

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.

The screenshot shows the SpartanMart shopping dashboard. At the top, there are navigation links: Admin Dashboard, AP Home Page, Contract Management Dashboard, Contract Requestor Dashboard, Contracts+, and Shopping Dashboard. A message box provides contact information for Mike Conday. Below this is an organization message: "Welcome to SpartanMart". A "New Punchouts" section lists recent updates. A "FURNITURE:" section provides instructions for purchasing furniture. A search popup is visible over the "CAROLINA" vendor logo, showing the text "Carolina Biological Supply Co." and a search input field.

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)

The screenshot shows search results for "Carolina Biological Supply Co." with 4000+ results. A search bar at the top contains the text "Search for products, forms, etc." and a search button. A filters sidebar on the left is highlighted with a red box, showing filters for "By Product Flag" (Hazardous material), "By Supplier" (Carolina Biological Supply Co.), and "By Category" (Teacher resource materials, Living organisms and preserved specimens and related materials, Tissue Slides, Live invertebrates, Biology study or activity kits). The main search results area shows three items: "Filtered Micropipet Tips (100 to 1,000 L), Sterile, Rack of 96" for \$12.60, "Filtered Micropipet Tips (2 to 200 L), Sterile, Rack of 96" for \$10.58, and "Filtered Micropipet Tips (2 to 20 L), St Rack of 96" for \$10.5. Each item has an "Add To Cart" button.

- 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](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

lab coat

Compare BEST MATCH ▾

Filters

Your Selections

By Supplier: Carolina Biological Supply ...

By Supplier ▾

Carolina Biological Supply Co. (13)

[Remove Filter](#)

By Category ▾

General Laboratory Coats / Jackets (13)

By Commodity Code ▾

46181532 (13)

Search Results: 13

 Disposable Laboratory Coat, Tyvek, Medium from Carolina Biological Supply Co. Part Number 706330 8.96 USD <input type="text" value="1"/> <input type="button" value="Add To Cart"/>	 Disposable Laboratory Coat, Tyvek, Large from Carolina Biological Supply Co. Part Number 706332 8.96 USD <input type="text" value="1"/> <input type="button" value="Add To Cart"/>	 Laboratory Coat, Man's Small (36-38) from Carolina Biological Supply Co. Part Number 706281 31.05 USD <input type="text" value="1"/> <input type="button" value="Add To Cart"/>	 Laboratory Coat, Man's Medium (40-42) from Carolina Biological Supply Co. Part Number 706282 31.05 USD <input type="text" value="1"/> <input type="button" value="Add To Cart"/>
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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](#) | [Quick Order](#)

lab coat

Filters

Your Selections

By Supplier: Carolina Biological Supply ...

By Supplier ▾

Carolina Biological Supply Co. (13)

[Remove Filter](#)

By Category ▾

General Laboratory Coats / Jackets (13)

By Commodity Code ▾

46181532 (13)

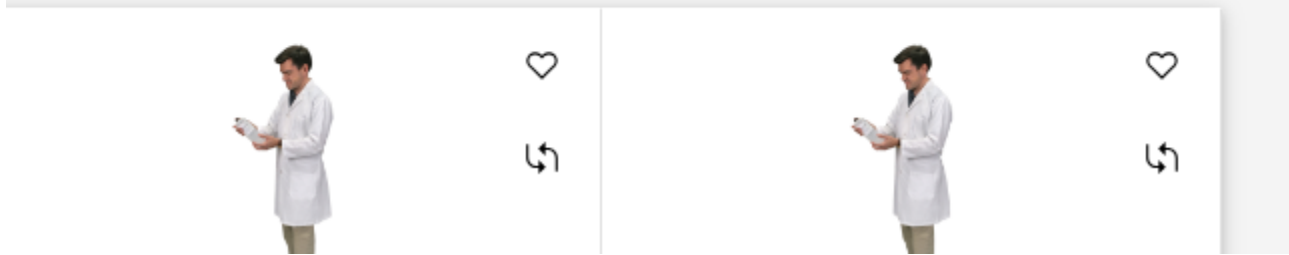
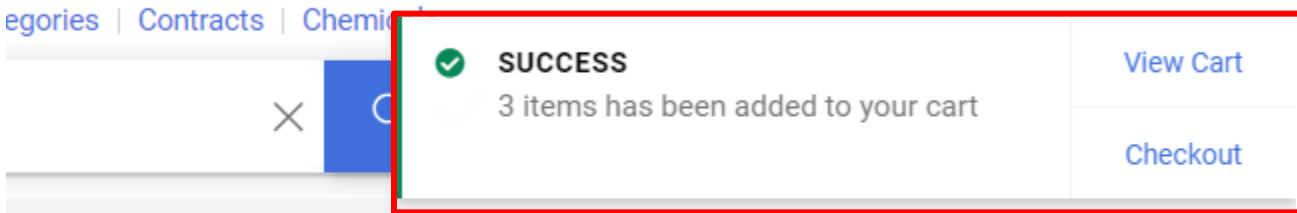
By Packaging UOM ▾

Search Results: 13

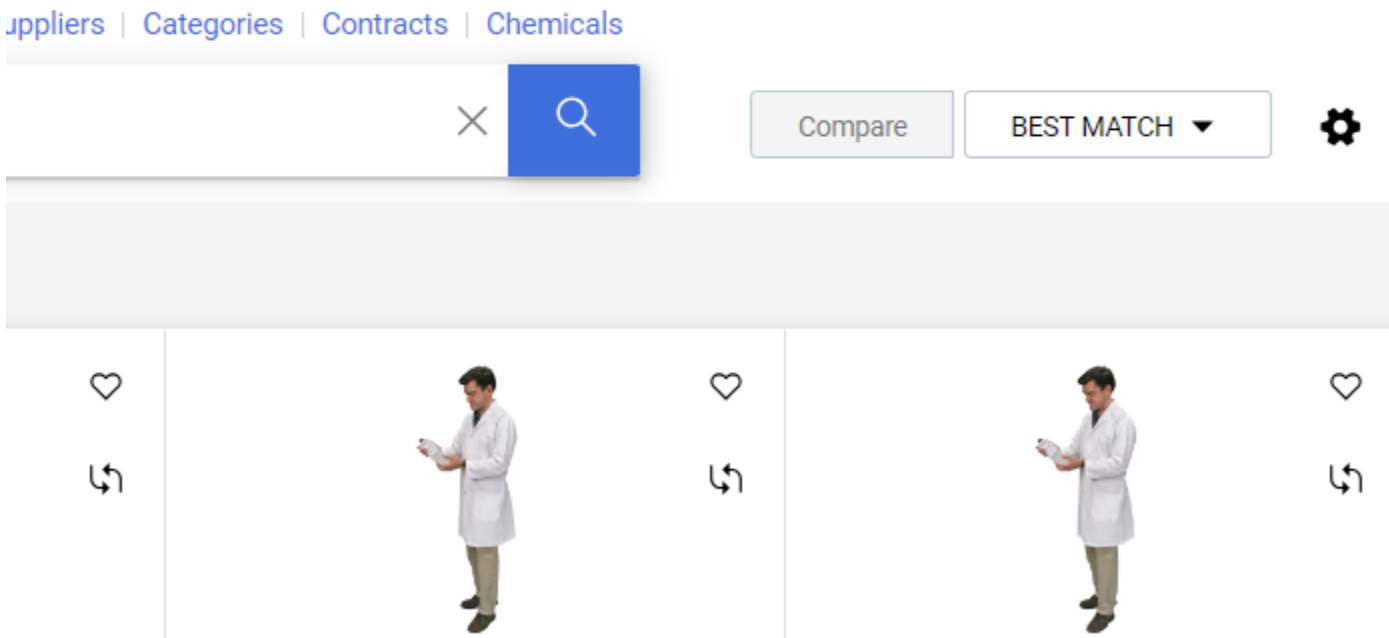
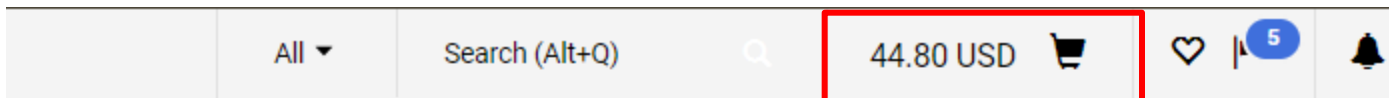
 Disposable Laboratory Coat, Tyvek, Medium from Carolina Biological Supply Co. Part Number 706330 8.96 USD <input type="text" value="3"/> <input type="button" value="Add To Cart"/>	Disposable Laboratory Coat, Tyvek, Medium from Carolina Biological Supply Co. Part Number 706332 8.96 USD <input type="text" value="1"/> <input type="button" value="Add To Cart"/>
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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.

SPARTAN MART All Search (Alt+Q) 44.80 USD

Shopping Cart • Shopping Cart [Assign Cart](#) [Proceed To Checkout](#)

Bankwire

5 Items

Carolina Biological Supply Co. • 5 Items • 44.80 USD

SUPPLIER DETAILS

Contract	no value	PO Number	To Be Assigned
Item	Catalog No.	Size/Packaging	Unit Price

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Disposable Laboratory Coat, Tyvek, Medium	706330	EA	8.96	<input type="text" value="3"/> EA	26.88

ITEM DETAILS

Manufacturer Name	Carolina Biological Supply Company	Contract:	Internal Note	<input type="text"/>
Manufacturer Part Number	706330	Commodity Code	46181532 <input type="text"/>	1000 characters remaining expand clear
More Information URL	http://www.carolina.com/catalog/...	Restricted Item Flag	No Value	External Note
UNSPSC	46-18-15-32			<input type="text"/>

[more info...](#)

2 Disposable Laboratory Coat, Tyvek, Large	706332	EA	8.96	<input type="text" value="2"/> EA	17.92
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Summary

Details

For
Allysa Robinson

Total (44.80 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal *	44.80
Shipping	0.00
Handling	0.00
Total *	44.80