

## 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 Keyword: Enter a search term (e.g., part number, product name)

Step	Task
1.	Click the <b>Home</b> icon.
2.	Select the drop-down within <i>Shop</i> and choose a category to narrow the search.
3.	Enter <b>Keyword</b> in the search field.
4.	Click <b>Go</b> .

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 (e.g. commodity)

Step	Task
1.	Click the <b>Home</b> icon.
2.	Click the <b>Categories</b> link next to <b>Browse</b> under <b>Shop</b> .
3.	Click on a specific <b>Category</b> .
4.	Drill down until item is found.
5.	Click <b>View (incl. sub-categories)</b> to display products.

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

Step	Task
1.	Click the <b>Home</b> icon.
2.	Click the <b>Advanced Search</b> link under <b>Shop</b> .
3.	Enter criteria for <b>Part Number (SKU)</b> , <b>Supplier Name</b> , and/or <b>Manufacturer Name</b> .
4.	Click <b>Search</b> .
5.	Click <b>Simple Search...</b> to collapse the <b>Advanced Search</b> box.