

WISBuy Vendor Account Setup

When you order through WISBuy, orders are tied to user accounts. In most cases, these accounts have been set up for you and are tied to the Ship To Address you selected in WISBuy. For some vendors, you will be required to set up an account directly with the vendor before you will be able to make purchases from that vendor through WISBuy.

For your convenience, we've listed some of the vendors that require different account setups below. Before you place an order with one of these vendors, please reach out to the contact listed and tell them you will be ordering from their catalog in WISBuy. If you place your order before doing this step, the vendor will reach out to you to collect the necessary information, which **may include PCard information, even if it is already entered in your WISBuy profile.** To verify that it is safe to provide this information to the vendor, **please ask them to verify the WISBuy Order Number before providing sensitive information.** If you are asked for an account number, you can check with your Agency WISBuy Admin for this information.

Some vendors are unable to receive PCard information through WISBuy and will call you to collect your PCard information. To verify that it is safe to provide this information to the vendor, **please ask them to verify the WISBuy Order Number before providing sensitive information.**

Cannot Accept PCard Info Through WISBuy

VENDOR	METHOD OF COLLECTING PCARD INFO
Microsoft	You will receive an email with a secure payment link.
Production Distribution	May call for the CVV code from the back of the card.
BSI/BSL	Set up an account with your PCard info on Shopbce.com .
North American	If your Ship To Address is not set up you will be contacted.
Opportunities Inc.	May call for the CC number, they only receive the last 4 digits.

Account Setup Required Prior to Ordering

VENDOR	CONTACT	EMAIL
Beyond Vision	Ryan Hoffmann	rhoffmann@beyondvision.com
Crescent Electric	John Beauharnois	john.beauharnois@cesco.com
Lakeside Curative (Gloves)	Michael Snodgrass	snodgrassm@lcsracine.org
NASSCO	Danell White	dwhite@nasscoinc.com
SKC Communications	Michael Allison	Michael.Allison@skccom.com
Transource	Curits Wescott	curtisW@transource.com
Fischer	John Bailey	john.bailey@thermofisher.com
VWR	b2b@vwr.com & Implementer.Services@vwr.com	