

## Searching for Items in Hosted and Punchout Catalogs

“*Shop-at-the-Top*”— the search area located at the top center of the home page.

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 home page requiring another search.

### Browse by Category—to view all items from all suppliers for a specific category (commodity)

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