



## WISBuy Special Vendor Requirements

It's necessary for WISBuy users to set up an account with the specific vendors listed below before making their first purchase with them. To do this, you should email the vendor contact (see table below) and let them know you plan to place an order from their catalog through WISBuy. If you place your order without first setting up an account, the vendor will need to contact you for your information, including a PCard number (even if it is set up in your WISBuy profile).

Account Setup Required Prior to Ordering		
Supplier	Contact	Email
Beyond Vision	Ryan Hoffmann	<a href="mailto:rhoffmann@beyondvision.com">rhoffmann@beyondvision.com</a>
BSI/BSL	<b><i>Set up an account with your PCard info on <a href="http://ShopBSI.com">ShopBSI.com</a>.</i></b>	
Crescent Electric	John Beauharnois	<a href="mailto:john.beauharnois@cesco.com">john.beauharnois@cesco.com</a>
First Supply	Dan Witzeling	<a href="mailto:dwitzeling@1stsupply.com">dwitzeling@1stsupply.com</a>
H. Derkson	Tim Paris	<a href="mailto:tim@hderksen.com">tim@hderksen.com</a>
Industries for the Blind (IBEX)	Lauren Hutchins	<a href="mailto:Lauren.Hutchins@ibmilw.com">Lauren.Hutchins@ibmilw.com</a>
Lakeside Curative (Gloves)	Michael Snodgrass	<a href="mailto:snodgrassm@lcsracine.org">snodgrassm@lcsracine.org</a>
NASSCO	Danell White	<a href="mailto:dwhite@nasscoinc.com">dwhite@nasscoinc.com</a>
Production Distribution	Cleo Downs	<a href="mailto:cleo@pdcompanies.org">cleo@pdcompanies.org</a>
SKC Communications	Michael Allison	<a href="mailto:Michael.Allison@skccom.com">Michael.Allison@skccom.com</a>
Transource	Gwen Cisar	<a href="mailto:gwenc@transource.com">gwenc@transource.com</a>

In addition, some vendors are unable to accept a PCard number through WISBuy. If you receive a call asking for your PCard info, ask them for the WISBuy order number and verify it matches the order you placed. Please be cautious when sharing your PCard information.

May Contact for PCard Information	
Supplier	Method of Collecting PCard Info
McKesson Medical	You will receive an invoice.
Microsoft	You will receive an email with a secure payment link.
Production Distribution	May call for the CVV code from the back of the card.