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.

1. **Shop at a Hosted Supplier Catalog**: Using the Shop at the Top search, the user can shop across all catalogs available in the Hosted Supplier showcase (see box 1 below).

2. **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.

![Shop at a Hosted Supplier Catalog](link1)

1. **SHOP AT A HOSTED SUPPLIER CATALOG**

   1. Click on the Home icon in the upper left or the Shop@UW logo.
   2. Enter the search term(s) in the Shop at the Top search box for the desired item (in the example below, test tube has been entered in the search box).
   3. Click the search button

   ![Search results page](link2)

   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**
   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 multiple items, click the checkbox above each item to add, and select Add to Active Cart from the dropdown menu.
   4. Alternatively, select the Add to Cart button to put item(s) in a cart.
   5. When finished comparing items, click the exit 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.

   1. 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.
   2. Shop on the customized site to find desired products.
   3. When finished, follow the website’s instructions for checking out, which will bring the items back to the cart within Shop@UW.
   4. 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.

Find Shop@UW online at http://www.shopuw.wisc.edu