

Comparing Hosted Catalog Items

Performing an Item Search.....1
Performing an Item Comparison2

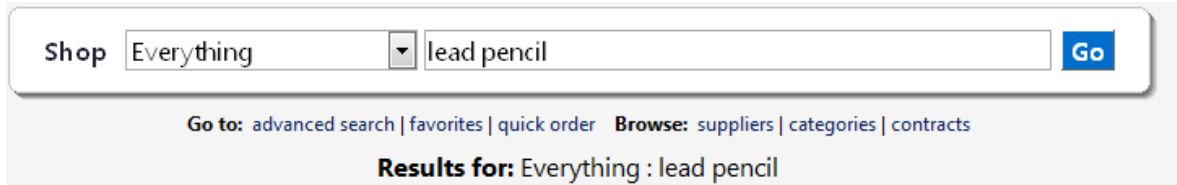
WISBuy allows a side-by-side comparison of multiple searchable items from any of the vendors listed in the “Shop at a Hosted Supplier Catalog” showcase. To compare items, perform an item search and then an item comparison.

Performing an Item Search

Search for an item using the “shop at the top” search functionality in the Shop box; select Go.

NOTE: Shop at the top only searches hosted catalogs.

1. For this example, the purchaser has searched for a lead pencil by entering “lead pencil” in the Shop at the Top search.



The screenshot shows a search bar with the word "Shop" on the left. Inside the bar, there is a dropdown menu currently set to "Everything" and a text input field containing "lead pencil". To the right of the input field is a blue "Go" button. Below the search bar, there are navigation links: "Go to: advanced search | favorites | quick order" and "Browse: suppliers | categories | contracts". At the bottom of the search area, it displays "Results for: Everything : lead pencil".

2. Search results can be further narrowed using the filter criteria from the left panel, if desired. The Filtering and Sorting Search Results Tutorial offers further information.

Add Keywords ?

Filter Results ?

By Category

- Classroom awards (3)
- Colored pencils (24)
- Combination pen or pencil (1)
- Desk supplies (3)
- Erasers (4) [more...](#)

By Supplier

- Fastenal (71)
- Grainger (3)
- Ind. for the Blind (1)
- Office Supplies Vendor 1 (110)
- Staples Advantage (199)

By Product Flag

- Green (3)
- Recycled (17)

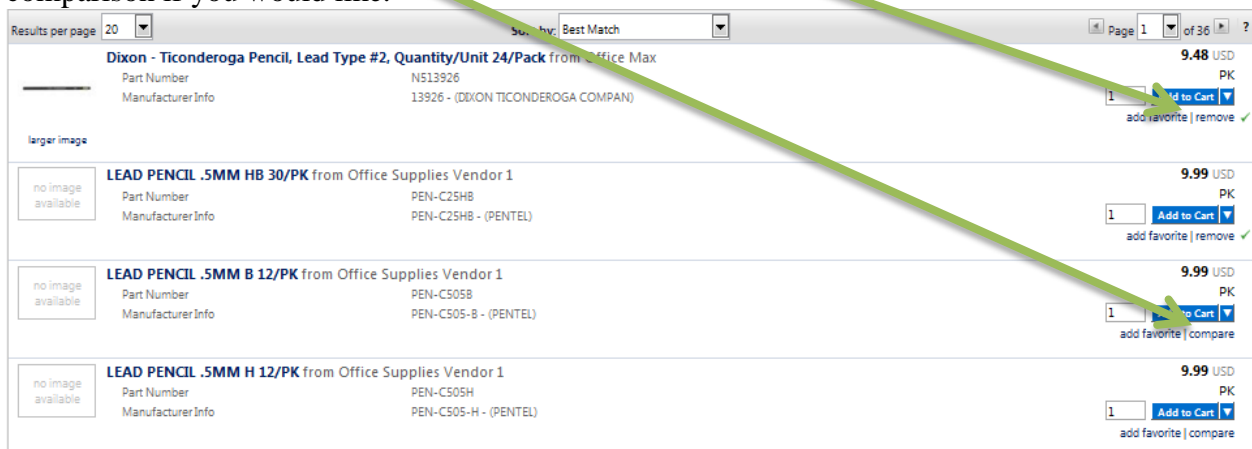
By Packaging UOM

- BX (7)
- CG (1)
- CT (1)
- DZ (110)
- EA (183) [more...](#)

Performing an Item Comparison

The purchaser has chosen to compare the first 4 results from the “lead pencil” search.

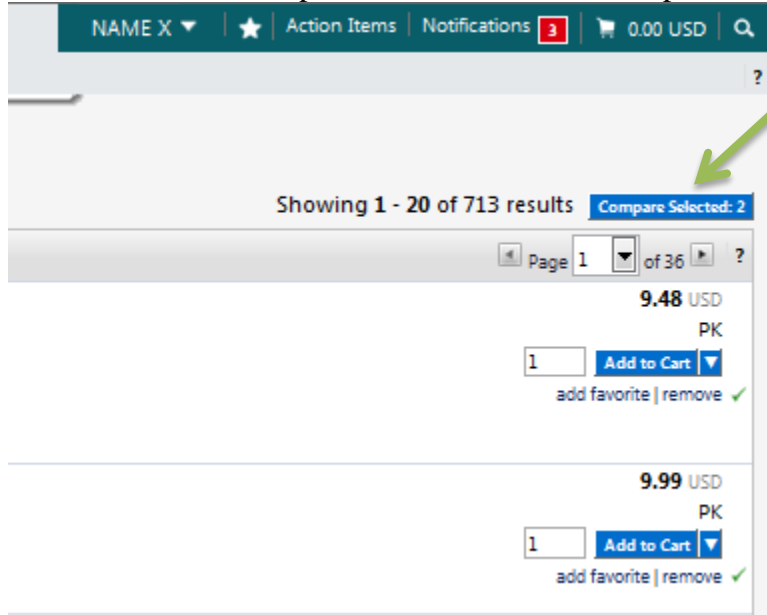
1. Click the “compare” link under the “Add to Cart” button to identify items to be compared. Once you click on the compare link it will alter to say: [remove](#) to remove the item from your comparison if you would like.



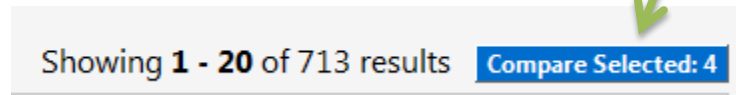
Results per page: 20 | Sort by: Best Match | Page 1 of 36

	Part Number: NS13926 Manufacturer Info: 13926 - (DIXON TICONDEROGA COMPAN)	9.48 USD PK 1 <input type="button" value="Add to Cart"/>
	Part Number: PEN-C25HB Manufacturer Info: PEN-C25HB - (PENTEL)	9.99 USD PK 1 <input type="button" value="Add to Cart"/>
	Part Number: PEN-C505B Manufacturer Info: PEN-C505-B - (PENTEL)	9.99 USD PK 1 <input type="button" value="Add to Cart"/>
	Part Number: PEN-C505H Manufacturer Info: PEN-C505-H - (PENTEL)	9.99 USD PK 1 <input type="button" value="Add to Cart"/>

2. You will then need to click on the compare Selected: 4 to start comparison of selected items.



3. To perform the comparison, click on the “Compare Selected” button at the top-right corner of the search results window.

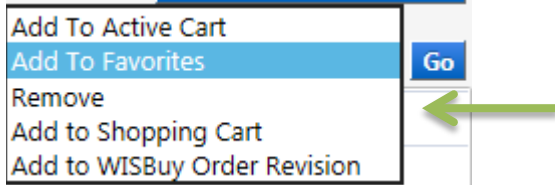


Criteria for each of the items can be compared side-by-side.

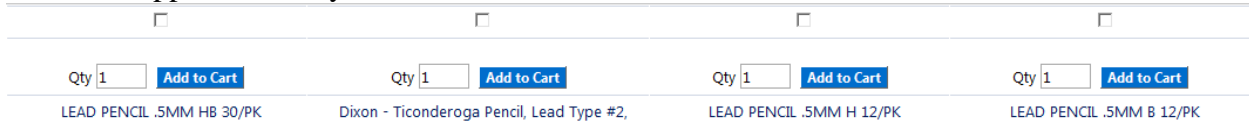
A screenshot of the 'Product Comparisons' page. The page header includes 'WISBUY WISCONSIN'S eCATALOG SYSTEM', 'Test X', 'Action Items', 'Notifications', and '679.25 USD'. Below the header, there is a navigation bar with 'Shop', 'Shopping', and 'Product Comparisons'. A blue button labeled '<< Back to Search Results' is visible. Below this, there is a table with four columns representing different products. The table has the following structure:

Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add to Cart	Qty 1 Add to Cart	Qty 1 Add to Cart	Qty 1 Add to Cart	Qty 1 Add to Cart
Product Details	7510 LEAD MECHANICAL PENCIL .5	7510 LEAD MECHANICAL PENCIL .5	LEAD PENCIL BK	LEAD PENCIL BK
Catalog No.	NSN-3176421	810659	772038	NSN-3176422
Price	3.25 USD	3.25 USD	3.25 USD	3.25 USD
Supplier	Staples	Staples	Staples	Staples
Category	Mechanical pencils	Mechanical pencils	Lead refills	Lead refills
UOM	----	----	----	----
Price per UOM	3.25 USD / unit	3.25 USD / unit	3.25 USD / unit	3.25 USD / unit
Product Size	----	----	----	----
Price per Product Size Unit	----	----	----	----
Category UNSPSC	44-12-17-05	44-12-17-05	44-12-19-02	44-12-19-02
Color				
Image URL	http://ac-order.staplesadvantage...	http://ac-order.staplesadvantage...	http://ac-order.staplesadvantage...	http://ac-order.staplesadvantage...

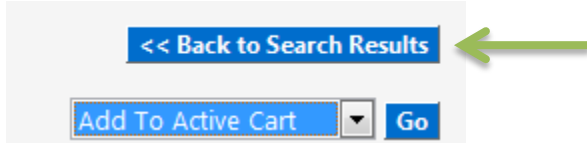
4. Options from the dropdown menu next to the “Go” button can be selected which will trigger an action for items with checkmarks placed in the row labeled “Select”.



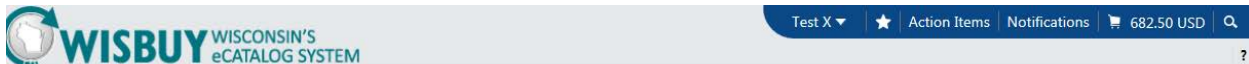
5. Items from a hosted supplier catalog contain a quantity field and the “Add to cart” button so that the shopper can easily add that item to their cart in the row labeled “Add to Cart”.



6. Click the “Back to Search Results” button to exit the comparison window.



7. If the shopper added an item to their cart while in the “Product Comparisons’ window, the addition would be reflected in the cart icon box at the upper-right corner of the web page.



This concludes the lesson on Comparing Hosted Catalog Items in WISBuy. For further assistance, please contact doawispro@Wisconsin.gov or visit the website.