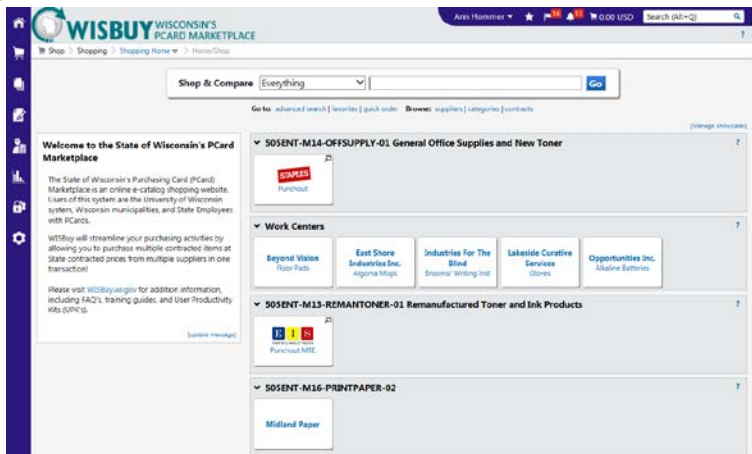


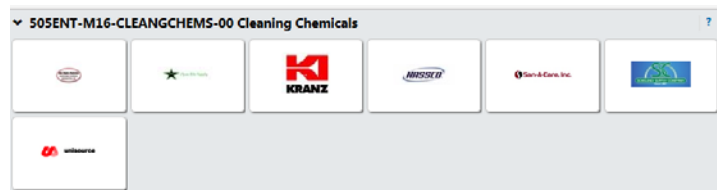
SHOPPING OVERVIEW

The WISBuy home page offers two ways to shop.

- 1. Hosted Supplier Catalog:** Using the Shop & Compare bar, users can shop across all hosted supplier catalogs.
- 2. Punch-out Supplier Site:** Click on the supplier's icon to be directed to the individual supplier's customized website. This option allows the user to shop only at that site.



1. SHOP A HOSTED SUPPLIER CATALOG



1. Click on the Home/Shop button on the top of left of the screen.
2. Enter the search term(s) in the Shop search box for the desired item.



3. Click on the Go button

SEARCH RESULTS PAGE

From the results page, the user can add an item or multiple items directly to their cart or compare several items side by side.

Add Item to Cart

To add items to a cart while on the search results page, click on the Add to Cart button next to the item(s)

Compare Multiple Items

1. Click the compare link next to the items to compare.
2. Select the Compare Selected button at the top of the search results to view a side by side comparison of the selected items.
3. To add items to a cart, click the checkbox on top of each item, select Add to Active Cart from the dropdown menu , and click the Go button.
4. When finished, select the Back to Search Results button and return to the search results page.

2. SHOP A PUNCH-OUT SUPPLIER SITE

Because a punchout connects the user directly to a supplier's customized website, the shopping experience for each punchout is a little different.

1. Click on the punchout supplier icon. This action will take the user to the supplier's customized site.
2. Shop on the site like you would any other, and when finished, there will be some concept of 'Checkout'.
3. Follow the website's instructions for checking out, which will bring the items back to the cart within WISBuy.
4. To return to WISBuy without bringing anything back in your cart, click the Cancel Punch-out button on the top right corner of the screen .