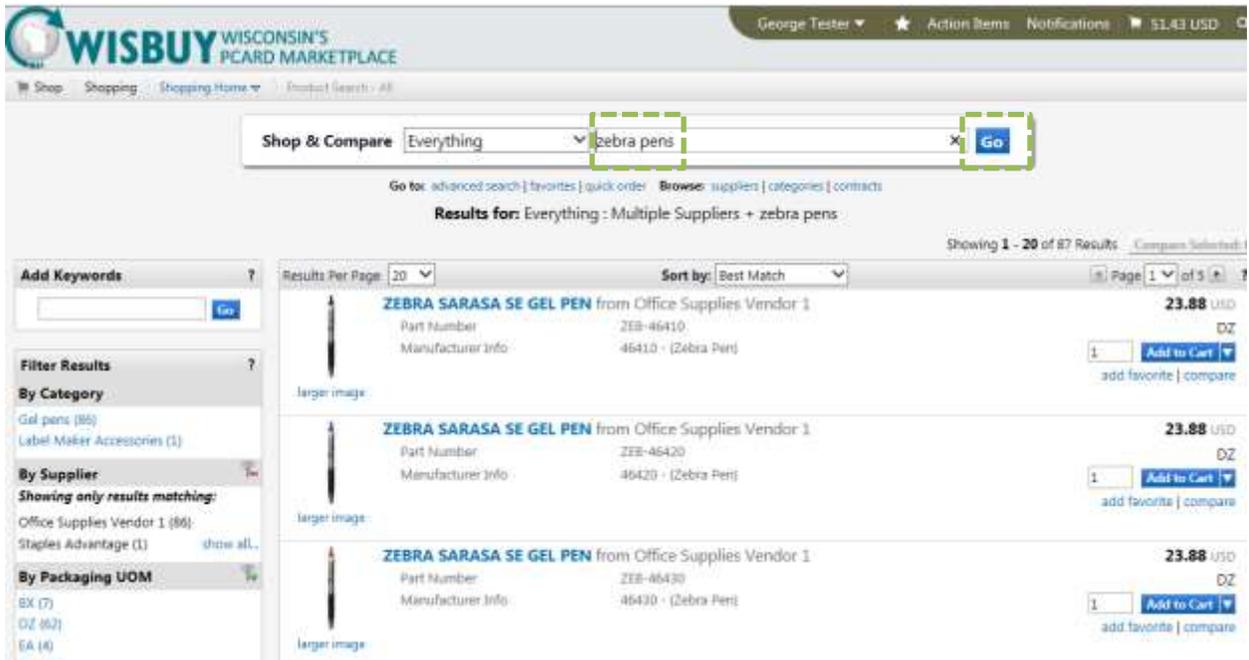


## Comparing Items from Hosted and Punchout Catalogs

In this lesson, we will demonstrate how to compare items from hosted and punch-out catalogs. WISBuy lets you compare multiple hosted and Level 2 punch-out items side-by-side. If you want to compare a hosted or Level 2 punch-out item with a regular punch-out item, then you will need to add both items to your cart and do a comparison there. This demonstration will show you both of these scenarios.

1. From the home shop page, search for **zebra pens**, and then select **Go** to start the search.



- When the search results display, select the items to compare by clicking the compare link below the quantity, and then select the **Compare Selected** button.

Showing 1 - 20 of 87 Results **Compare Selected: 3**

Results Per Page	Sort by:	Page	of 5
20	Best Match	1	5

	<b>ZEBRA SARASA SE GEL PEN</b> from Office Supplies Vendor 1 Part Number: ZEB-46410 Manufacturer Info: 46410 - (Zebra Pen)	23.88 USD DZ	1 <b>Add to Cart</b> add favorite   remove ✓
	<b>ZEBRA SARASA SE GEL PEN</b> from Office Supplies Vendor 1 Part Number: ZEB-46420 Manufacturer Info: 46420 - (Zebra Pen)	23.88 USD DZ	1 <b>Add to Cart</b> add favorite   remove ✓
	<b>ZEBRA SARASA SE GEL PEN</b> from Office Supplies Vendor 1 Part Number: ZEB-46430 Manufacturer Info: 46430 - (Zebra Pen)	23.88 USD DZ	1 <b>Add to Cart</b> add favorite   compare
	<b>Zebra Sarasa Gel Retractable Pens Bold Point 1.0 mm Black Ink / Clear Barrel 12/Pk</b> from Office Supplies Vendor 1 Part Number: 488664 Manufacturer Info: 46610 - (Zebra Pen)	19.68 USD DZ	1 <b>Add to Cart</b> add favorite   remove ✓

- Since these items were from a Hosted Catalog search, you can now see all of the product details side-by-side. At this point, you're pretty sure that you want this hosted item, so update the quantity desired and then select **Add to Cart**. The item has been successfully added to the cart.

Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add to Cart	Qty 1 <b>Add to Cart</b>	Qty 1 <b>Add to Cart</b>	Qty 1 <b>Add to Cart</b>
Product Details	ZEBRA SARASA SE GEL PEN	ZEBRA SARASA SE GEL PEN	Zebra Sarasa Gel Retractable Pens Bold Point 1.0 mm Black Ink / Clear Barrel 12/Pk
Catalog No.	ZEB-46420	ZEB-46410	488664
Price	23.88 USD	23.88 USD	19.68 USD
Supplier	Office Supplies Vendor 1	Office Supplies Vendor 1	Office Supplies Vendor 1
Category	Gel pens	Gel pens	Gel pens
UOM	----	----	----
Price per UOM	23.88 USD / unit	23.88 USD / unit	19.68 USD / unit
Product Size	----	----	----
Price per Product Size Unit	----	----	----
Category UNSPSC	60-12-15-24	60-12-15-24	60-12-15-24
Color			
Image URL	<a href="http://ec-order.staplesadvantage...">http://ec-order.staplesadvantage...</a>	<a href="http://ec-order.staplesadvantage...">http://ec-order.staplesadvantage...</a>	<a href="http://ec-order.staplesadvantage...">http://ec-order.staplesadvantage...</a>
Lead Time	1	1	1

4. Once completed, click on the “Back to Search Results” button on the top of the page.

Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add to Cart	Qty 1 <a href="#">Add to Cart</a>	Qty 1 <a href="#">Add to Cart</a>	Qty 1 <a href="#">Add to Cart</a>
Product Details	ZEBRA SARASA SE GEL PEN	ZEBRA SARASA SE GEL PEN	Zebra Sarasa Gel Retractable Pens Bold Point 1.0 mm Black Ink / Clear Barrel 12/Pk
Catalog No.	ZEB-46420	ZEB-46410	488664
Price	23.88 USD	23.88 USD	15.68 USD
Supplier	Office Supplies Vendor 1	Office Supplies Vendor 1	Office Supplies Vendor 1
Category	Gel pens	Gel pens	Gel pens
UOM	----	----	----
Price per UOM	23.88 USD / unit	23.88 USD / unit	15.68 USD / unit
Product Size	----	----	----
Price per Product Size Unit	----	----	----
Category UNSPSC	60-12-15-24	60-12-15-24	60-12-15-24
Color			
Image URL	<a href="http://ac-order.staplesadvantage...">http://ac-order.staplesadvantage...</a>	<a href="http://ac-order.staplesadvantage...">http://ac-order.staplesadvantage...</a>	<a href="http://ac-order.staplesadvantage...">http://ac-order.staplesadvantage...</a>
Lead Time	1	1	1

5. Notice that the other item does not have a price and does not have a link to add it to the cart. This item is a Level 2 punch-out item, which means to order this item, you must punch-out to the supplier’s website to view the price, put the item in the punch-out cart, and then bring that item back into WISBuy.

**Assorted Chisel Tip Pen Style Zebra Z-HL Highlighter 5Ct from Fastenal** [Order from Supplier](#) EA

Part Number: 1602454  
 Manufacturer Info: 77005 - (ZEBRA PEN)

[larger image](#) [add favorite](#) [compare](#)

Click the **Order from Supplier** link to view the item’s price on the supplier’s punch-out site.

6. We are taken to the supplier’s punch-out site where we can see and search for more information about the product, including the price and availability. Select the quantity desired and then the “Add to Cart” button. Depending on the Punchout Site Settings the verbiage may not be exact, but begin the secure checkout.

**Non-Slip Robo Rubber Knee Pad w/Adjustable Strap**

**ALLEGRO**

**General Information**  
 Fastenal Part No: 2893 - 1000000  
 Manufacturer Part No: 5000  
 UNSPSC: 60-12-15-24  
 Manufacturer: ALLEGRO INDUSTRIES  
 Category: Safety & Workwear Equipment > Knee Pads  
 Images:

**Availability:**  
 400.00  
 Your Price: \$22.75 (save 28%)  
 (add to cart)

**Quantity:**  
 1 (max 100)  
[Add to Cart](#)

**Availability:**  
 Check Inventory Availability for all your Fastenal orders  
 \*Price is not a guaranteed Fastenal.com product  
 (canceling 10%)

6. a. Click “Check Out”

Non-Slip Robo Rubber Knee Pad w/Adjustable Strap has been added to Shopping Cart X

**Shopping Cart Summary:**

Image	Description	Ext Qty	Total
	Non-Slip Robo Rubber Knee Pad w/Adjustable Strap SKU: 1005896 Catalog Item	1	\$22.75
<b>Total (USD): \$22.75</b>			

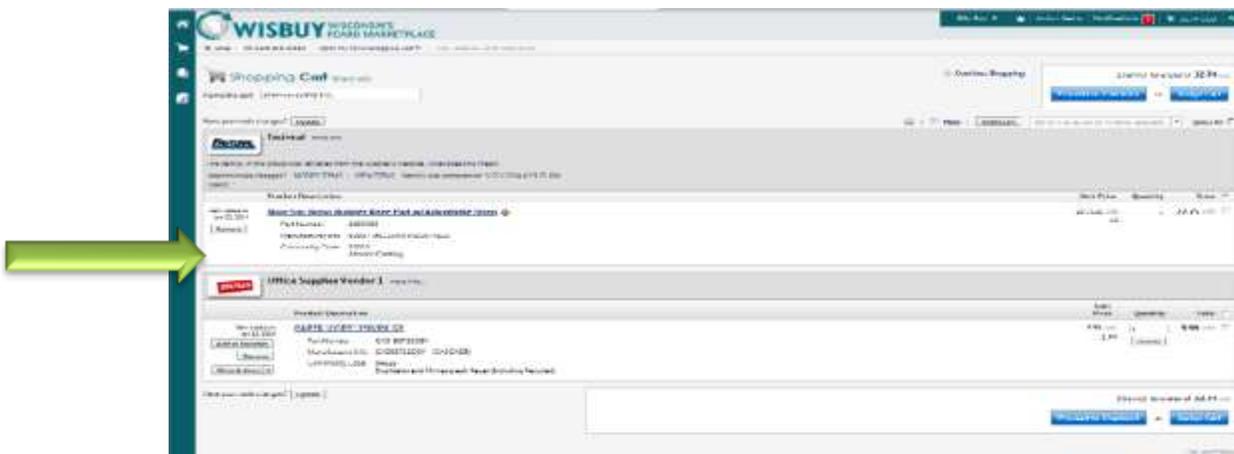
[View Shopping Cart \(1\)](#) [Continue Shopping](#) [Check Out](#)

6.b. Click the “Complete Checkout” or Alternative button depending on the vendor site verbiage and the cart is returned to WISBuy.

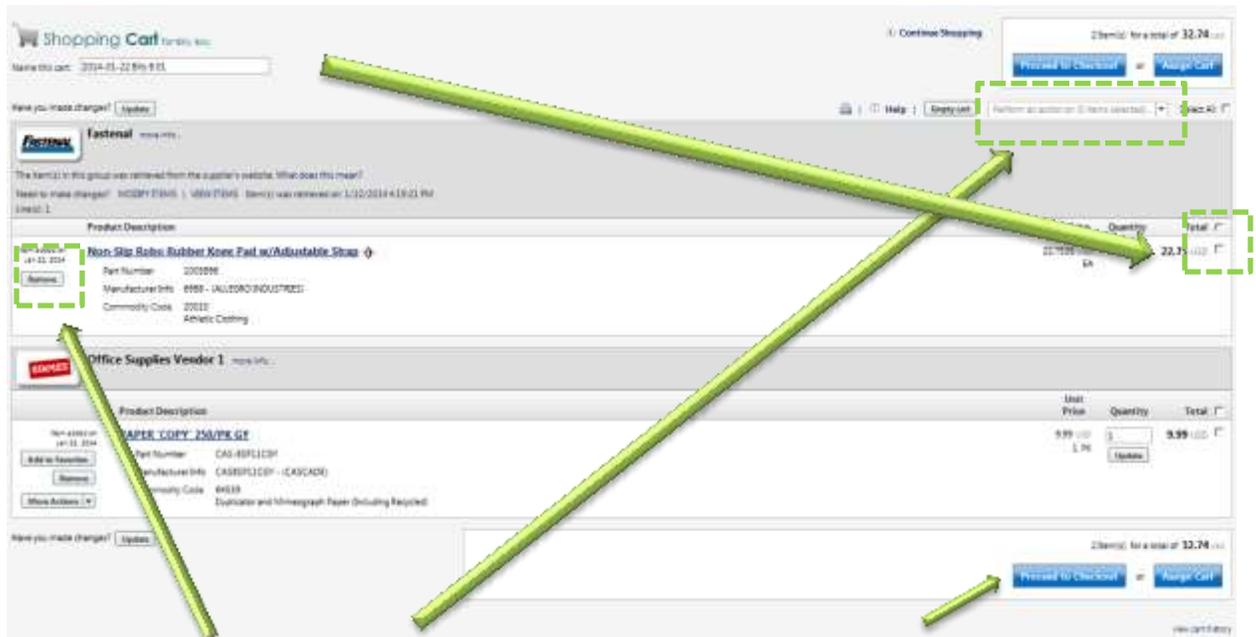
### Order Confirmation

Qty	Image	Description	Qty/Pkg	Ext Qty	Price	Total
1		Non-Slip Robo Rubber Knee Pad w/Adjustable Strap SKU: 1005896 Manufacturer: ALLEGRO INDUSTRIES Catalog Item  <a href="#">Show Inventory Availability for my local Fastenal store</a>	1	1	<b>Your Price:</b> \$22.7535	\$22.75
<b>Freight: \$0.00</b>						
<b>Total (USD): \$22.75</b>						

[Back To Cart](#) [Complete Checkout](#)



- At this point, you can look at both the hosted item and the punch-out item to determine which item you want. If you decide that you don't want one of the items, select the checkbox next to the item



Then select **“Remove Selected Items”** from the drop-down menu or click on the **“Remove”** Button. The selected item has been removed, and you can now proceed to checkout as you would do with any other cart.

This concludes the lesson on Comparing Items from Hosted and Punchout Catalogs in WISBuy. For further assistance, please contact [WisBuy@Wisconsin.gov](mailto:WisBuy@Wisconsin.gov) or visit the website.