

## **Comparing Items from Punchout Catalogs**

Comparing items from Punchout suppliers is different than comparing items from Hosted suppliers. Items form 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.

Apps 🔣 Google 🕥 Wisconsin.Gov	Home C Imported From IE	Employment   Office	econe carriero - roso apportos		ing of ottemportan	and a substance of a substance of
State of Wisconsin WISBuy Punchout				Your WISBUY Session wil	expire in: 59:38 Reset Session	Cancel Pun
Fastenal					eQuotes	Order Templates
Products Keyword, 8 Browse	Part Number or X-Ref			CSGRP04346	• My Store Find a Store	My Cart Items(0)
Home > Products				20		
Products						
All Products (381,022) ()	Market Basket Ite	ms (800)				
Promotions & Special     Interests		1	L	50-	<b>(</b>	No.
Green Items (7.069)	Cutting Tools &	Easteners	Material Handling	Power	Tools & Equipment	Electrical
Supplier Diversity Items (3.768)	Metalworking	( used in the second se	Storage, &	Transmission &	roois a cquipment	Literatur
Mfg in the U.S.A. (28,780)			Packaging	Motors		
Trade Agreement Act (32,935)			1			
	Hydraulics & Pneumatics	Safety	Raw Materials	Hardware	Abrasives	Fleet & Automotive
		Ĩ.	0	7		1
	Walding		Chamingle 5	Lifting and Dispir -	Incident	Mill Cours
	weining	HVAC	Paints	Litung and Rigging	Jannorial	mu-spec

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





4. 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.



5. 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.

Fast C	order Pad O					
File U	pload - Copy	/ Paste				
Update Cart	Show/Hide Line	Details			Empty Cart	Check Out Filter
Qty	Image	Description	Qty/Pkg	Ext Qty	Price	Total
1 Remove	11111111111111111111111111111111111111	GRW BPC 12 Point Netric Reversible Combination Ratcheting Wrench Set SKII: 2027700 Manufacturer: GearWrench Rion-catalog Term Chrus Instead unblailler for my feed Extend State	1	1	Your Price: \$88.605	\$88.61
		Show driventory Avaliability for my local Pasterial store			Total (U	SD): \$88.61
Update Cart			Add 0	Cart To:	New Order Template • Go	Check Out

6. Click the "Complete Checkout" or Alternative button depending on the vendor site verbiage and the cart is returned to WISBuy.

📜 Shop 🗦 My Carts and	Orders 🗦 Open My A	tive Shopping Cart -> Cart - Draft Requisition						
Name this cart: 2015-0	Cart for Ani	Hommer	@ C	ontinue Shopping	em(s) for a to Proceed	tal of <b>94.91</b> USD I to Checkout		
Have you made change	5? Update	🚔   🔅 Help   🛛 Ar	dd Non-Catalog Item   Empty cart	Perform an action on (0 ite	ms selected)	▼ Select All		
<b>FASTENAL</b> Faste The item(s) in this grou	Fastenal         more info         Add Non-Catalog Item           The item(s) in this group was retrieved from the supplier's website. What does this mean?         Item is a supplier's website. What does this mean?							
You can no longer acce Line(s): 1	ss this item(s) on the	supplier's website. What does this mean?						
	Product Descript	n		Unit Price	Quantity	Total 🗌		
Item added on Oct 6, 2016 Add to Favorites	8Pc 12 Point 5	16" to 3/4" 15[DEG] Reversible Ratcheting Combin 2112140 Port PlantPEG1	nation Wrench Set 🔶	94.905 USD EA	1	94.91 USD 🗆		
Remove More Actions 👻	Contract	SOSENT-M12-FACILITMRO-01 ▼ more info Facilities MRO (Maintenance, Repair and Operati change						

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



8. Click on supplier sticker from the showcase.

of Wisconsin 1	WISBuy Punchout				Can
	MSC	CHAI 800-645-7270	Home   Customer Service   About MSC	State of Wisconsin	
	Industrial Supply Co.	Order by 8pm EST, get it the new	t day!*	)隟 1 item	
	Search wrench set	© GO	Virtual Big Book	Quick Order Pad +	
	PRODUCTS + QUE ORDER +	RESOURCES - SOLUTIONS	+ SPECIAL OFFERS +		
	Hand Tools	searching for wrench set			
	Wrench Sets Crowfoot Wrench Sets	Hand Tools			
	Threading Tap Wrench Sets				
	Attention	Wrench Sets (415) Wrench Sets			
	Some product lines within these				

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

	Brand: Mfr Part #: In Stock:	Paramount PAR-12PCBTRSET 1,289	Price: Qty: 1 Order Qty	\$88.38 ea. Add to Cart → of 1 = (1) 12 Piece Set	
	Tool Type		Reversible Ratcheting Combination Wrenches Set		
White the institution	System of Me	easurement	Metric		
MSC #: 62492129	Number of Pi	eces	12		
Big Book #: 2298 Compare	Metric Size		8, 9, 10, 11, 12, 13, 14, 15, 16, 17 18, 19		
	+ show more	e			

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.



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



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.





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

Name this cart: 2015	O3-25 hommeaxrive	n Hommer			٩	Continue Shopping	1 Ite	em(s) for a to Proceed	tal of <b>8.62</b> use
Have you made change	45? Update		💩   🌣 Help	Add Non-Catalog Item	Empty cart	Perform an action of	n (0 items	s selected)	Select All
and the second se									
The item(s) in this grou Need to make change Line(s): 1	up was retrieved from s7 MODIFY ITEMS	the supplier's website. What does VIEW ITEMS Item(s) was retrieved	this mean? ed on: 10/6/2016 1:34:49	PM					
The item(s) in this grou Need to make change Line(s): 1	up was retrieved from s7 MODIFY ITEMS Product Descript	the supplier's website. What does I VIEW ITEMS Item(s) was retriev	this mean? ed on: 10/6/2016 1:34:49	PM			Unit Price	Quantity	Total
The item(s) in this grow Need to make change Line(s): 1 Nem added on Ort 6, 2016	ap was retrieved from s? MODIFY ITEMS Product Descript 9/16 Inch 12 P Data Number	the supplier's website. What does VEW ITEMS Item(s) was retrien ion Solot Offset Combination W SC427324	this mean? ed on: 10/6/2016 1:34:49 rench �	РМ		8	Unit Price .62 USD EA	Quantity 1	Total [ 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 Demuisition Final Devisor			Return to Pe	opleSoft	
Draft Requisition - Final Review			Assign	Cart	
			Return to shopping	ing cart 🕚 Continue	Shopping
All done! The required information has been completed and you Click Return to PeopleSoft once you have verified that everythin	r order is ready to b g is correct.	e submitted.			
Requisition PR Approvals Comments History					
Summary					🖨 ?
				Hide value d	lescriptions
Supplier / Line Item Details					?
Hide line details		For selected	l line items Add to Favorites		Go
MSC Industrial Supply Company more info		Contract	505ENT-M12-F/	ACILITMRO-03 more in	nfo
Add non-catalog item for this supplier					
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: 10/6/2016 1:3- Line(s): 1	4:49 PM				
Product Description	Catalog No	Size / Packaging	Unit Price Quantity	Ext. Price	
9/16 Inch 12 Point Offset Combination Wrench - more info	85437234	EA	8.62 1 EA	8.62 USD	edit
Supplier Part Auxiliary ID 00000028578489 more info					
			Supplier subtotal	8.62USD	

This concludes the lesson on Comparing Items from Punchout Catalogs in WISBuy. For further assistance, please contact <u>doawispro@wisconsin.gov</u> or visit the <u>WISBuy website</u>.