Shopping from Hosted & Punch-out Suppliers

This tutorial will review how to:

- Use the Shop at the Top 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

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:

1. The Shop at the Top search field
2. The “Shop at a Hosted Supplier Catalog” showcase
3. 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.

The “Shop at a Hosted Supplier Catalog” showcase provides access to lists of products available at contracted prices that are directly uploaded to Shop@UW. Users can search for items in the Hosted Supplier Catalog using the Shop at the Top search field located directly above the showcase.
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. Since these items reside on the vendor’s site they cannot be found using the Shop at the top search.

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.
- A “punch-out icon” resides in the upper right corner of the sticker.

The first area on the Home/Shop screen is the Shop at the Top search field.

Shop@UW has hosted catalogs loaded from various suppliers that are accessed through the Shop at the Top search.

- The search can only be used for items from suppliers listed in the “Shop at a Hosted Supplier Catalog” showcase.
- Enter a brief product description (item key words), product number, or SKU into the search box to begin a search.

The Shop at the Top 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.

The search defaults to “All Hosted Supplier Catalogs”, but contains a drop down list with options to select from several categories if desired.
The “Shop at a Hosted Supplier Catalog” showcase is the next area on the Home/Shop screen.

- Shoppers use the Shop at the Top search field to find items from the Hosted Supplier Catalogs.
- The Shop at the Top 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.

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

In this example, “copper tube” is entered in the Shop at the Top 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. You may also add the item to the favorites list. From here, change the desired quantity, and from the drop down menu select to add the item to the cart. Close the product description window to return to the search results.

Product search results may 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.

Options to Filter Results are:
- By Product Flag
- By Category
- By Manufacturer
- By Supplier
- By Category
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Review the tutorial about filtering search results for further instructions on how to narrow down search results.

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ADD ITEMS TO CART FROM A HOSTED CATALOG

Enter a quantity and click the “Add to Cart” link.

The active cart icon in the top information bar shows the quantity and price of the item(s).

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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PUNCH-OUT SUPPLIER

Example of the punch-out icon:

Example of supplier stickers in the Punch-out Supplier Site showcase:

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.

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, Staples 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 Staples sticker, note the two special features of the punch-out viewable in the header:

- The Shop@UW logo at the top left of the web page
- The “Cancel Connection to Punch-out Supplier Web Site” button at the top right of the web page

Both of these items indicate that the shopper is still within the Shop@UW environment and may return to
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Once the shopper chooses a product, click “Add to Cart”.

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” or “Submit Order” button at the punch-out supplier to continue.

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.

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 click the “Modify Items” link and return to the vendor site.
This completes the tutorial. Review additional tutorials about product searching, working with shopping carts, completing an order, and more in the tutorial index at https://shopuw.wisc.edu/training/.

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