Searching for Products in Shop@UW

This tutorial will highlight Shop@UW’s “Shop at the Top” search functionality. When using “Shop at the Top” search, only products from hosted supplier catalogs appear in the search results.

The “Search for” search field offers a dropdown menu for search options:
- Catalog No. (SKU); enter the SKU in the text field
- Catalog Keyword; enter a character string in the text field
- CAS No.; enter the CAS No. in the text field
- Order No.; enter an order number in the text field

Note: Using wildcard characters is not permitted. In some instances, entering the first few known characters will result in search results.

1. Select the “Catalog Keyword” option in the “Search for” dropdown menu.

2. Enter a product description, “pipet tips”, in the next field and click Go.

3. The shopper is offered thousands of choices in the search results.

4. Using the “Advanced Search” link in the “Shop & Compare” product search allows the shopper to refine the search. Click on the “Advanced Search” link in the Shop & Compare search box.
Notice that the shopper may select an option from a dropdown menu. **Note:** Using the option, “All Hosted Supplier Catalogs,” is the suggested option to use. Shoppers who are familiar with a product and category may refine the search results when other options from the dropdown are selected.

Additional fields may be used to refine search results:
- All of These Words
- Part Number (SKU)
- Supplier
- Manufacturer Name
- Other Options: Exact Phrase, Exclude Words, or Any of These Words
- Custom Attributes; such as UW-Madison Preferred Product

For this example, the shopper will search for "pipet tips" but enter additional search criteria to illustrate how the search function works.

1. Select the “All Hosted Supplier Catalogs” option from the dropdown.
2. Type a product description, “pipet tips”, in the “All of These Words” field and click Search.

Notice that thousands of results appear in the search window; same results as when the shopper entered the keyword in the “Search for” example. The shopper may refine the search results.

1. Type a product description, "pipet tips", in the “All of These Words” field. Type “Corning” in the “Manufacturer Name” field and click the Search button.
The search results have been narrowed down. The shopper could further refine the search results by entering a known supplier name or by adding additional key words in the product description.

The “Shop & Compare” box also allows the shopper a “Simple Search” option.

1. Click on the “Simple Search” text link in the upper-right corner of the Advanced Search box.

2. Use the option, “All Hosted Supplier Catalogs”. (Shoppers who are familiar with a product and category may narrow down search results when other options from the dropdown are selected).

3. Type a product description, “pipet tips”, in the next field and click Go.

4. The results will be the same as those from the initial search using the “Search for” box.

If the shopper uses a common product description in the text field, the search results may have to be filtered or sorted. The Filtering and Sorting Search Results Tutorial offers further information.

For further assistance in searching through Shop@UW, use the contact information available under “My Resources” to contact Shop@UW customer service.