Searching for Items in Hosted and Punchout Catalogs

Shop-at-the-Top is the search area located at the top center of the homepage.

The following search methods will search for items in Hosted and Punchout Catalogs:

Search by Keywords
Enter a search term (for example: part number, product name).

1. Click the Home icon.
2. Enter Keyword in the search field.
3. Click Search (magnifying glass icon).

IMPORTANT: When selecting Order From Supplier within search results, some punchout vendors will take you directly to the item and other punchout vendors will direct you to their homepage requiring another search.

Browse by Category
View all items from all suppliers for a specific category (for example: commodity).

1. Click the Home icon.
2. Click the Categories link within the Browse section.
3. Click on a specific Category.
4. Drill down until item is found.
5. Click View (incl. sub-categories) to display products.

Advanced Search Options
Search results can be filtered by a specific commodity to reduce the number of products found.

1. Click the Home icon.
2. Click the Advanced Search tab.
3. Enter additional criteria.
4. Click Search.