Searching Hosted Catalogs

If you have a list of items that you need to purchase from a specific hosted catalog vendor, you can search for all items without having to return to the home/shop page.

1. Start by clicking the hosted vendor's logo on the home/shop page. You can enter your first item here and click Search or just click the search button without typing in the search box.

Admin Dashboard AP Home Page Contract Management Dashboard Contract Requestor Dashboard	Contracts+ Shopping) Dashboard		
for additional information https://purchasing.uncg.edu/spartanmart/ - Contact: Mike Condax Email: Mike.Condax@staples.com. Print Services is integrated within the punch out catalog.	Industrial Tools & MRO Supply	MdMASTER-CARR. Maint/ Repair/ Operations	(NAPA) Free Delivery	
	Furniture			
Organization Message				
Welcome to SpartanMart	Furniture		Storr Office Furniture	
New Punchouts NEW!!! Bio-Rad punch out is now live under the Health/Science & Athletic Supplies category!!! NEW!!! Temporary Staffing Services Convenience Contract is available! See convenience contract link in the Useful Links box.	Health/Science & Athletic S	upplies		
FURNITURE: When requesting a furniture purchase, you will need to fill out the Furniture Purchase Form and attach both the form and quote from the vendor as an internal attachment to your SpartanMart requisition. *The Furniture Form is not required when purchasing task/desk chairs or decorative accessories (ex. lamp, rugs).* If the total value is estimated to be greater than \$2500, a flo or plan of the proposed furniture layout is required from the supplier. This process is in place to ensure we are meeting all safety and building code requirements. Questions? Please	BSN SPORTS Sports Equipment & Apparel	CAROLINA Lab Equipt, Supplies, Material	Fisher Scientific Scientific Products	Lit
contact Space Utilization and Planning at osm@uncg.edu.	Carolina	Biological Supply Co.	0 DRAD	
********	Sigma-Ale Search		Q ic Products	Hea
Change Order Instructions Banner Expenditure Account Code Listing (alpha by description) Vendor Taxpayer ID Form Bequesting invoices (receipts from Apple	Office Supplies & Promotion	nal	_,	

 Your results will pop up. If you have a part number, enter it in the Add Keywords text box and click Go. (Example: Part# 14227- 912 is a part number for a specific supply and will return only that specific item)

Search for products forms etc.		Go to: Non-Catalog tiem Favorites Forms	Shop Guick Order Browse, Suppliers C	
search for products, forms, etc.				
Tilters	←	Search Results: 4000+		
By Product Flag	~	e e e e e e e e e e e e e e e e e e e	m	
🗌 🔶 Hazardous material		· ·	· ·	
By Supplier	~	ц (h	Channel Ch	
Carolina Biological Supply Co.		The second		10000
Remove Filter		Filtered Micropipet Tips (100 to 1,000 L),	Filtered Micropipet Tips (2 to 200 L), Sterile,	Filtered Micropipet Tips (2 to 2
By Category	~	Sterile, Rack of 96 from Carolina Biological Supply Co.	Rack of 96 from Carolina Biological Supply Co.	Rack of 96 from Carolina Biological Supply
Teacher resource materials		Part Number	Part Number	Part Number
Living organisms and preserved specime and related materials	ns	215079 12.60 USD	215069 10.58 USD	215059
Tissue Slides		1 Add To Cart 👻	1 Add To Cart 💌	1 A
Live invertebrates		liavita nti pastasa ita Liavita davasa Candon	O O	6
Biology study or activity kits			20 cm	A LIFE
Show all Select Multiple Filters				

• If you don't have a part number, enter the name of the item. (Example: Labcoat will return all items that fit that description. You can then select which item best fits your needs.)

Simple Advanced		Go to: Non-Catalog Item F	avorites Forms	Shop Quick Order	Browse: Suppli	ers Ca	tegories Contracts C	nemicals	
lab coat							\times	۹	Compare BEST MATCH
Filters	l←	Search Results: 13							
Your Selections			_		•	\heartsuit		Q	
imes By Supplier: Carolina Biological Supply				(15)	
By Supplier	~			1		41		4	
Carolina Biological Supply Co. (13))		L.		-		
Remove Filter		Disposable Laboratory Coa	t, Tyvek, Medium	Disposable Laborator	y Coat, Tyvek, Large	•	Laboratory Coat, Man's Sm	all (36-38)	Laboratory Coat, Man's Medium
By Category	~	from Carolina Biological Su	oply Co.	from Carolina Biologic	cal Supply Co.		from Carolina Biological Su	ipply Co.	from Carolina Biological Supply C
General Laboratory Coats / Jackets (13)		Part Number 706330		Part Number 706332			Part Number 706281		Part Number 706282
By Commodity Code	~		8.96 USD		8.96	USD		31.05 USD	
46181532 (13)		1	Add To Cart 🔻		1 Add To Cart	-	1	Add To Cart 🔻	1 Add

3. Once you've entered the quantity you want to order, select the item by clicking the **Add to Cart** button in line with the item.

Simple Advanced		Go to: Non-Catalog Item Favorites Forms	Shop Qu
lab coat			
Filters	←	Search Results: 13	
Your Selections $ imes$ By Supplier: Carolina Biological Supply			
By Supplier Carolina Biological Supply Co. (13)	~		
Remove Filter		Disposable Laboratory Coat, Tyvek, Medium	Disposab
By Category General Laboratory Coats / Jackets (13)	~	from Carolina Biological Supply Co. Part Number 706330	from Carc Part Numi 706332
By Commodity Code 46181532 (13)	~	3 Add To Cart 🔻	
By Packaging UOM	~	Enter the quantity	

• The item has been added to your cart.



- 4. Continue adding items to your cart by entering either the part number or item name in the Add.
- 5. Once you have searched for and added all the items you need to your cart, select your cart from the upper right corner and click the **view cart** in the upper right corner.



6. All items are now in your cart. You may now move forward as you would on any other order, like a punchout order or a non-catalog order. You are ready to name your cart and Proceed to Check out. Assign your cart or place order if you have that permission.

pping Cart • Shopping Cart						Assign Cart Proceed T	To Checko
ankwire						Summary	
						Details	
Items						For	
arolina Biological Supply Co. • 5 Items • 44.80 USD					🗆	Allysa Robinson	
SUPPLIER DETAILS						Total (44.80 USD)	
Contract no value	PO Number To I	3e Assigned				Shipping, Handling, and Tax charges are calculated ar each supplier. The values shown here are for estimati	nd char ion purp
Item	Catalog No.	Size/Packaging	Unit Price Qu	antity Ext. Price		budget checking, and workflow approvals.	
Disposable Laboratory Coat, Tyvek, Medium	706330	EA	8.96	3 EA 26.88	… 🗆	Shipping	-
∧ ITEM DETAILS						Handling	
Manufacturer Carolina Biological Supply Company Name	Contract:		Internal Note				4
Manufacturer Part 706330 Number	Commodity Code	46181532 Lab coats	۹	1000 characters remaining	expand clear		
More Information http://www.carolina.com/catalog/ ビ URL	Restricted Item Flag	No Value	External Note	1000 characters remaining	expand clear		
UNSPSC 46-18-15-32							
more info							