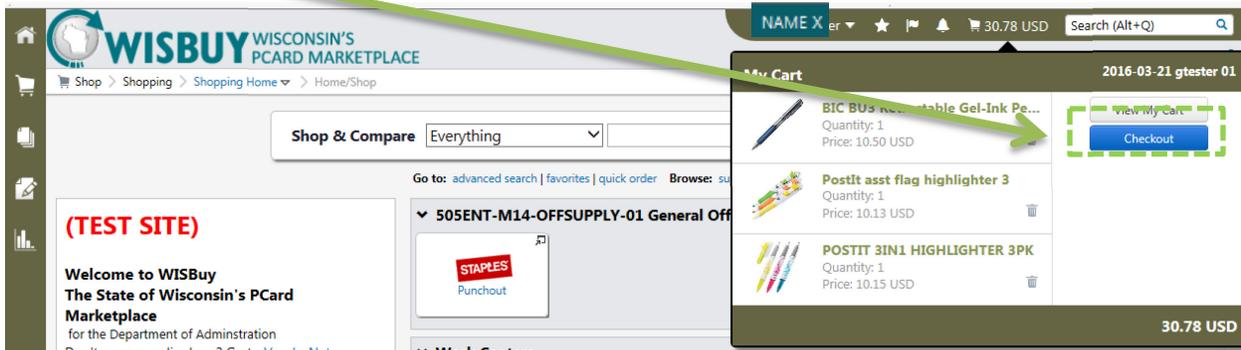


## Advanced Checkout

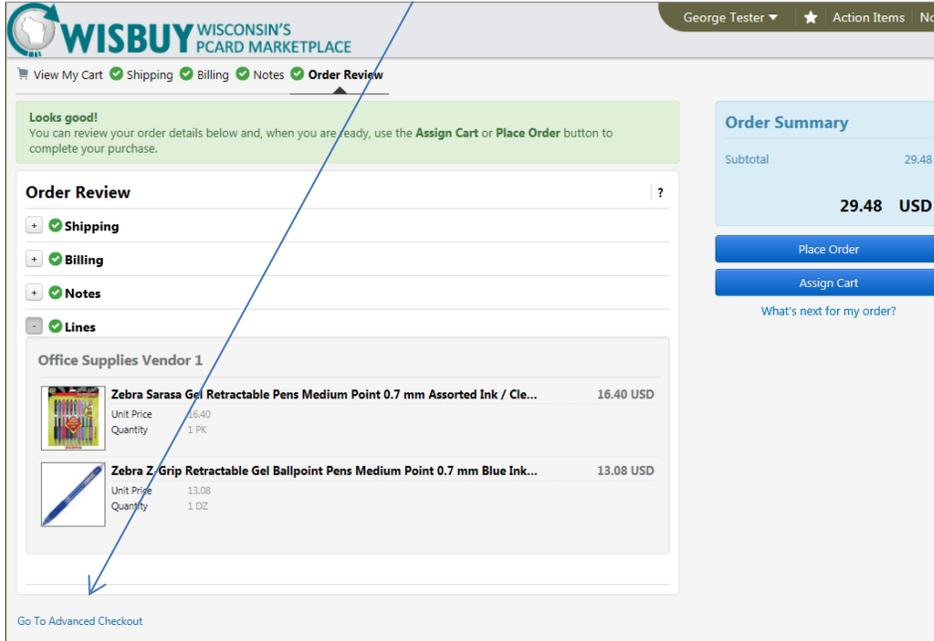
1. When shopping in WISBuy is finished and all of the desired items have been added to the cart, click on the cart icon area in the top right-hand corner of the screen.



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



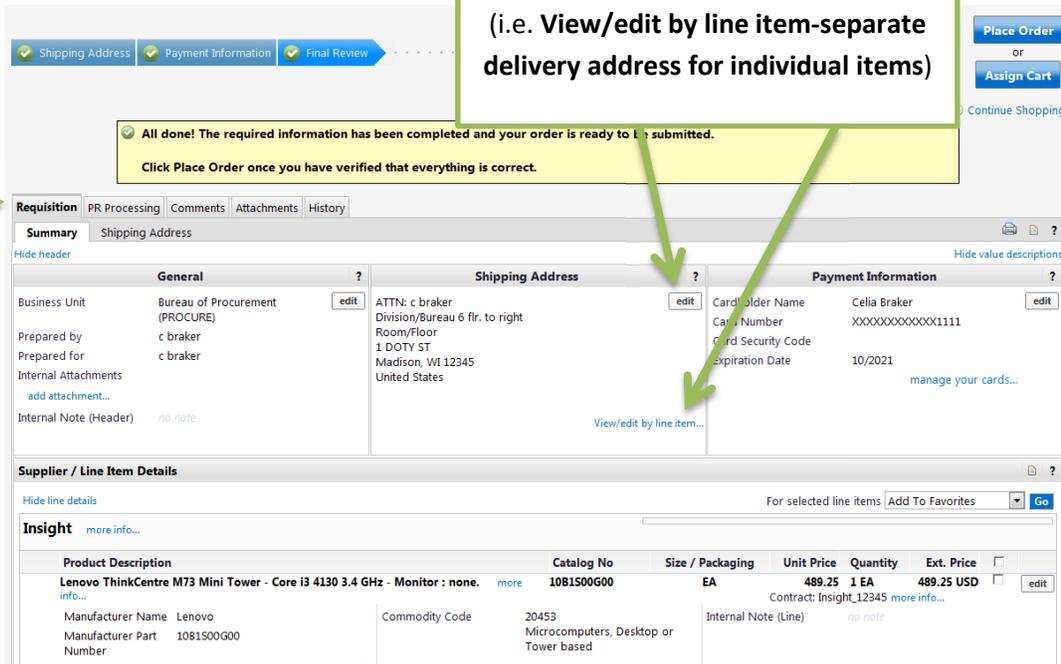
3. Scroll down to the **Go To Advanced Checkout** link and click on the link.



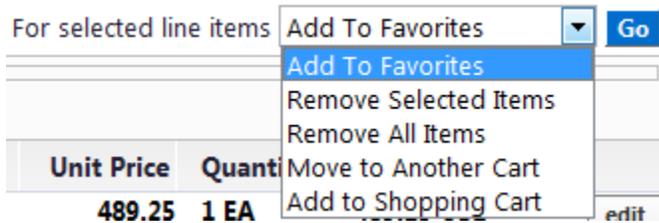
4. Here you can review your order in detail:

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**)



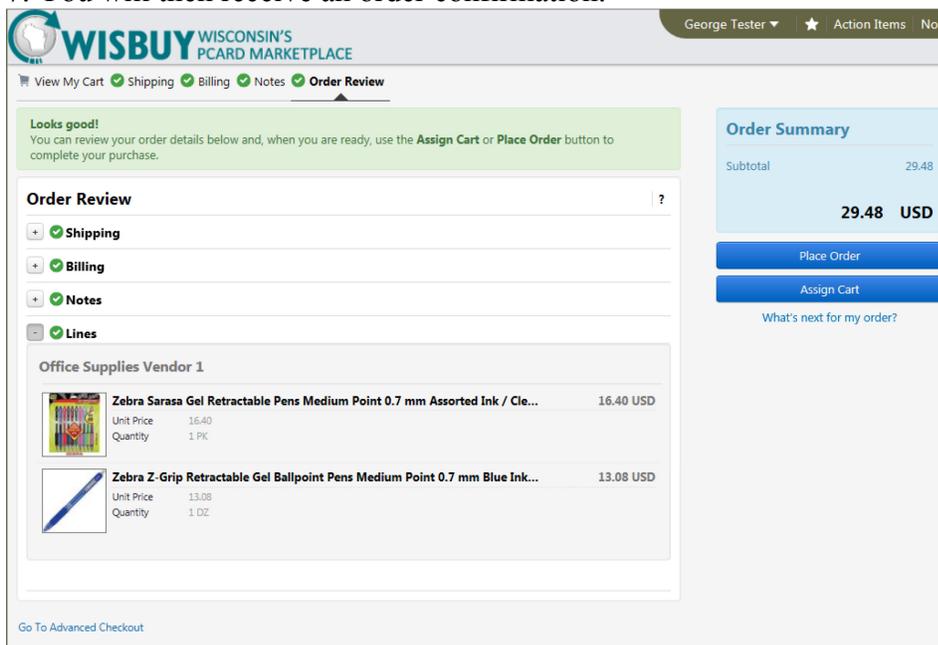
5. If you scroll down, you will be able to view, edit, and alter each item (Add to Favorites, Remove Selected Items, Remove All Items, Move to Another Cart, or Add to Shopping Cart) you have in your cart prior to completing your order.



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 [doawispro@Wisconsin.gov](mailto:doawispro@Wisconsin.gov) or visit the website at [wisbuy.wi.gov](http://wisbuy.wi.gov).