Basic Shopping

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Add an Item to a Cart from a Hosted Catalog

Shop@UW has multiple hosted catalogs loaded from various vendors, and these catalogs are accessed through the "Shop at the Top" product search functionality.

1. To search hosted catalogs, click “Home/Shop” on the navigation bar and use the Shop & Compare search.

2. The dropdown list contains options to select “All Hosted Supplier Catalogs” or from several categories. Enter a brief product description into the search box and click the Go button.

   * The number of products listed may be adjusted by selecting a different value from the results per page drop down. Product search results may also be sorted by selecting sort criteria from the Sort by drop down. Product results may be further refined by adjusting Filter Results, keyword, custom attribute, product flag, suppliers, category, packaging, manufacturer and result type, found in the left panel next to the search results area.

3. Add an item directly to the active cart by entering the desired quantity and selecting the “Add to Cart” link.

4. The quantity and price in the active cart has now changed to reflect the added product.
Add an Item to a Cart from a Punch-Out Vendor

1. Dell will be used in the following example: Under the vendor showcase “Shop at a Punch-out Supplier Site”, click on the Dell logo.

2. Wait while Shop@UW connects to Dell and then loads the product display window. Notice that even though we have accessed Dell, the shopper is still within the Shop@UW environment and may return at any time by clicking the “Cancel connection to Punch-out supplier website” button in the upper right hand corner.

3. Once the shopper chooses a product, click on the “Add to Cart” link.
4. Review the Dell shopping cart. When finished, click on the “Create Order Requisition” button.

5. Complete the “Trade Compliance” agreement as appropriate and click the “Continue” button.
6. Verify your order and click the “Submit Order Requisition” button.

**VERIFY & SUBMIT ORDER REQUISITION**

Your Order Requisition is nearly complete. Please review the following details and edit if necessary. Select “Submit Order Requisition” (button right) to submit.

Unless you have a separately signed agreement between you and Dell that specifically applies to this order, by clicking on the “Submit Your Order” button, you agree to Dell’s COMMERCIAL TERMS OF SALE (for purchases meant for internal use), or the RESELLER TERMS OF SALE (for purchases meant for resale), as well as Dell’s WARRANTY and applicable SERVICE DESCRIPTION(S). THESE TERMS CONTAIN IMPORTANT INFORMATION ABOUT YOUR RIGHTS AND OBLIGATIONS, INCLUDING LIMITATIONS OF LIABILITY. These terms are hereby fully incorporated into the transaction and are available in hardcopy from Dell upon request.

University of Wisconsin Madison Purchase Order

**Submit Order Requisition**

7. Shoppers that elect to follow through with the purchase of items via punch out will add items to the shopping cart at the punch out site and then click on the button provided on the vendor site to create the order. The selected items are returned to an active cart within Shop@UW. To make a change to items on the order created from a punch-out site, the shopper must return to the vendor site to modify.

**Punch-out sites are maintained by the vendors so shoppers must note that the process to check-out and return to Shop@UW will be different for each punch-out site.**
Customizing the Cart Name

1. Now that the cart contains items, the shopper may customize the cart name. The cart name is a required field and the default format will contain the current date, MD number, and cart number. The shopper may change the default cart name to a more meaningful value that may, for example, reference the vendor name or project name. Pending carts renamed by the shopper are more easily found in Shop@UW. When finished, click Proceed to Checkout to finish purchasing your order.