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.

2. 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)
• 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.)

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.
• 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.