

My Shopping History

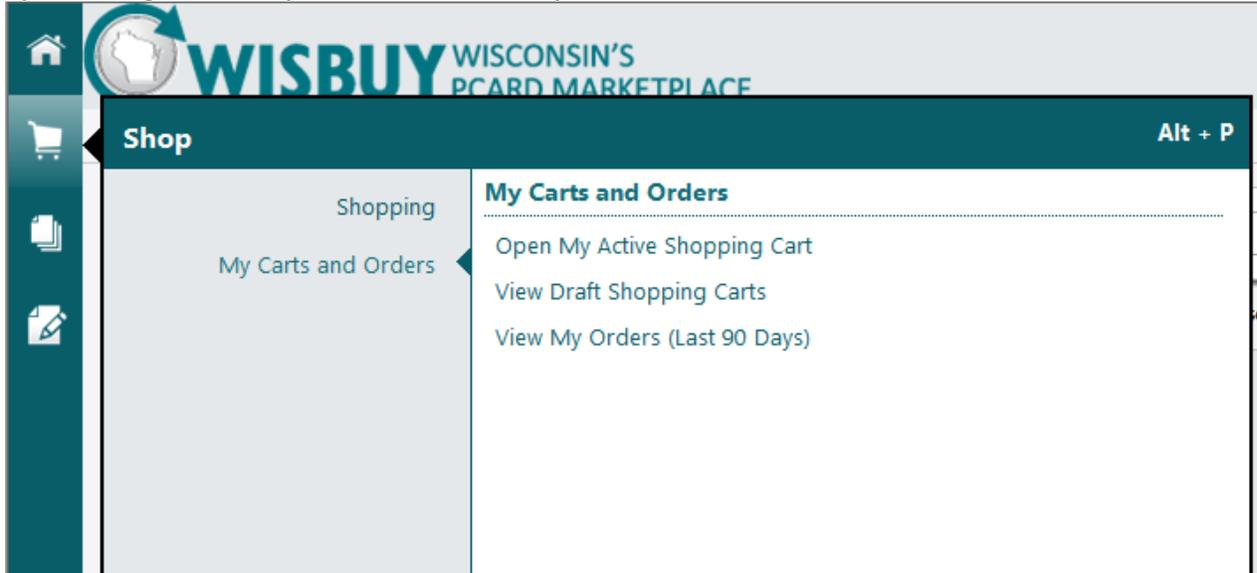
The My Shopping History information box contains links to carts and orders from the last 90 days.

Reviewing Previous Carts and Orders.....	1
Understanding Carts versus Orders.....	2
Searching for Old Carts and Orders.....	4
Refining the Search	5

Reviewing Previous Carts and Orders

Users may review and copy items from previous shopping carts and orders found at the links available in the “My Shopping History” box on the main Home/Shop page.

1. From the shopping cart go to “My Carts and Orders.” You will be able to view previous carts by selecting “View My Orders (Last 90 Days)”.



2. Results can be further narrowed or expanded using the filter options at the left. Click the requisition number (bolded) to view the detail.

Requisition No.	Supplier(s)	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
1077952	Office Max	2014-01-10 Billy 3 02	Billy 3cy	1/10/2014 12:28 PM	12.44 USD
1077949	Office Max	2014-01-10 Billy 3 01	Billy 3cy	1/10/2014 12:18 PM	177.32 USD
1075823	Office Max Office Supplies Vendor 1	Stapler	Billy 3cy	1/10/2014 12:13 PM	50.09 USD
1074969	APG Office Furnishings BD Biosciences GovConnection		Billy 3cy	1/8/2014 8:51 PM	931.75 USD
1075804	Office Max	TomCeliaSnippetBasicShopping	Billy 3cy	1/6/2014 4:09 PM	54.53 USD
1075731	Dell Office Max	2014-01-06 Billy 3 02	Billy 3cy	1/6/2014 3:50 PM	2,473.40 USD
1075730	Office Max	2014-01-06 Billy 3 01	Billy 3cy	1/6/2014 12:21 PM	16.52 USD
1073862	Granger Graybar Electric Company Office Max	2013-12-26 Billy 3 02	Billy 3cy	1/2/2014 10:44 AM	1,771.87 USD
1073880	Dell	2013-12-26 Billy 3 01	Billy 3cy	12/26/2013 8:48 AM	2,232.85 USD
1068005	Office Max	2013-12-09 Billy 3 01	Billy 3cy	12/9/2013 9:37 AM	12.06 USD

Understanding Carts versus Orders

Though the cart and order look quite similar, there is actually a difference. A cart is what the purchaser sees at the “Proceed to Checkout” and “Checkout” stage in WISBuy.

Once the last “Next” button is clicked, the cart is routed to a pending status and at this point, it becomes a “Recently Checked-Out Cart.” NOTE: Still a cart.

Looks good!
You can review your order details below and, when you are ready, use the Assign Cart or Place Order button to complete your purchase.

Order Review

- Shipping
- Billing
- Notes
- Lines

Office Max

Dixon - Ticonderoga Pencil, Lead Type #2, Quantity/Unit 24/Pack	9.48 USD
---	----------

Office Supplies Vendor 1

LEAD PENCIL, SMM HB 30/PK	9.99 USD
LEAD PENCIL, SMM H 12/PK	9.99 USD
LEAD PENCIL, SMM B 12/PK	9.99 USD

Order Summary

Subtotal: 39.45

39.45 USD

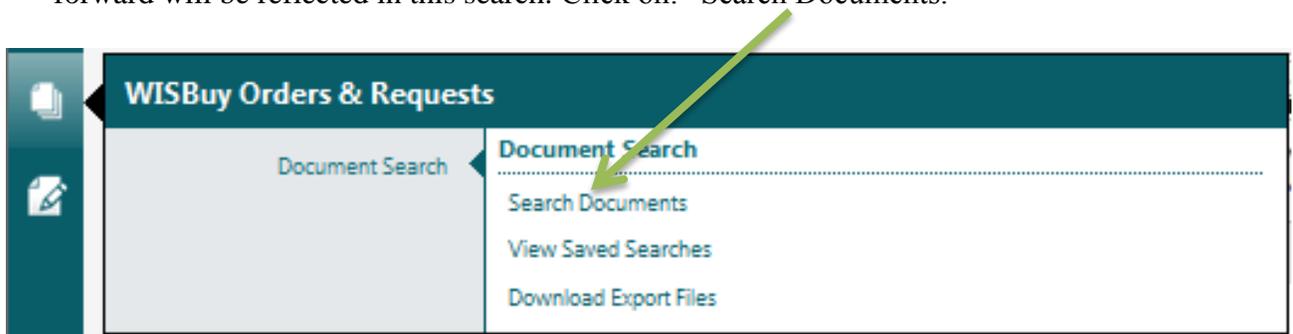
Assign Cart Place Order

The “Order Review” shopping cart turns into an order once the “Place Order” button has been clicked.

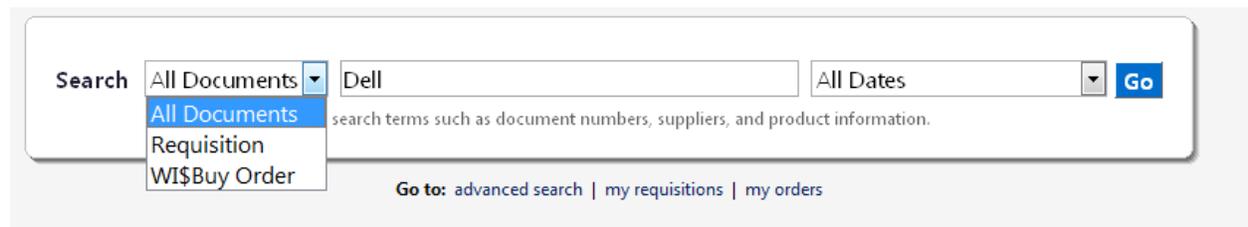
Orders are given a unique number containing the Shopping cart name, order date, order total, and number of lines. The purchaser will notice that items from multiple vendors are added to a cart but then the items for each vendor are turned into a unique order. For example, if items from both IBM and HP are in the cart, this cart becomes two separate orders, each with its own WISBuy Order Number when purchased. Once the “Send Order” button is clicked, the cart becomes a completed order and it will appear in the “View My Orders (Last 90 Days) section of My Carts and Orders.

Searching for Old Carts and Orders

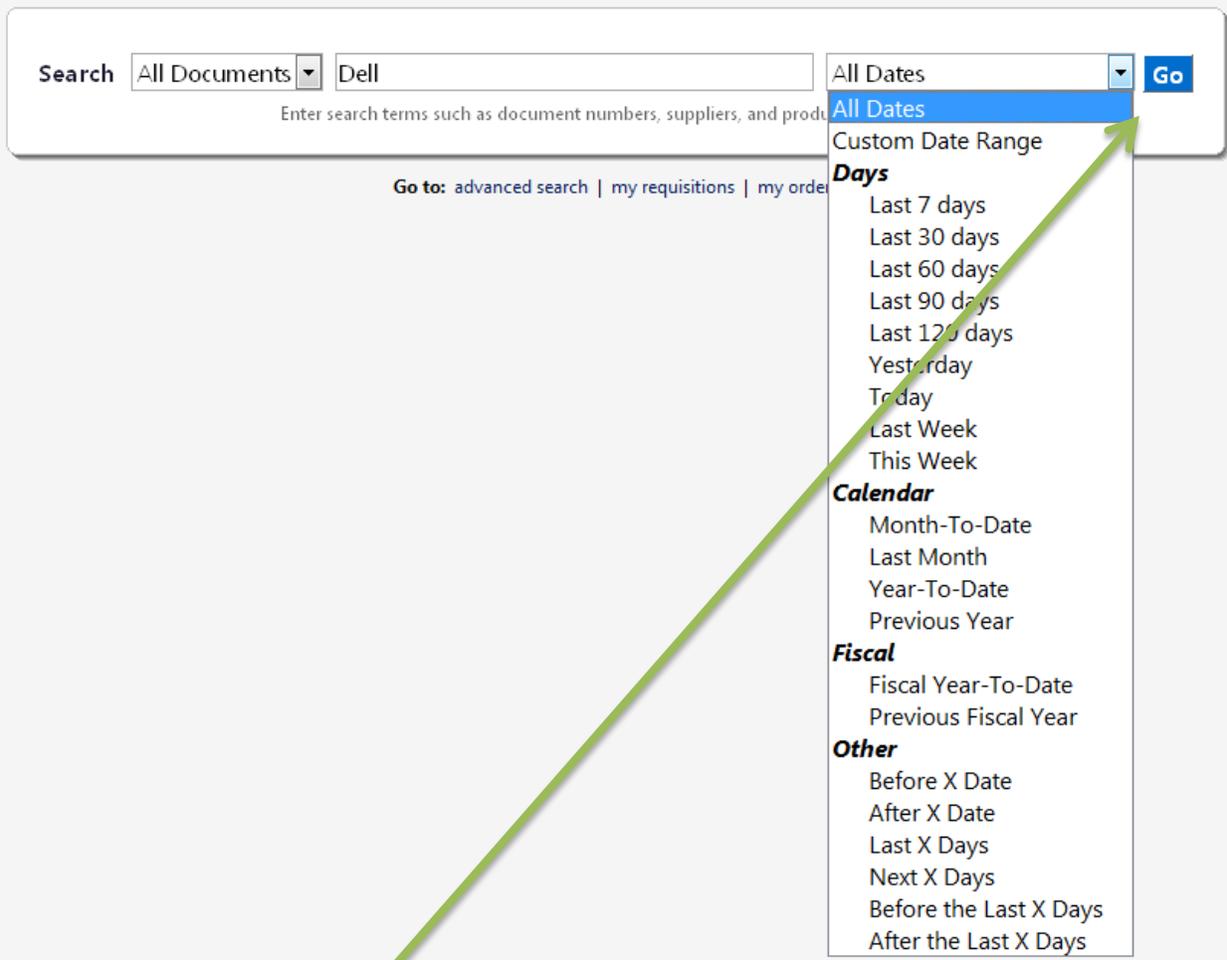
1. Click on the WISBuy Orders & Requests tab in the left-hand side toolbar to search for your carts and orders. Note that only orders and carts from the launch of WISBuy going forward will be reflected in this search. Click on: “Search Documents.”



2. The search allows the user to search for All Documents, which includes both carts and orders, or to specify one or the other using the drop down box. First, enter a search term. Note that the search does not take wildcards.



3. Use the date range dropdown to specify the desired time period for the report. The search defaults to “All Dates”.



The screenshot shows a search interface with a search bar containing "All Documents" and "Dell". Below the search bar is a date range dropdown menu currently set to "All Dates". A green arrow points from the text "4. When finished, click Go." to the "Go" button. The dropdown menu is open, showing the following options:

- All Dates
- Custom Date Range
- Days**
 - Last 7 days
 - Last 30 days
 - Last 60 days
 - Last 90 days
 - Last 120 days
 - Yesterday
 - Today
 - Last Week
 - This Week
- Calendar**
 - Month-To-Date
 - Last Month
 - Year-To-Date
 - Previous Year
- Fiscal**
 - Fiscal Year-To-Date
 - Previous Fiscal Year
- Other**
 - Before X Date
 - After X Date
 - Last X Days
 - Next X Days
 - Before the Last X Days
 - After the Last X Days

4. When finished, click Go.

Refining the Search

1. Order and cart history searches can be refined using the “Refine Search Results” panel. This provides another option to select a date range or to specify a supplier, etc.

The screenshot shows the WISBUY search results page. On the left, there is a 'Refine Search Results' panel with the following filters:

- Search Terms:** Keyword: Dell
- Filtered By:** Type: All Documents, Date Range: Last 30 days
- Refine Search Results:** Type: All Documents, Date Range: Last 30 days, Supplier: Dell (4), Office Max (1), Business Unit: Bureau of Procurement (PROCURE) (4), Department: No Department (4), Owner: Billy Boy (4)

The main results area shows 4 results for the search term 'Dell' within the last 30 days. The table below summarizes these results:

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
W00051	WISBuy Order	Billy Boy	1/6/2014 3:30 PM	Del	2,373.84 USD
1075731	Requisition	Billy Boy	1/6/2014 3:30 PM	Del Office Max	2,423.40 USD
W00045	WISBuy Order	Billy Boy	12/26/2013 8:48 AM	Del	2,232.85 USD
1073880	Requisition	Billy Boy	12/26/2013 8:48 AM	Del	2,232.85 USD

2. The “Results per page” dropdown option can be used to increase the number of items viewable on each screen.

The screenshot shows the 'Results per page' dropdown menu. The current selection is 20. The menu options are:

- 10
- 20
- 30
- 40
- 50
- 100
- 150
- 200
- 500

3. Other options are available in the “Sort By” dropdown.

The screenshot shows the 'Sort by' dropdown menu. The current selection is 'Best match'. The menu options are:

- Best match
- Date newest first
- Date oldest first
- Total high to low
- Total low to high

This concludes the lesson on My Shopping History in WISBuy. For further assistance, please contact WISBuy@Wisconsin.gov or visit the website at wisbuy.wi.gov.