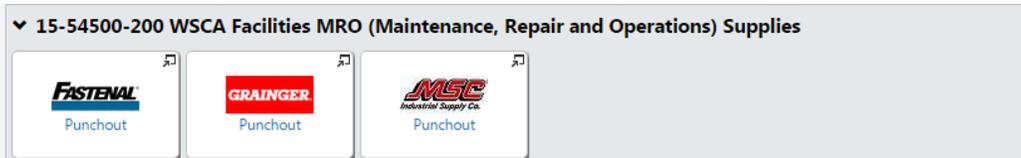


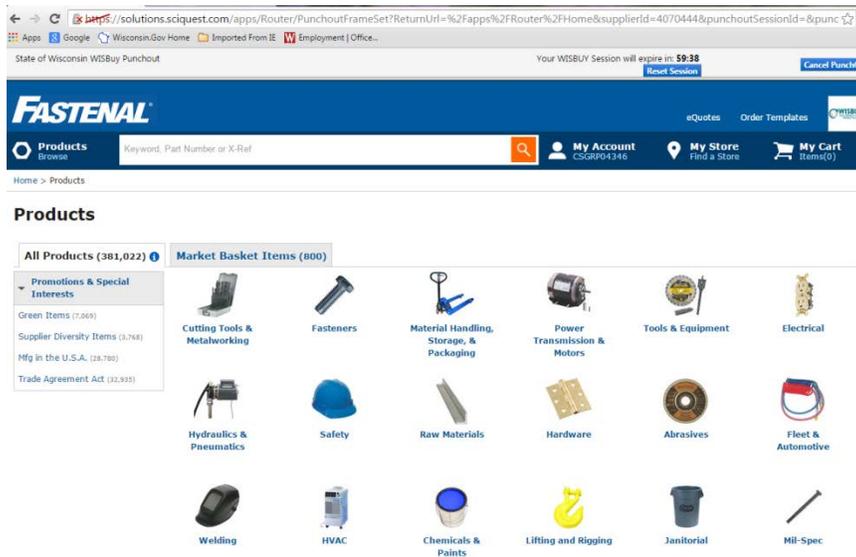
Comparing Items from Punchout Catalogs

Comparing items from Punchout suppliers is different than comparing items from Hosted suppliers. Items from Punchout Suppliers will need to be added to your cart to compare pricing. This guide is to demonstrate how to compare items from multiple punchout suppliers' catalogs.

1. From the WISBuy showcase click on one of the punchout supplier stickers.



2. WISBuy will take you to the Supplier's webpage where you can search for items. Each Suppliers webpage will be different; in most cases it will mirror the Suppliers actual web site.



3. Use the search bar on the Supplier site to find the item(s) needed.



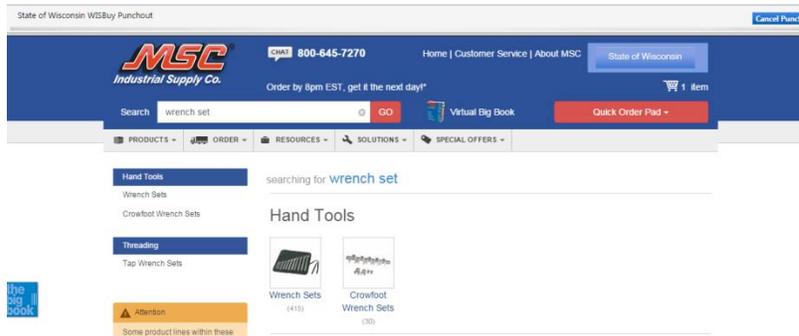
- In the returned results select the item that you are looking to purchase. Enter the quantity desired and then click the “Add to Cart” button.

- Each Supplier web page will have a checkout and cart. Follow the vendor directions to check out, some may require you go to your cart first.

- Click the “Complete Checkout” or Alternative button depending on the vendor site verbiage and the cart is returned to WISBuy.

- Repeat these steps with another punchout supplier on the same contract.

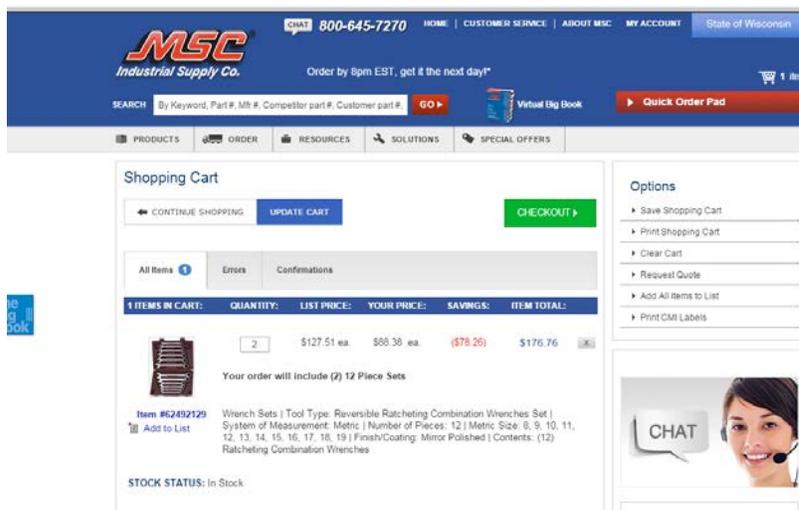
8. Click on supplier sticker from the showcase.



9. Search the supplier site for the same item, using the same keyword search as before or use the manufacture part number.



10. Add the item to your cart then follow the supplier website directions to check out.



11. Each item is now in the WISBuy cart and the items can be compared in your cart.

Fastenal [more info...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?
Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 8/26/2015 3:11:05 PM
Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Aug 26, 2015 GRW 8Pc 12 Point Metric Reversible Combination Ratcheting Wrench Set Remove Part Number: 0207700 Manufacturer Info: 9543 - (GearWrench) Commodity Code: 44591 Wrenches, All Kinds (Including Sockets)	88.605 USD EA	1	88.61 USD

MSC Industrial Supply Company MRO [more info...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?
Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 8/26/2015 3:20:36 PM
Line(s): 2

Product Description	Unit Price	Quantity	Total
Item added on Aug 26, 2015 Promo CLASSCFF: Wrench Sets: Tool Type: Reversible Ratcheting Combination Wrenches Set: System of Measurement: Metric; Number of Pieces: 12; Metric Size: 8 9 10 11 12 13 14 15 16 17 18 19; Finish/Coating: Mirror Polished Add to Favorites Remove More Actions Part Number: 62492129 Commodity Code: 44564 Screwdrivers, All Kinds	88.38 USD EA	1	88.38 USD

12. Remove the item that will not be purchased, click in the check box behind the dollar amount.

Have you made changes? [Update](#) | [Help](#) | [Empty cart](#) | Perform an action on (1 items selected)... | [Select All](#)

Fastenal [more info...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?
Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 8/26/2015 3:11:05 PM
Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Aug 26, 2015 GRW 8Pc 12 Point Metric Reversible Combination Ratcheting Wrench Set Remove Part Number: 0207700 Manufacturer Info: 9543 - (GearWrench) Commodity Code: 44591 Wrenches, All Kinds (Including Sockets)	88.605 USD EA	1	88.61 USD <input checked="" type="checkbox"/>

MSC Industrial Supply Company MRO [more info...](#)

The item(s) in this group was retrieved from the supplier's website. What does this mean?
Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 8/26/2015 3:20:36 PM
Line(s): 2

Product Description	Unit Price	Quantity	Total
Item added on Aug 26, 2015 Promo CLASSCFF: Wrench Sets: Tool Type: Reversible Ratcheting Combination Wrenches Set: System of Measurement: Metric; Number of Pieces: 12; Metric Size: 8 9 10 11 12 13 14 15 16 17 18 19; Finish/Coating: Mirror Polished Add to Favorites Remove More Actions Part Number: 62492129 Commodity Code: 44564 Screwdrivers, All Kinds	88.38 USD EA	1	88.38 USD <input type="checkbox"/>



13. Then on the top of the page in the Perform an Action drop down box choose Remove Selected Items. The items checked will be removed from your cart.

[Continue Shopping](#) | 2 Item(s) for a total of **103.53** USD | [Proceed to Checkout](#)

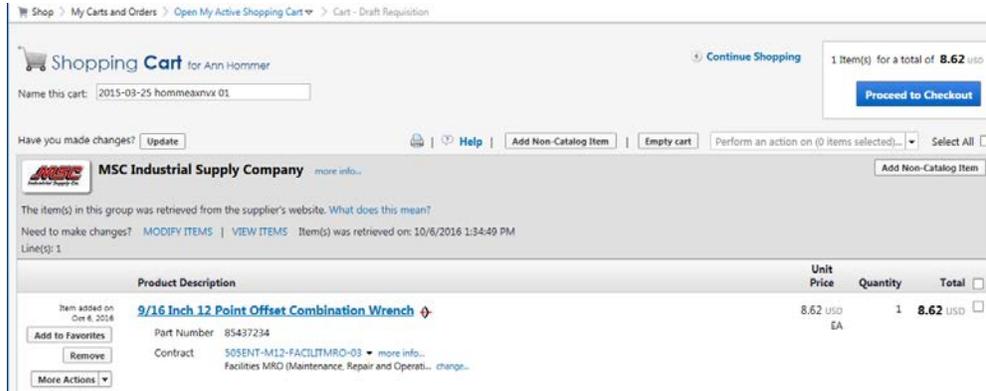
[log Item](#) | [Empty cart](#) | Perform an action on (1 items selected)... | [Select All](#)

- Add to Favorites
- Remove Selected Items
- Move to Another Cart
- Change Supplier
- Add to Shopping Cart
- Add to PO Revision
- Remove Contract from Selected Lines

[Close](#)

Wrench Set | 88.605 USD | EA | 1 | **88.61** USD

14. Once the items to be purchased are correct in the cart, click on Proceed to Checkout button.



Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition

Shopping Cart for Ann Hommer

Name this cart: 2015-03-25 hommeanvz 01

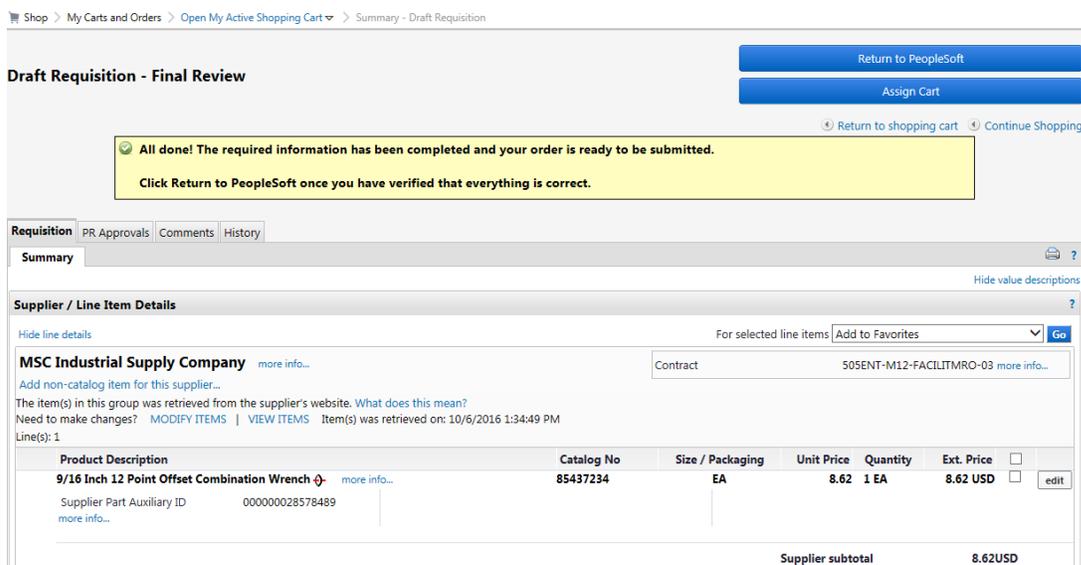
1 Item(s) for a total of 8.62 USD

Proceed to Checkout

MSC Industrial Supply Company

Product Description	Unit Price	Quantity	Total
9/16 Inch 12 Point Offset Combination Wrench	8.62 USD	1	8.62 USD

15. Then click on the Return to PeopleSoft button to complete your requisition in PeopleSoft.



Shop > My Carts and Orders > Open My Active Shopping Cart > Summary - Draft Requisition

Draft Requisition - Final Review

Return to PeopleSoft

Assign Cart

All done! The required information has been completed and your order is ready to be submitted.

Click Return to PeopleSoft once you have verified that everything is correct.

Return to shopping cart | Continue Shopping

Requisition | PR Approvals | Comments | History

Summary

Supplier / Line Item Details

MSC Industrial Supply Company

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
9/16 Inch 12 Point Offset Combination Wrench	85437234	EA	8.62	1 EA	8.62 USD

Supplier subtotal 8.62USD

This concludes the lesson on Comparing Items from Punchout Catalogs in WISBuy. For further assistance, please contact doawispro@wisconsin.gov or visit the [WISBuy website](#).