

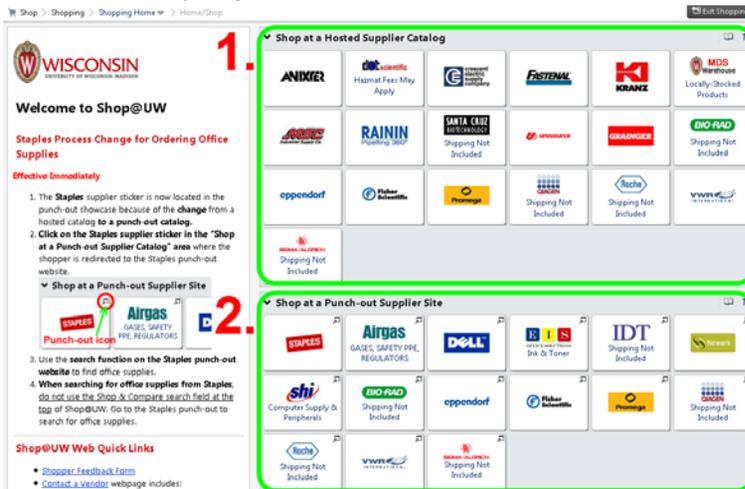
LOGIN TO SHOP@UW

Enter Shop@UW from <http://www.shopuw.wisc.edu> using your MD number and password. From the Store Lobby, choose the “Shop at External Suppliers” link.

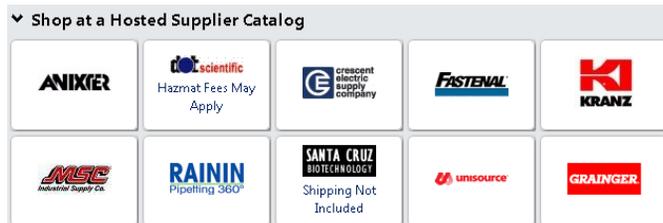
SHOPPING OVERVIEW

The Shop@UW Storefront offers two ways to shop.

- Shop at a Hosted Supplier Catalog:** Using the Shop & Compare search, the user can shop across all catalogs available in the Hosted Supplier showcase (see box 1 below).
- Shop at a Punch-out Supplier Site:** Click on the supplier’s icon to be directed to the individual supplier’s customized website (see box 2 below). This option allows the user to shop only at that site.



1. SHOP AT A HOSTED SUPPLIER CATALOG



- Click on the Home icon  in the upper left or the Shop@UW logo.
- Enter the search term(s) in the Shop & Compare search box for the desired item (in the example below, test tube has been entered in the search box).

Shop & Compare

- 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.

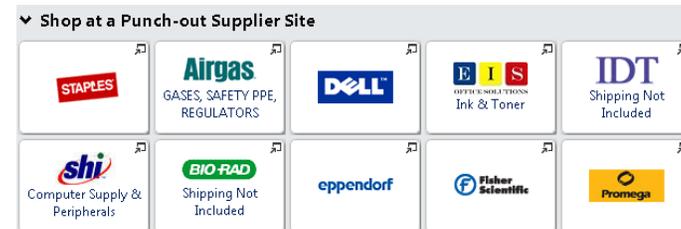
Add To Cart

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

- Click the compare link next to the items to compare.
- Select the Compare Selected button at the top of the search results to view a side by side comparison of the selected items.
- To add multiple items, click the checkbox by each item to add, select Add to Active Cart from the dropdown menu , and click the Go button .
- Alternatively, select the Add to Cart button to put item(s) in a cart.
- When finished comparing items, select the Back to Search Results button and return to the search results page.

2. SHOP AT A PUNCH-OUT SUPPLIER SITE



Because a punch-out connects the user directly to a supplier’s customized website, the shopping experience for each punch-out is a little different.

- Click on the supplier icon in the Shop at a Punch-out Supplier Site section of the home page. This action will take the user to the supplier’s customized site.
- Shop on the customized site to find desired products.
- When finished, follow the website’s instructions for checking out, which will bring the items back to the cart within Shop@UW.
- To return to Shop@UW without bringing anything back in your cart, click the Cancel Connection to Punch-out Supplier Web Site button on the top right corner of the screen.