

# Once Your Account is Set-up, What's Next?

**Step 1:** Once your account is set up and you have a **User Name** and **Password**, you will need to login at:

https://solutions.sciquest.com/org/WisconsinMarketPlace

	(C)	WISBUY	WISCONSIN'S PCARD MARKETPLACE
		State	e of Wisconsin PCard Marketplace
	SIGN IN		
	Please enter the login credentials in Password is case-sensitive.	n the fields below to sigr	n in to the application.
	Are you an existing user?		Are you a new user?
$ \rightarrow $	User Name		This application is accessible only to registered users.
	Password Forgot	your Password?	With your account you will:
	Powered by SCIQUEST.	SIGN IN	<ul> <li>Be able to shop from multiple suppliers at State of Wisconsin contracted prices</li> <li>Be able to search, find, and compare products</li> </ul>
			CREATE ACCOUNT

**Step 2:** Once logged in for the <u>first time only</u>, you will see your profile. Please review that everything is correct and click on the **"Save**" Button at the bottom of the screen.



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NOTE: After you verify your profile and continue on to the next steps, if you log out and log back in you will be brought to WISBuy's Homepage shown below and not to your profile as shown on page 1.

裔			c braker 🔻	★   Act	ion Items	Notifications	🗎 📜 25.74 u	isu   a
_	WISBUT PCARD MARKETPLAN	CE						?
	Shop > Shopping > Dashboard > Shopping Home > Hom	e/Shop						
0	Shop & Compare	Everything			Go			
Ø		Go to: advanced search   favorites   quick order Browse: suppliers   ca	ategories   contracts			_		
87 ¢	Welcome to WISBuy PRODUCTION STE The State of Wisconsin's PCard Marketplace Don't see a supplier or item here? Continue to fellow current Jurchasing Instructions available on VerdorNet	▼ 15-61598-400 General Office Supplies and New	r Toner					?
	Please vidi <u>WISBoy wigoy</u> for additional information inducing training, updates, and mcre!	▼ 15-61598-300 Remanufactured Toner and Ink P	roducts					?
		▼ 15-28500-200 MRO-Electrical and Plumbing Su	pplies (includi	ng Lamp	s and ba	llasts)		?
			LLC Grag	/baR	ø	EentreSuppys	VE	ב
		✓ 15-54500-200 WSCA Facilities MRO (Maintenan	ice, Repair and	Operatio	ons) Sup	plies		?
<b>0</b> 0		Punchout						

Step 3: In the top right corner you will see your User Name NAME X , click on your name and a drop box with options will be displayed.

## Step 4: Go to View My Profile

NAME X View My Profile Set My Home Page Logout You do not have any recent orders

Step 5: You will be brought to your

active profile where you can view or edit your user username, phone number, email address, and security question. After reviewed click on the "Save" Button at the bottom of the screen (shown on next page).



c braker	U	ser's Name, Phone Num	ber, Email, etc.	
User Name cbraker		First Name Last Name Phone Number	c braker	
User Profile and Preferences	♦		+1 (608) 261-6262 Area, Phone Number, Extension	
Language, Time Zone and Display Se	ettings	E-mail Address	celia.braker@wisconsin.gov En	nail User
Change Password		Business Unit	Administration (50500)	
Default User Settings User Roles and Access		User Name	cbraker	
Ordering And Approval Settings		Please enter a question and answe	that we can prompt you with should you ever forget your passw	vord.
Permission Settings	>	Question		
Permission Settings	>	Question Authentication Method	Local	

NOTE: There are two required fields when making a purchase **1**) Shipping Address and **2**) **P-card Number**. If you would like to set up a default Address/p-card number you can do so by clicking on the "Default User Setting" link on the left-





#### **Setting up Your Default Address**

**Step 1**: After you click on the *"Default User Settings"* link, you will be brought to a screen where you can select "**Default Addresses**."

c braker		Default Addresses	
User Name cbraker		O No addresses defined in profile.	
User Profile and Preferences	>	Ship To Bill To	
Default User Settings	~		
Default Addresses		Select an adaress to ealt	Select Addresse
Cart Assignees		Solution No addresses defined in profile.	
Checkout Settings		Shipping Addresses	
Payment Options		*	
User Roles and Access	>		
Ordering And Approval Settings	>		
Permission Settings	>		

Step 2: Once on the Default Address Screen, click on

Select Addresses for Profile	Default Addresses	
Button and it will bring up a "Address Search" box.	No addresses defined Ship To Bill To Select an address to edit	d in profile.
Step 3: Leave the "Nickname/Address Text" field blank and click on the "Search" button and your pre-set addresses will be displayed.	No addresses defined in profile.     Shipping Addresses	Address Search Nickname / Address Text 10 Search Search
button and your pre-set addresses will be displayed.		Text It: Per Page Search



To further filter through the list of addresses, try entering the street number (i.e "5503") in the **"Nickname/Address Text"** field and click **search** again. You may need to click on the **next arrow** to search all result pages.

Ship To Bill To		
Colort an address to add		
Select an address to eall		Select Addresses for Profile
Shipping Addresses	Address Sea	rch
AZTALAN	Nickname ( A	ddrocc
RRON	Text	ddress
	Results per Pa	nge 10 👻
		Search
	Addresses	ound: 22
1	Name	Address
	C ATT AND	ATTN
	+ AZTALAN	DIVISION/BUREAU PARKS &
		RECREATION OFCS
		ROOM/FLOOR
		LAKE MILLS, WI 53551
		United States
	C BARRON	ATTN:
		DIVISION/BUREAU BARRON OFFICE
		ROOM/FLOOR
		BARRON WI 54812
		United States
	C BOULDER	ATTN:
	JUNCTION	DIVISION/BUREAU SS7 SCIENCE
		SVCSB
		10810 HWY N
		BOULDER JUNCTION, WI 54512
		United States
	CENTRAL	ATTN:
	OFFICE	DIVISION/BUREAU DNR CENTRAL

**Step 4**: Choose an option and more information will be displayed where you can edit the building/room number and set it as your default by checking the "**Default**" box and then clicking on the <u>see</u> button when you are complete.

Ship To Bill To					Please <b>do n</b> nickname a complicatio	<b>ot edit</b> your address is it may cause ons with some suppliers.
Shipping Addresses		Edit Selected Address	Addresses for Profile Det Addres	?		<i>"</i> – <i>c</i>
DSF Mil Out	*	Nickname Default Current Default Address A D D R E S S	Default IV DSF Mil Out		in orde	er to save this address as efault address.
		ATTN: Division/Bureau Room/Floor Address Line 1	Cella SBOP 1002			Notice the required items will be <b>bolded</b> .
	Ŧ	City State Zip Code Country	Madison WI 12345 United States		Make sure your chang	to save es!



NOTE: Once you hit save, you will see that your changes were saved with notification at the top of your screen. This address can be edited at any time, and if you have a different shipping address for a specific purchase you may enter that when you checkout that particular purchase.



Next, set up your "**Bill To**" placeholder by selecting the "**Bill To**" tab:

c braker		Default Addresses	Step 1: Select the "Bill To" Tab
User Name cbraker		O No addresses defined in profile.	
User Profile and Preferences Default User Settings	>	Ship To Bill To	
Default Addresses		Select on douress to com	Select Addresses for Profile
Cart Assignees Checkout Settings		Billing Addresses	L
Payment Options		×	Step 2: Select the "Select
User Roles and Access	>		Addresses for Profile" Button
Ordering And Approval Settings	>		Addresses for Frome Button.
Permission Settings	>		
Notification Preferences	>		
User History	>		
Administrative Tasks	>	Ţ	

NOTE: "Bill To" addresses are automatically linked to the end-user's P-card

account and just needs to be defaulted to the "Single Billto." The space for "Bill To" on WISBuy is just a placeholder for the account and can be set up to link to your pcard number by selecting the "Select Addresses for Profile" button on the left-hand side.

THIS WILL NOT BE WHAT A PCARD USER IS USED TO SEEING AS A "BILL TO" ADDRESS.

Default Addresses	
No addresses defined	l in profile.
	₽ ?
Select an address to dit No addresses defined profile. Billing Addresses	Select Addresses for Profile Select Address Template Select Address Template AP Single Billto

Revised 8-28-2014



A Drop down box will appear, select "Single Billto."

Information will auto fill with the default box checked. Click on the "**Save**" button on the bottom of your screen to make sure that your billing placeholder is set up for the system to allow ease of purchasing.

Default Addresses						
Ship To Bill To					_	
				₽?		
Select an address to edit		Sele	ct Addresses for Profile	Delete Address	Success	
Billing Addresses		Edit Selected Ad	dress	2	Successfully Saved Changes	
Single Billto	*	Nickname Default Current Default Address	<mark>Single Billto</mark> ▼ Single Billto		Successionly Saved changes	
	Ŧ	A D D R E S S Attn: Address Line 1 City State Zip Code Country	State of Wisconsin 101 E Wilson St Wisbuy WI 53703 United States Save			

### Setting up Your Default P-Card Number

**Step 1:** Under the "*Default User Settings*" link on the left-hand side tool bar, select "**Payment Options**."

c braker		Payment Options
User Name cbraker		□ Apply the default card.
		Add a New Card
User Profile and Preferences	>	My Cards
Default User Settings	~	
Default Addresses		
Cart Assignees		
Checkout Settings		
Payment Options		
User Roles and Access	>	
Ordering And Approval Settings	>	
Permission Settings	>	
Notification Preferences	>	
User History		



#### **Payment Options**

	Apply the default card.				
	My Cards		Card Details		?
#2	My PCard	~ ·	Name this card (e.g. My Visa)	My PCard	
). Default			Cardholder Name	Training	
ciduit			Card Number	XXXXXXXXXXXXXX1111	
			Expiration Date	8 💌 2024 💌	
			Default card		#1 Defau
			Save	Remove	
		-			

**Step 3**: Once you click on the Add a New Card Button, a **Card Details** box will be displayed. If you would like this card to be your default card make sure that the **"Default Card"** box is checked in both places indicated above. Fill out the box and click on the See Button.

Payment Options			1
Apply the default card	Success Successfully Saved Chang	ges	
Add a New Card			
My Cards		Card Details	?
My PCard	*	Name this card (e.g. My Visa)	My PCard
You can see your saved pcard(s) here and the o set as your default will <b>bolded</b> .	ne be	Cardholder Name Card Number Expiration Date Default card Save	Training XXXXXXXXXXX1111 8 • 2024 • F Remove

NOTE: Once you save, you will be notified at the top of the screen.

If you have <u>more than one p-card</u> that you make purchases with you can go ahead and Click on the Add a New Card Button and repeat the **Card Details** section above. You <u>will not</u> need to set this as your default card since you already pre-set your default card (you can always go back and change your default card at anytime). When you have more than one card you will see the "**Name this card**" that you created listed on the box on the left under "**My Cards**."

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#### Don't have a p-card and need to make a purchase?

**Step 1:** If you are authorized to set-up a pruchase, but do not have a p-card number assigned to you, you can go to the **Cart Assignees** section in the "*Default User Settings*" link. This way when you finish a purchase, the assignee will already be set and it will make a faster shopping experience if you assign the cart to the same person frequently.

	c braker		rt Assignees	
	User Name cbraker		dd Assignee	
			ly Cart Assignees	?
	User Profile and Preferences	>	Name	Action
ep 1	Default User Settings	~		
<b>k</b>	Default Addresses			
	Cart Assignees			
	Checkout Settings			
	Payment Options			
	User Roles and Access	>		
	Ordering And Approval Settings	- >		
	Permission Settings	>		
	Notification Preferences	>		
	User History	<b></b>		

**Step 3**: The below box will pop up to see all possible staff that you can assign a cart to, just click on the Search Button and it will bring up all possible options.

🥖 User Search - Windows I	Internet Explorer provided by State of Wisconsin	
https://usertest.sciques	t.com/apps/Router/GenericUserSearch?Tmstmp=138	6691847328102&returnFun 🔒
		Close
User Search		?
Last Name		
First Name		
User Name		
Email		
Business Unit	Bureau of Procurement	
Results per page	10 💌	
	Search	
	-	
Done	😌 Internet   Protected Mode: Off	📲 🔻 🔍 75% 🔻



Step 4: In the Action Column on the right, click on <sup>[select]</sup> and the person will appear on your "**My** Cart Assignees" list below.

🟉 User Search - Windows I	nternet Explorer	provided by State of Wisconsin		×
https://usertest.sciques	<b>t.com</b> /apps/Rou	ter/GenericUserSearch?returnFunctio	n=setUserFromPopupSear	-
New Search			1	Close
Results per page 10 🗨	Users	meeting the search criteria: 15	🔳 Page 1 👿 of 2 🕨	?
Name 🔺	User Name 🗠	Email 🗠	Phone Acti	on
Administrator, Amanda	aadmin	alehew@sciquest.com	+1 (919) 555-5555 [sele	ect]
Boy, Billy	Billy B	celia.braker@wisconsin.gov	+1 (608) 112-3456 [sele	ect]
braker, c	cbraker	nobody@sciquest.com	[sele	ect]
			[sele	ect]
Results per page 10 💌			📧 Page 1 💌 of	2 💌
Done	😜 Inter	met   Protected Mode: Off	🖓 🔻 🍕 75%	•

You can also set a specific individual as a **Preferred Assignee** (most likely the one that you will be assigning most of your purchases to).

Add Assignee	
My Cart Assignees	
Name	Action
	Set as Preferred Remove
c braker (Preferred Assignee)	Remove
Amanda Administrator	Set as Preferred Remove

This concludes the lesson on what's next in WISBuy. For further assistance, please contact <u>WisBuy@Wisconsin.gov</u> or visit the website.