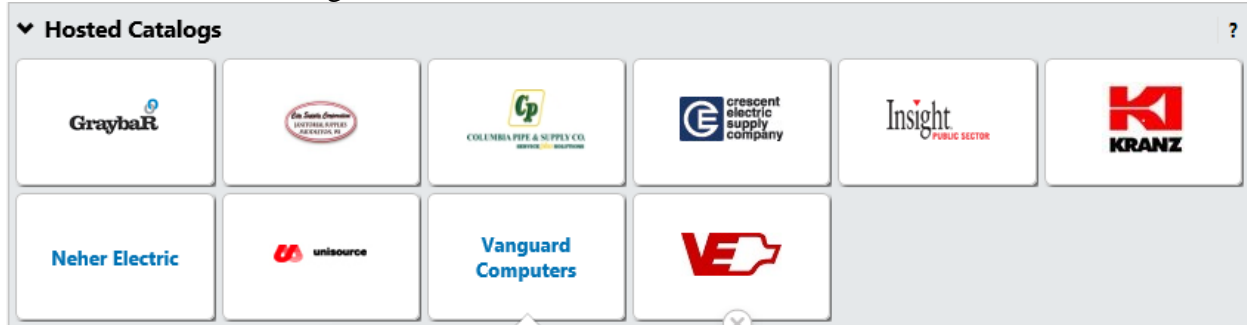


Basic Shopping

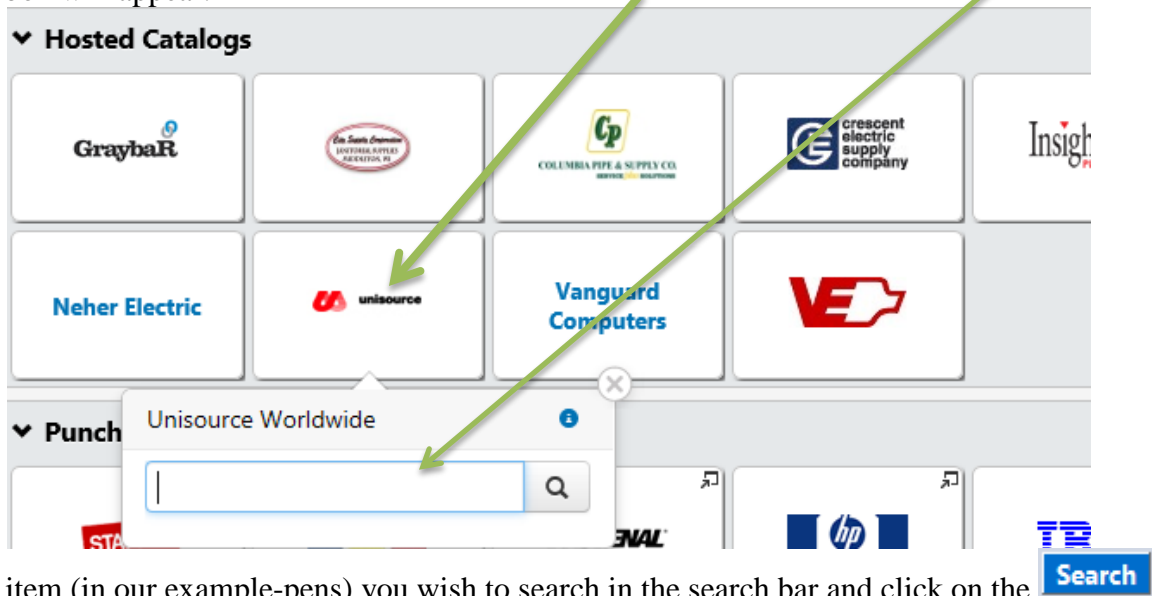
Add an Item to a Cart from a Hosted Catalog.....	1
Add an Item to a Cart from a Punch-Out Vendor.....	3
Customizing the Cart Name.....	5

Add an Item to a Cart from a Hosted Catalog

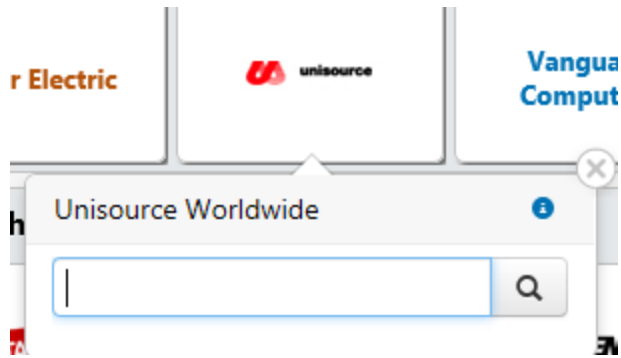
1. Unisource will be used in the following example: Under the home showcase “Hosted Catalog,” click on the Unisource logo.



2. To search a product from a specific hosted catalog, click on the supplier and a search drop down box will appear.



Insert item (in our example-pens) you wish to search in the search bar and click on the



* The number of products listed may be adjusted by selecting a different value from the results per page drop down. Product search results may also be sorted by selecting sort criteria from the Sort by drop down. Product results may be further refined by adjusting Filter Results, keyword, custom attribute, product flag, suppliers, category, packaging, manufacturer and result type, found in the left panel next to the search results area.

Shop Everything

Go to: [advanced search](#) | [favorites](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#)

Results for: Everything : pens

Showing 1 - 20 of 4000+ Results What does "+" mean? Compare Selected: 0

Results Per Page	Sort by	Page	of
20	Best Match	1	200

Add Keywords ?

Filter Results ?

Where are my counts?

By Product Flag

Green

Recycled

By Supplier

A. Daigger & Co.

Beckman Coulter Inc.

City Supply Inc

Fastenal

Grainger [more...](#)

By Category

Abrasive polishers

Abrasive stones

Adhesive remover

Aerosols

Anemometers [more...](#)

By Packaging UOM

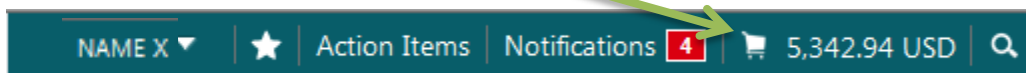
BX

CG

PEN, RTR, PRECISION 305, BEF from Ind. for the Blind	13.79 USD
Part Number P-7221	DZ
Contract Number 505ENT-U15-WRITINGS-01 more info...	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="DZ"/>
Writing Instruments	add favorite compare
PEN, RTR, PRECISION 305, BKM from Ind. for the Blind	13.79 USD
Part Number P-7226	DZ
Contract Number 505ENT-U15-WRITINGS-01 more info...	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="DZ"/>
Writing Instruments	add favorite compare
PEN, RTR, PRECISION 305, BEM from Ind. for the Blind	13.79 USD
Part Number P-7230	DZ
Contract Number 505ENT-U15-WRITINGS-01 more info...	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="DZ"/>
Writing Instruments	add favorite compare
PEN, RTR, PRECISION 305, BKF from Ind. for the Blind	13.79 USD
Part Number P-7237	DZ
Contract Number 505ENT-U15-WRITINGS-01 more info...	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="DZ"/>
Writing Instruments	add favorite compare
PEN, RTR, RUBBERIZED, BKF from Ind. for the Blind	8.69 USD
Part Number P-7309	DZ
Contract Number 505ENT-U15-WRITINGS-01 more info...	<input type="text" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="DZ"/>
Writing Instruments	add favorite compare

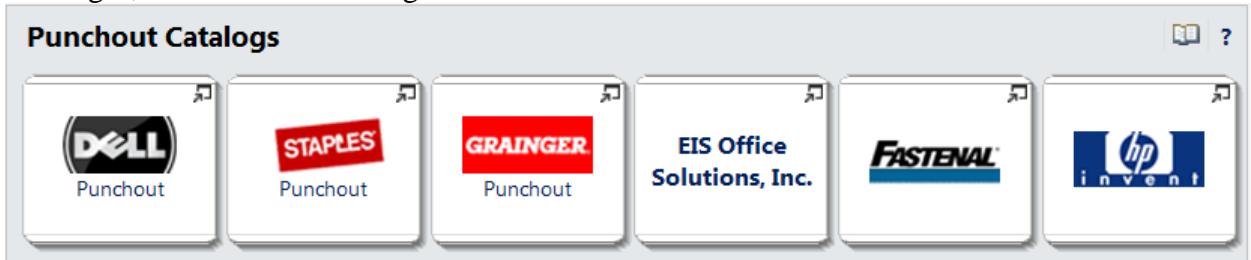
3. Add an item directly to the active cart by entering the desired quantity and selecting the “Add to Cart” link.

4. The quantity and price in the active cart has now changed to reflect the added product.

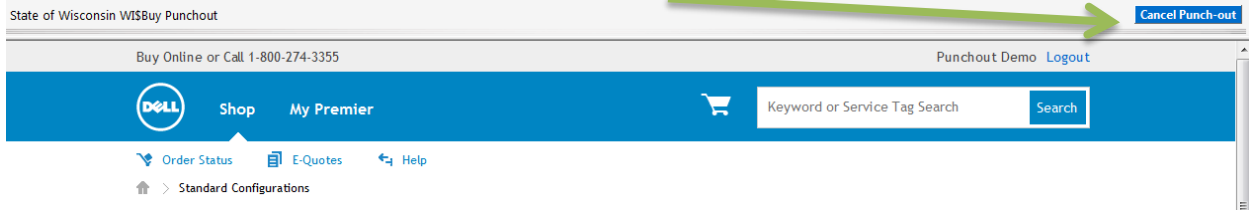


Add an Item to a Cart from a Punchout Vendor

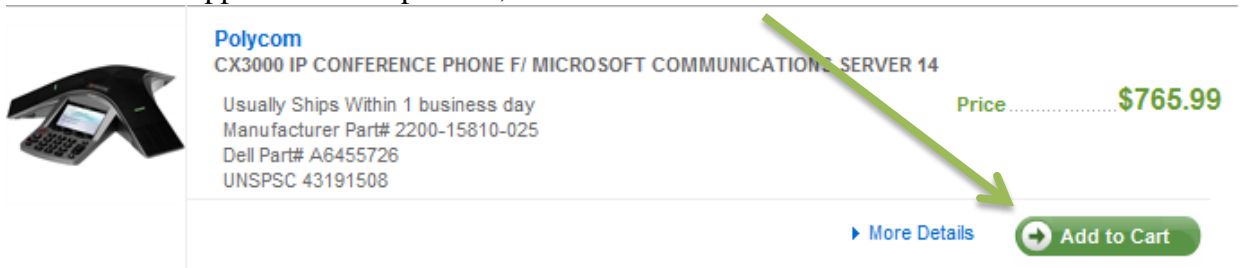
1. Dell will be used in the following example: Under the home showcase “Punchout Catalogs”, click on the Dell Logo.



2. Wait while WISBuy connects to Dell and then loads the product display window. Notice that even though we have accessed Dell, the shopper is still within the WISBuy environment and may return at any time by clicking the “Cancel Punch-out” button in the upper right hand corner.



3. Once the shopper chooses a product, click on the “Add to Cart” link.




4. Review the Dell shopping cart and click on “Create Order Requisition” Button.

My Cart

Summary View | Detail View

Print Cart Continue Shopping Save as E-quote Create Order Requisition

CX3000 IP CONFERENCE PHONE F/ MICROSOFT COMMUNICATIONS SERVER 14	Remove Item	Qty	Unit Price
 CX3000 IP CONFERENCE PHONE F/ MICROSOFT COMMUNICATIONS SERVER 14 Product Details Usually Ships: Within 1 business day		1 Update Total	\$765.99
Sub-total			\$765.99

Coupon Entry
Enter coupon number
Apply Coupon
Note: Coupon savings are only applied to items you have added to your cart.

Sub-total \$765.99
Tax --

Print Cart Continue Shopping Save as E-quote Create Order Requisition

You will then be prompted to complete your shipping options and the trade compliance. Click “Continue” button when complete.

Shipping



Secure Shopping Guarantee



* Indicates Required Fields

Continue



Shipping & Handling Method

Shipping Option

- Next Business Day Delivery
- 2nd Business Day Delivery
- 3-5 Day Delivery

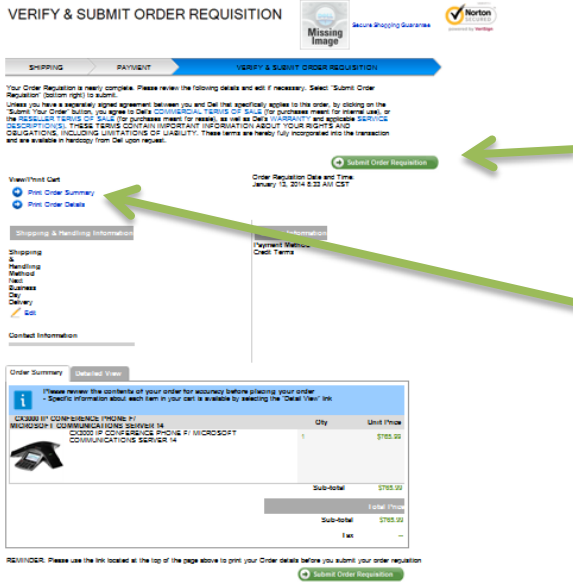
* Trade Compliance

- I WILL NOT export this order outside the United States.
- I WILL export this order outside the United States.

The export of any product and software purchased from Dell must be made in accordance with all relevant laws of the United States, including and without limitation, the U.S. Export Administration Regulations. This may require that you obtain a formal export license or make certain declarations to the United States Government regarding product(s) to be exported, their destination or their end-use.

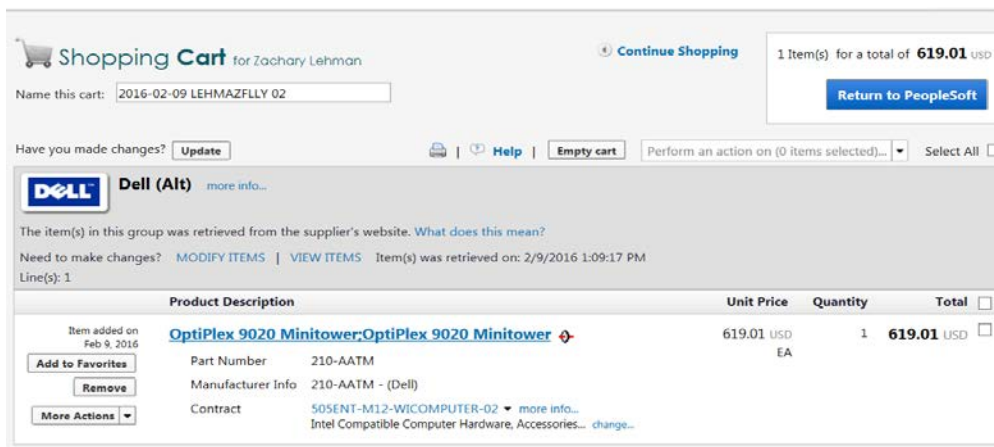
Continue

5. Once you click on the continue button it will bring you to “Verify & Submit Order Requisition.” Review your items and click on “Submit Order Requisition.”

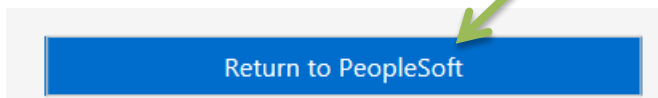


NOTE: You can print your order Summary by clicking on this link.

After you click on “Submit Order Requisition” you will be brought back to the WISBuy website, to your shopping cart. Review all your items. Notice you can see your items you selected from the hosted catalog (Fastenal) and the punch-out catalog (Dell) all at once as you are making one purchase from numerous suppliers.



6. Verify your order and click the “Return to PeopleSoft” button.



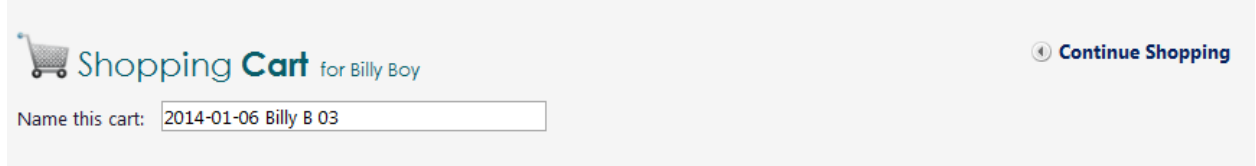
7. Shoppers that elect to follow through with the purchase of items via punch out will add items to the shopping cart at the punch out site and then click on the button provided on the vendor site to create the order. The selected items are returned to an active cart within WISBuy. To make a

change to items on the order created from a punch-out site, the shopper must return to the vendor site to modify.

***Punchout sites are maintained by the vendors so shoppers must note that the process to check-out and return to WISBuy will be different for each punch-out site.*

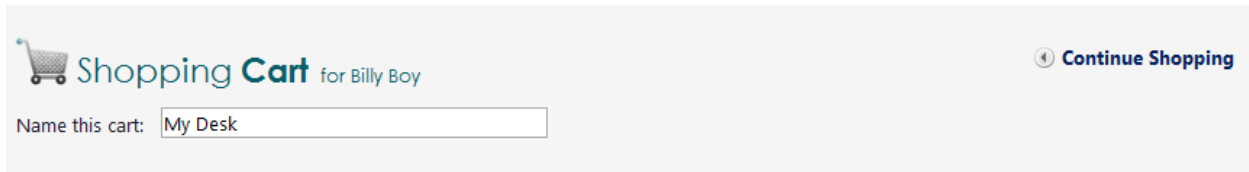
Customizing the Cart Name

1. Now that the cart contains items, the shopper may customize the cart name. The cart name is a required field and the default format will contain the current date, user name, and cart number. This will be located towards the top right of the screen.



The screenshot shows a shopping cart header with a shopping cart icon, the text "Shopping Cart for Billy Boy", and a "Continue Shopping" button. Below the header, there is a text input field labeled "Name this cart:" containing the default value "2014-01-06 Billy B 03".

*The shopper may change the default cart name to a more meaningful value that may, for example, reference the vendor name or project name. Pending carts renamed by the shopper are more easily found in WISBuy.



The screenshot shows the same shopping cart header as above. The text input field labeled "Name this cart:" now contains the customized value "My Desk".

