

Shopping from Hosted & Punch-out Suppliers

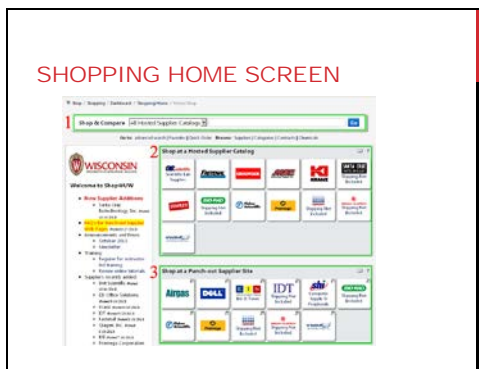
Slide 1



This tutorial will review how to:

- Use the Shop & Compare function to search for items from hosted supplier catalogs
- Add items to a shopping cart from a hosted supplier catalog
- Add items to a shopping cart from a punch-out supplier web site

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The Home/Shop area of the application provides the user with the means to search for, locate, and add items to the shopping cart. This area is made up of three main parts:

- The Shop & Compare search field
- The “Shop at a Hosted Supplier Catalog” showcase, and
- The “Shop at a Punch-out Supplier Site” showcase

All three areas will be discussed in greater detail throughout the tutorial, however; areas 2 and 3, the supplier showcases, may be unfamiliar for shoppers and require further explanation before continuing.

Each of the showcases contains clickable boxes with the vendor’s logo called stickers that provide access to the contracted items available to Shop@UW users. However, each showcase provides a different type of access to the items from listed vendors.

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The “Shop at a Hosted Supplier Catalog” showcase provides access to Hosted Supplier Catalogs which are a list of products available at contracted prices directly uploaded to Shop@UW. Since these items are actually loaded in Shop@UW, users can search for them using the Shop & Compare search field located directly above the showcase.

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PUNCH-OUT SUPPLIER SHOWCASE

Punch-out icon on sticker.

- Items that reside on the vendor's site they cannot be found using the Shop & Compare search.
- Punch-out icon resides in the upper-right corner of the sticker.

The “Shop at a Punch-out Supplier Site” showcase provides access to the punch-out supplier sites. When a punch-out supplier’s sticker is clicked, Shop@UW enables a connection to load that vendor’s specific site created for Shop@UW with the contracted pricing and items for that supplier.

Though each site looks different:

- The shopper is able to search for and add items from the selected supplier to a shopping cart on the supplier’s web site and then transfer those items to the Shop@UW shopping cart to finalize their order within Shop@UW. Since these items reside on the vendor’s site they cannot be found using the Shop & Compare search.
- A “punch-out icon” resides in the upper-right corner of the sticker.

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SHOP & COMPARE: SIMPLE SEARCH

Example of the simple search:

1. Enter item numbers, keywords, etc. in search field
2. Click on “Go”

The first area on the Home/Shop screen is the Shop & Compare search field.

Shop@UW has hosted catalogs loaded from various suppliers that are accessed through the Shop & Compare product search.

- The search can only be used for items from those suppliers listed in the “Shop at a Hosted Supplier Catalog” showcase.
- The search defaults to “All Hosted Supplier Catalogs”, but contains a drop down list with options to select from several categories if desired.
- Enter a brief product description (item key words), product number, or SKU into the search box to begin a search.

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SHOP & COMPARE: ADVANCED SEARCH

Example of the advanced search:

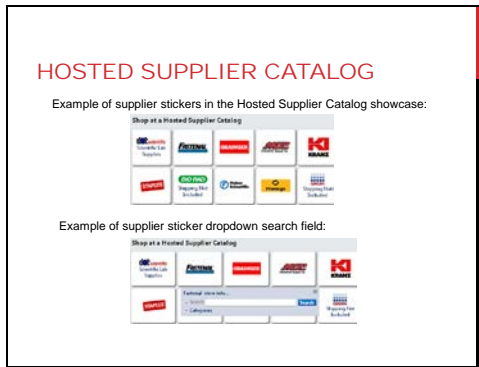
Add additional search criteria to the search.

The Shop & Compare search also has an advanced search option allowing users to:

- Add additional search criteria including:
 - Supplier and manufacturer name
 - Part numbers
 - Custom attributes
 - Searching for exact phrases, excluding words, etc.

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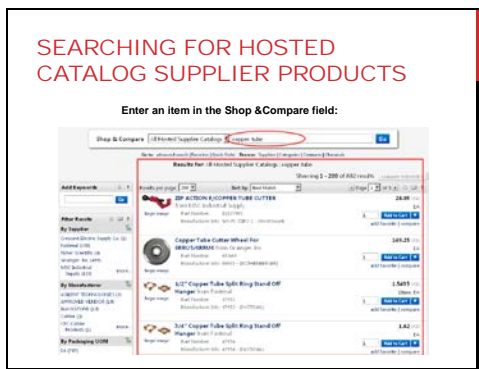
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The “Shop at a Hosted Supplier Catalog” showcase is the next area on the Home/Shop screen.

- Shoppers use the Shop & Compare search field to find items from the Hosted Supplier Catalogs.
- The Shop & Compare search field automatically searches across all hosted suppliers for desired products.
- Once found, items can be compared across all hosted suppliers, added to a cart, or saved to a favorites folder directly from search results window.

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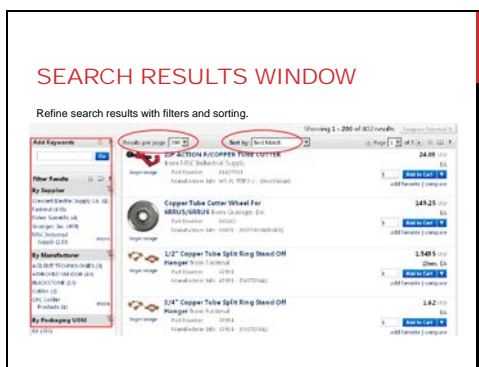


To find items in a hosted catalog, enter a brief product description (item key words), product number, or SKU into the Shop & Compare search box and click the go button.

In this example, “copper tube” is entered in the Shop & Compare search field and items with “copper” or “tube” in the item description are returned in the search results window from several different hosted suppliers.

Clicking on the product description will open a new window that contains details of the selected product. From here, change the desired quantity, and from the dropdown menu select to add the item to the cart or add the item to the favorites list. Click the “Go” button and close the product description window to return to the search results.

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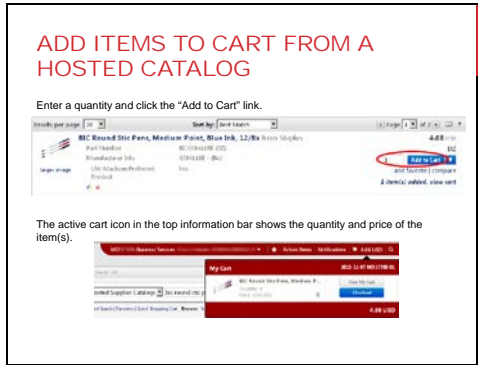
The number of products listed may be adjusted by selecting a different value from the results per page drop down. Product search results may also be sorted by selecting sort criteria from the Sort by drop down.

Product results may be further refined by adjusting filters found in the left panel next to the search results area. Some of the useful options include Add Keywords and Filter Results:

- By Custom Attribute
- By Supplier,
- By Manufacturer,
- By Packaging,
- By Category

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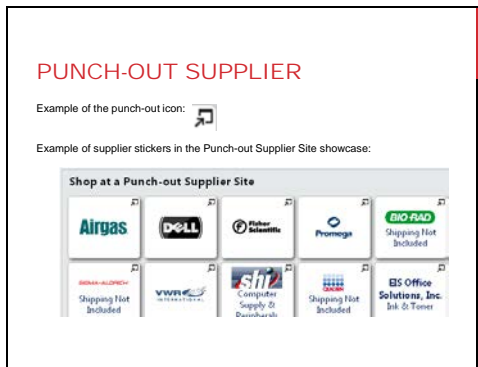
Review the tutorial about filtering search results for further instructions on how to narrow down search results.

Once the desired item is found, it can be added to the user's shopping cart.

In this example, the shopper adds an item to the shopping cart by entering the desired quantity and selecting the "Add to Cart" link.

Items added to the shopping cart are reflected in the active shopping cart icon on the top information bar.

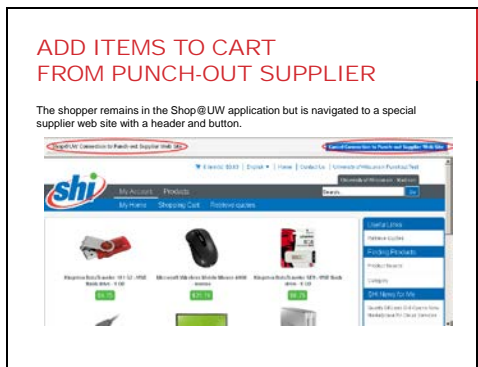
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The "Shop at a Punch-out Supplier Site" showcase is the next area on the Home/Shop screen.

A punch-out supplier offers its catalog content on a specially prepared vendor web site featuring contracted pricing and items for that supplier instead of loading the content directly to Shop@UW. Many of the punch-out suppliers provide products that have optional or configurable requirements and/or have special features on their punch-out sites such as Quote to Order.

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To shop from a punch-out supplier, the shopper begins by clicking the sticker of the supplier that they desire to shop at in the "Shop at a Punch-out Supplier Site" showcase.

For this example, SHI is used to illustrate how the shopper navigates to the supplier's punch-out web site to add an item to the shopping cart.

After clicking on the SHI sticker, note the two special features of the punch-out viewable in the header:

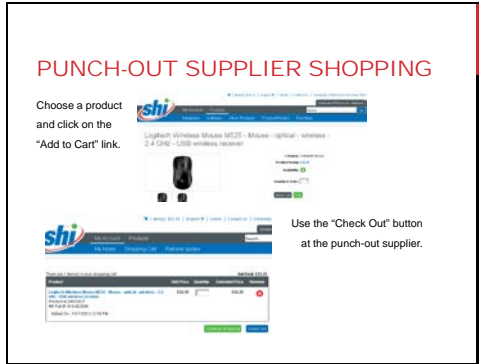
- The "Shop@UW Connection to Punch-out Supplier Web Site" header at the top of the web page and
- The "Cancel Connection to Punch-out Supplier Web Site" button

Both of these items indicate that the shopper is still within the Shop@UW environment and may return to

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the Home/Shop screen at any time by clicking the “Cancel connection to Punch-out supplier website” button in the upper right hand corner.

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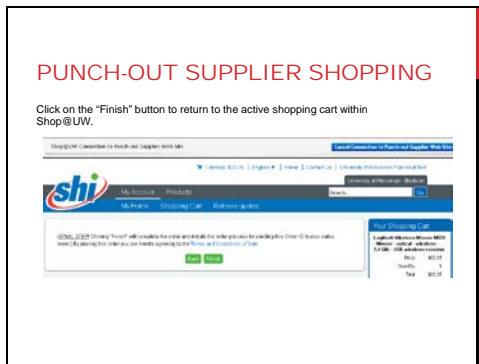


Once the shopper chooses a product, click on the “Add to Cart” link.

Items from a punch-out site cannot be added to favorites; however, search and favorite functions are usually available directly on the vendor punch-out sites.

Use the “Check Out” button at the punch-out supplier to continue.

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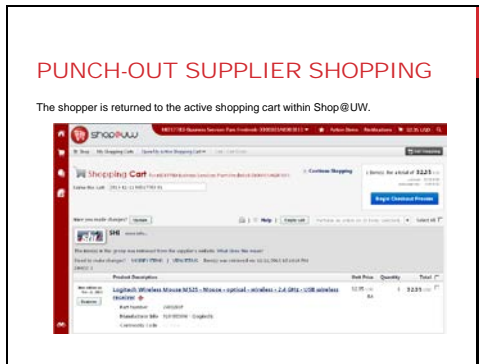


Click on the “Finish” button to return the items to the active shopping cart within Shop@UW.

Shoppers that 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 supplier site to create the order similar to what was shown in this example.

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.

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The selected items are returned to the 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.


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NEXT STEPS

Review additional tutorials about product searching, working with shopping carts, completing an order, and more in the tutorial index.

Review tutorials for important Shop@UW functions on the tutorial index web page found at <http://www.bussvc.wisc.edu/shopuw/tutorials.html>.



Questions about Shop@UW can be forwarded to the customer service desk at shopuw@bussvc.wisc.edu.

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Division of Business Services, Purchasing Services

This completes the tutorial. Review additional tutorials about product searching, working with shopping carts, completing an order, and more in the tutorial index at

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