

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**.