SEARCH BY SUPPLIER

Follow these steps to limit an item search to a specific supplier in Shop@UW instead of searching across all possible hosted supplier catalogs.

1. From the Home/Shop page, click on the icon for the supplier in the Shop at a Hosted Supplier Catalog section.
2. In this example, the shopper wants to search only the Staples catalog. When the Staples icon is selected, a pop-up window displays as shown below.
3. Enter the search criteria and then click the Search button.

FILTERS

Depending on the criteria entered, the search results that come back could number in the thousands. Use filters to narrow the search results further.

- Assume that in the example above the shopper searched for a stapler at Staples. The search for “stapler” returns over 4,000 results.
- As shown below, on the left-side of the screen, different filter options appear that can be used to refine search results further.

1. ADD KEYWORDS
   a. Add additional keywords to narrow search results further. For our example, add electric in the Add Keywords field and click the Go button.

2. ADDITIONAL FILTER OPTIONS
   Use additional filter options to refine search results further by supplier, manufacturer, product flag, packaging UOM (unit of measure), and category.
   a. To see additional options for any filter, click the “more…” link next to the filter.
   b. This example uses the By Manufacturer filter to see results for Staples and Swingline.
   c. To make more than one selection, click the “add filter” icon next to By Manufacturer.
   d. Select the checkbox next to each manufacturer to filter by.
   e. Select the Filter button.
   f. The search results have now been narrowed significantly.
   g. Click the “decrease filter” icon to remove a selected filter.

3. SORT BY
   a. Select the Sort by drop down to sort the search results. The first 4,000 results are sorted.
   b. From the search result page, select the sort by drop-down menu.
   c. Choose the appropriate sort by criteria.
   d. The search results are sorted by the selected criteria.

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