

# 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.

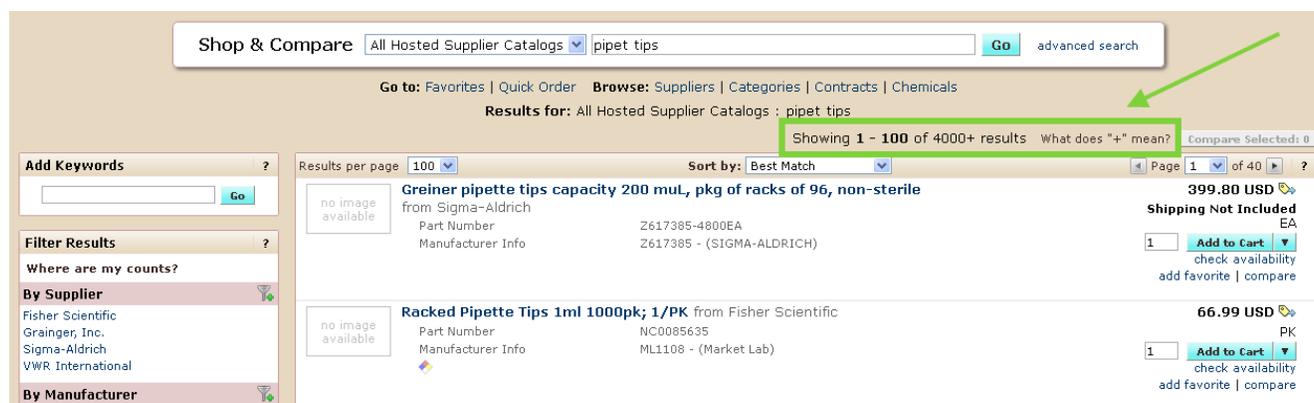
1. Select the "Catalog Keyword" option in the "Search for" dropdown menu.



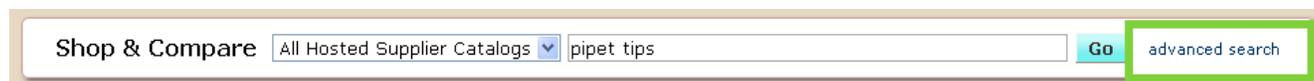
2. Enter a product description, "pipet tips", in the next field and click Go.



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.

Advanced Search All Hosted Supplier Catalogs Simple Search...

**Find Results That Have:**

All of These Words  Supplier

Part Number (SKU)  Manufacturer Name

---

**Other Options**

Exact Phrase  Exclude Words

Any of These Words

**Custom Attributes**

UW-Madison Preferred Product

Hide Advanced Search on search results

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.

Advanced Search All Hosted Supplier Catalogs Simple Search...

**Find Results That Have:**

All of These Words  Supplier

Part Number (SKU)  Manufacturer Name

---

**Other Options**

Exact Phrase  Exclude Words

Any of These Words

**Custom Attributes**

UW-Madison Preferred Product

Hide Advanced Search on search results

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.

Advanced Search  Simple Search...

**Find Results That Have:**

All of These Words  Supplier   
Part Number (SKU)  Manufacturer Name

**Other Options**

Exact Phrase  Exclude Words   
Any of These Words

**Custom Attributes**

UW-Madison Preferred Product

Hide Advanced Search on search results

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.

Shop & Compare    advanced search

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

Shop & Compare    advanced search

Go to: Favorites | Quick Order Browse: Suppliers | Categories | Contracts | Chemicals

Results for: All Hosted Supplier Catalogs : pipet tips

Showing 1 - 100 of 4000+ results What does "+" mean? Compare Selected: 0

Product	Price	Actions
Greiner pipette tips capacity 200 µL, pkg of racks of 96, non-sterile from Sigma-Aldrich Part Number: Z617385-4800EA Manufacturer Info: Z617385 - (SIGMA-ALDRICH)	399.80 USD Shipping Not Included EA	<input type="button" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>
Racked Pipette Tips 1ml 1000pk; 1/PK from Fisher Scientific Part Number: NC0085635 Manufacturer Info: ML1108 - (Market Lab)	66.99 USD PK	<input type="button" value="1"/> <input type="button" value="Add to Cart"/> <input type="button" value="check availability"/> <input type="button" value="add favorite"/> <input type="button" value="compare"/>

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.