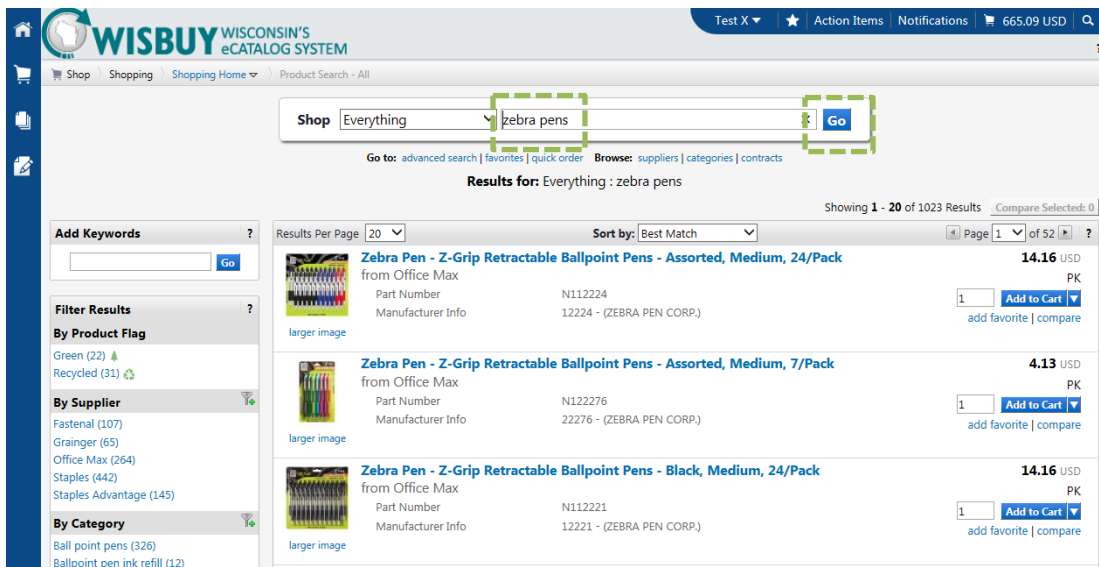


## Comparing Items from Hosted and Punchout Catalogs

In this lesson, we will demonstrate how to compare items from hosted and punch-out catalogs. WISBuy lets you compare multiple hosted and Level 2 punch-out items side-by-side. If you want to compare a hosted or Level 2 punch-out item with a regular punch-out item, then you will need to add both items to your cart and do a comparison there. This demonstration will show you both of these scenarios.

1. From the home shop page, search for **zebra pens**, and then select **Go** to start the search.



The screenshot shows the WISBUY eCATALOG SYSTEM search results for 'zebra pens'. The search bar contains 'zebra pens' and the 'Go' button is highlighted with a green dashed box. The results are displayed in a table format with columns for product name, price, and actions.

Product Name	Price	Actions
<b>Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 24/Pack</b> from Office Max Part Number: N112224 Manufacturer Info: 12224 - (ZEBRA PEN CORP.)	14.16 USD PK	1 <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
<b>Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 7/Pack</b> from Office Max Part Number: N122276 Manufacturer Info: 22276 - (ZEBRA PEN CORP.)	4.13 USD PK	1 <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
<b>Zebra Pen - Z-Grip Retractable Ballpoint Pens - Black, Medium, 24/Pack</b> from Office Max Part Number: N112221 Manufacturer Info: 12221 - (ZEBRA PEN CORP.)	14.16 USD PK	1 <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>

- When the search results display, select the items to compare by clicking the compare link below the quantity, and then select the **Compare Selected** button.

Showing 1 - 20 of 102 Results **Compare Selected: 3**

Results Per Page: 20 Sort by: Best Match Page 1 of 52 ?


	<b>Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 24/Pack</b> from Office Max Part Number: N112224 Manufacturer Info: 12224 - (ZEBRA PEN CORP.)	14.16 USD PK 1 <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="remove"/>
	<b>Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 7/Pack</b> from Office Max Part Number: N122276 Manufacturer Info: 22276 - (ZEBRA PEN CORP.)	4.13 USD PK 1 <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="remove"/>
	<b>Zebra Pen - Z-Grip Retractable Ballpoint Pens - Black, Medium, 24/Pack</b> from Office Max Part Number: N112221 Manufacturer Info: 12221 - (ZEBRA PEN CORP.)	14.16 USD PK 1 <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="remove"/>
	<b>Zebra Pen - Silver Select Retractable Ballpoint Pens, Barrel Color Blue, Ink Color Blue, Point Size Medium</b> from Office Max Part Number: N123320 Manufacturer Info: 23320 - (ZEBRA PEN CORP.)	3.29 USD EA 1 <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
	<b>Zebra Pen - F-301 Retractable Ballpoint Pen - Black, Fine, 2/Pack</b> from Office Max Part Number: N127112 Manufacturer Info: 27112 - (ZEBRA PEN CORP.)	5.54 USD PK 1 <input type="button" value="Add to Cart"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>

- Since these items were from a Hosted Catalog search, you can now see all of the product details side-by-side. At this point, you're pretty sure that you want this hosted item, so update the quantity desired and then select **Add to Cart**. The item has been successfully added to the cart.

[<< Back to Search Results](#)

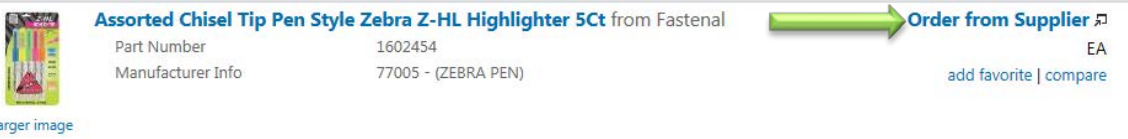
Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add to Cart	Qty 1 <input type="button" value="Add to Cart"/>	Qty 1 <input type="button" value="Add to Cart"/>	Qty 1 <input type="button" value="Add to Cart"/>
Product Details	Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 7/Pack	Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 24/Pack	Zebra Pen - Z-Grip Retractable Ballpoint Pens - Black, Medium, 24/Pack
Catalog No.	N122276	N112224	N112221
Price	4.13 USD	14.16 USD	14.16 USD
Supplier	Office Max	Office Max	Office Max
Category	Ball point pens	Ball point pens	Ball point pens
UOM	----	----	----
Price per UOM	4.13 USD / unit	14.16 USD / unit	14.16 USD / unit
Product Size	----	----	----
Price per Product Size Unit	----	----	----
Select units...	<input type="button" value="Select units..."/>		
Category UNSPSC	44-12-17-04	44-12-17-04	44-12-17-04
Color			
Image URL	<a href="https://maxbuyer.officemax.com/s...">https://maxbuyer.officemax.com/s...</a>	<a href="https://maxbuyer.officemax.com/s...">https://maxbuyer.officemax.com/s...</a>	<a href="https://maxbuyer.officemax.com/s...">https://maxbuyer.officemax.com/s...</a>
Lead Time	2 - 3 Days	2 - 3 Days	2 - 3 Days
Manufacturer Name	ZEBRA PEN CORP.	ZEBRA PEN CORP.	ZEBRA PEN CORP.
Manufacturer Part	22276	12224	12221

4. Once completed, click on the “Back to Search Results” button on the top of the page.



Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add to Cart	Qty <input type="text" value="1"/> <a href="#">Add to Cart</a>	Qty <input type="text" value="1"/> <a href="#">Add to Cart</a>	Qty <input type="text" value="1"/> <a href="#">Add to Cart</a>
Product Details	Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 7/Pack	Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 24/Pack	Zebra Pen - Z-Grip Retractable Ballpoint Pens - Black, Medium, 24/Pack
Catalog No.	N122276	N112224	N112221
Price	4.13 USD	14.16 USD	14.16 USD
Supplier	Office Max	Office Max	Office Max
Category	Ball point pens	Ball point pens	Ball point pens
UOM	----	----	----
Price per UOM	4.13 USD / unit	14.16 USD / unit	14.16 USD / unit
Product Size	----	----	----
Price per Product Size Unit	----	----	----
Select units...	<input type="text" value="Select units..."/>	<input type="text" value="Select units..."/>	<input type="text" value="Select units..."/>
Category UNSPSC	44-12-17-04	44-12-17-04	44-12-17-04
Color			
Image URL	<a href="https://maxbuyer.officemax.com/s...">https://maxbuyer.officemax.com/s...</a>	<a href="https://maxbuyer.officemax.com/s...">https://maxbuyer.officemax.com/s...</a>	<a href="https://maxbuyer.officemax.com/s...">https://maxbuyer.officemax.com/s...</a>
Lead Time	2 - 3 Days	2 - 3 Days	2 - 3 Days
Manufacturer Name	ZEBRA PEN CORP.	ZEBRA PEN CORP.	ZEBRA PEN CORP.
Manufacturer Part	22276	12224	12221

5. Notice that the other item does not have a price and does not have a link to add it to the cart. This item is a Level 2 punch-out item, which means to order this item, you must punch-out to the supplier’s website to view the price, put the item in the punch-out cart, and then bring that item back into WISBuy.



**Assorted Chisel Tip Pen Style Zebra Z-HL Highlighter 5Ct** from Fastenal [Order from Supplier](#)

Part Number: 1602454  
 Manufacturer Info: 77005 - (ZEBRA PEN)

[larger image](#) [add favorite](#) | [compare](#)

Click the **Order from Supplier** link to view the item’s price on the supplier’s punch-out site.

6. We are taken to the supplier’s punch-out site where we can see and search for more information about the product, including the price and availability. Select the quantity desired and then the “Add to Cart” button. Depending on the Punchout Site Settings the verbiage may not be exact, but begin the secure checkout.



**Non-Slip Robo Rubber Knee Pad w/Adjustable Strap**

**ALLEGRO**

**General Information**  
 Fastenal Part No. (SKU): 1008896  
 Manufacturer Part No.: 6908  
 UNSPSC: 48181503  
 Manufacturer: ALLLEGRO INDUSTRIES  
 Category: Safety > Protective Garments > Knee Pads  
 Compliance:

**Wholesale:** \$29.55  
**Your Price:** \$22.7525 (Save 23% over wholesale)


**Quantity:**  x 1 (PK)  
[Add to Cart](#)

**Availability:** Show Inventory Availability for my local Fastenal store  
 \*\*This is not a standard fastenal.com product  
[Catalog Item](#)

6. a. Click “Check Out”

Non-Slip Robo Rubber Knee Pad w/Adjustable Strap has been added to Shopping Cart X


**Shopping Cart Summary:**

Image	Description	Ext Qty	Total
	Non-Slip Robo Rubber Knee Pad w/Adjustable Strap SKU: 1005896 Catalog Item	1	\$22.75
<b>Total (USD): \$22.75</b>			

[View Shopping Cart \(1\)](#) [Continue Shopping](#) [Check Out](#)

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

### Order Confirmation

Qty	Image	Description	Qty/Pkg	Ext Qty	Price	Total
1		Non-Slip Robo Rubber Knee Pad w/Adjustable Strap SKU: 1005896 Manufacturer: ALLEGRO INDUSTRIES Catalog Item  <a href="#">Show Inventory Availability for my local Fastenal store</a>	1	1	<b>Your Price:</b> \$22.7535	<b>\$22.75</b>
<b>Freight: \$0.00</b>						
<b>Total (USD): \$22.75</b>						

[Back To Cart](#) [Complete Checkout](#)

Shopping Cart for Test X

2 Item(s) for a total of 679.25 USD

Proceed to Checkout

Have you made changes?    Perform an action on (0 items selected)...

**Dell (Alt)** more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
You can no longer access this item(s) on the supplier's website. What does this mean?

Line(s): 1

Product Description	Unit Price	Quantity	Total
Item added on Jun 11, 2015 <b>CX3000 IP CONFERENCE PHONE F/ MICROSOFT COMMUNICATIONS SERVER 14</b> Part Number A6455726 Manufacturer Info 2200-15810-025 - (Dell)	665.09 USD EA	1	665.09 USD

**OfficeMax** more info...

Product Description	Unit Price	Quantity	Total
Item added on Jun 18, 2015 <b>Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 24/Pack</b> Part Number N112224 Manufacturer Info 12224 - (ZEBRA PEN CORP.)	14.16 USD PK	1	14.16 USD

- At this point, you can look at both the hosted item and the punch-out item to determine which item you want. If you decide that you don't want one of the items, select the checkbox next to the item

Shopping Cart for Test X

2 Item(s) for a total of 679.25 USD

Proceed to Checkout

Have you made changes?    Perform an action on (0 items selected)...

**Dell (Alt)** more info...

The item(s) in this group was retrieved from the supplier's website. What does this mean?  
You can no longer access this item(s) on the supplier's website. What does this mean?

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**OfficeMax** more info...

Product Description	Unit Price	Quantity	Total
Item added on Jun 18, 2015 <b>Zebra Pen - Z-Grip Retractable Ballpoint Pens - Assorted, Medium, 24/Pack</b> Part Number N112224 Manufacturer Info 12224 - (ZEBRA PEN CORP.)	14.16 USD PK	1	14.16 USD

Then select **“Remove Selected Items”** from the drop-down menu or click on the **“Remove”** Button. The selected item has been removed, and you can now proceed to checkout as you would do with any other cart.

This concludes the lesson on Comparing Items from Hosted and Punchout Catalogs in WISBuy. For further assistance, please contact [doawispro@wisconsin.gov](mailto:doawispro@wisconsin.gov) or visit the website.