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Active Cart: Cart that is currently being updated, added to, or modified.

Action Item: An item that you need to complete a task to eliminate. For example; you may need to approve a new registration, review an assigned cart, etc. A red box will appear with the number of actions items you need to complete.

Administrator: These are system administrators and can make changes to site configuration, user information, suppliers, etc.

Attachment: Allows user to attach files in various formats or links to WISBuy. These are available to approvers. Such attachments are not sent on to suppliers. The number of attachments included in the requisition appears on the tab. An attachments tab is available on the WISBuy order. If an attachment was added via a comment, the attachment will reference the comment and will also display the number of comments on the tab.

Assignee: Shoppers assign carts to an assignee. An assignee represents a purchaser or approver who can submit the cart. Once the cart is submitted, it becomes a requisition and the workflow process is initiated. A purchaser can assign a cart without all of the required information populated such as shipping information. In order to submit a cart, all required data must be entered.

Business Unit Administrator (BU Admin): Each agency will have an assigned BU Admin to handle certain tasks that a purchaser is unable to. This person will perform certain functions such as approval, reporting, communications and manage their agency settings.

Cart: Carts are found in the WISBuy shopping site on the left hand side-bar and upper right corner. A cart is the entity that holds details about the items that you would like to order. Prior to submitting a cart, you can add additional items, change items, remove items, change quantities, etc. Once the cart is submitted, it becomes a WISBuy Order (WO).

Comment: Comments can be added to purchase requisitions, WISBuy orders, and invoices that have been saved/created in WISBuy. Comments provide a way for approvers to communicate any questions they have to the purchaser, allows purchasers to add additional documentation needed, and more. The Purchaser/BU Admin can return the cart to the shopper with comments on "why" they returned the cart. Comments and attachments can be sent "back and forth" between assignees/purchasers and approvers during the approval process.

Compare: After a user types in a keyword search for a particular item using the "Shop at the Top" feature, you can compare two or more listed items using the Compare link located beneath the "Add to Cart" button. Users can compare an unlimited number of items, but will eventually have to scroll their screen in order to view all items.



Contract: The contract is the agreement that the state has with the vendor. The contract documents can be found in the “contracts” search tool on the left side of the home screen. Contracts are included for any supplier with a catalog enabled on WISBuy. VendorNet will continue to be the repository of all state contracts.

Default: Defaults are set for WISBuy individual user profiles. One can set a pcard number or address as a default so that when the checkout process is in the finalization process it will automatically populate the defaulted address and/or pcard number. BU Admins can override defaults to make edits to WISBuy’s Welcome message and Resources. Purchasers will not have the ability to override these certain defaults.

Favorite: Saved list of commonly purchased products. It is encouraged that you save your favorites into categories of items (i.e. "Office Supplies"). Quantities for products can be saved, as well. *See shared favorites for agency wide favorite products/carts and personal favorites for individual user favorites.

History: Shows a user's past orders or carts. You can refine your history search by utilizing the "Advanced Search" options. Once a WISBuy requisition is opened, the History tab will also indicate if a line item was “moved” from an original requisition into the consolidated requisition.

Hosted Catalog Item: Hosted catalogs are an electronic form of a supplier’s printed catalog. Suppliers provide information for the items that they sell and put this into a spreadsheet. This information is then loaded into the system where it can be viewed by purchasers and BU Admins. Generally, organization-specific pricing is applied to a hosted catalog.

Nickname: A nickname is a created name by a user that allows them to easily determine which card/WISBuy purchase/order to choose. This nickname will not be seen by any other person other than the profile that is logged in.

Non-Catalog Item: A non-catalog item indicates the item is not available via a hosted catalog or punch-out catalog. WISBuy knows nothing about the item being requested and it is the purchaser’s responsibility to accurately describe and price the item.

Notes: In the checkout process notes (internal) contains notes and attachments related to the requisition. Internal notes are not visible to anyone outside of the organization.

Notification: Located in the top right corner of WISBuy’s home screen. You will see a red box appear when you have a notification with the number of notifications. Notifications are more of an FYI and are items that are not required to take action on. For example; you may be notified that a cart has been assigned to you, or that an assigned cart has been submitted, or even that the new organization message is available.

Pending Cart: A pending cart has items in it that have not yet been purchased, but that is not currently being updated. It is a cart that is standing “still” in the purchasing process.



Personal Favorite: Favorites saved to your user account. Only you can view this list. Once an item is saved to personal favorites and you have named it, you can search that name in the future using the "Shop at the Top" feature.

Product Flag: Products in your search results that suppliers have indicated are for example "Green, Recycled, or meet Energy Star" requirements, with the number of items. The flags are listed alphabetically. Select a Flag to filter the search results for products with that flag value only. Select multiple flags by selecting the filter icon for the section and checking the appropriate flags in the pop-up. To return to viewing search results for products with all attributes, select the show all... hyperlink or filter icon again.

Punch-out Catalog Item: From WISBuy, you can click on "links" to go to a supplier's site to shop. This experience is very similar to shopping directly from a supplier's website except: 1) you will only see those items that you can order, 2) you will see organization-specific negotiated pricing, and 3) after shopping, you can add those items directly to your WISBuy cart to complete your order or compare items.

Purchaser (Shopper): Some of these users can shop for items, but some cannot submit a cart or finalize an order- it may need to be assigned. *See Assignee.

Recently Checked Out Cart: A recently checked out cart means that you have shopped at WISBuy, proceeded to the checkout, and been redirected to the final WISBuy cart. This order can still be updated as it has not yet been officially placed. This cart is viewed as a requisition.

Recently Completed Order: A recently completed order is when you have checked out, filled out all of your shipping information, received the order confirmation message and been assigned a WISBuy Order number. An order is viewed as a WISBuy Order (WO).

Requisition: Once a cart is submitted, it becomes a Requisition. During this phase, the funding for the purchase is often times validated (Is the credit card number valid? Can the user "use" the account entered? Is there is enough money for this purchase?) AND the approval process is initiated. Once a requisition is fully approved and complete, it becomes a WISBuy Order (WO).

Search: There are multiple ways to search in WISBuy. You can search through "Shop at the top," by sticker. There are also advanced search and simple search options.

Site Administrator: The site administrator is DOA designated staff that oversees that configurations, functionality, supplier and catalog management, exports/imports, price file management, product search and showcase, sets up forms, contracts, reporting on a high level, and troubleshooting

Shared Favorite: Favorites shared between all users in a certain business unit or university. Only the agency BU Admin is able to create the shared favorites for their business unit.

Shop at the Top: A function in WISBuy that allows users to search for an item across all hosted suppliers using the "Shop" box at the top of the screen.



State -Hosted Catalog Item: Hosted catalogs are an electronic form of a supplier's printed catalog, *create by the WISBuy Site Administrator*. This information is then loaded into the system where it can be viewed by purchasers and BU Admins. Maintenance of the file is the responsibility of the WISBuy Site Administrator, not the supplier.

Supplier Showcase: Area of main WISBuy page where all suppliers, both hosted and punch out, are listed.

Welcome Box: The welcome box is located on the left side of the WISBuy supplier showcase screen. It is in this box that business units can customize important messages for their users.

WISBuy Order (WO): A WISBuy order is simply that, your order to purchase goods. A WISBuy order is a binding contract. It contains the name and/or description of the goods you are buying, as well as the quantity, price, payment, and delivery terms. Many wholesale distributors and vendors will insist on a WISBuy order before they sell to you.