

Searching—Product Quick Reference

HOME/SHOP :

starting point for shopping

The screenshot shows the eSHOP interface with a search bar at the top containing 'Everything' and a 'Go' button. Below the search bar are navigation links: 'Go to: advanced search | favorites | forms | quick order' and 'Browse: suppliers | categories | contracts'. The main content area is divided into sections: 'Internal Catalogs' (UNL Software, UNL Apple Sales), 'Special Forms' (NonCatalog Order Form, Change Order Request), 'Lab & Medical Supplies' (Fisher Scientific, BIO-RAD, IDT, life AB invitrogen, MATHESON TPG-GAS, QIAGEN, RAININ, Roche, SARTORI, SOMA-ALDRICH, VWR INTERNATIONAL), and 'Office Supplies & Books'. A yellow callout box points to the 'Special Forms' section with the text: 'Click on a catalog button to search within a hosted catalog, complete a special form or punch out directly to a specific vendor'. A red arrow points from the 'Browse' link to the 'QIAGEN' catalog icon.

Select a category for better search results.

GO TO:

- shop from favorites
- access forms (ie. non-catalog items)
- quick order for known catalog numbers

Use the links to move between Simple and Advanced Search

Search Recommendations

1. Try Simple Search first (displays at login)
2. Select a product category
3. Enter one or more terms in keyword field and click Go.

NOTE: All keywords must be present for an item to display in search results

BROWSE:

Shop by Supplier, Category, Contract, or use the chemical structure search

Button Icons:

- Form
- Punchout Catalog

- If nothing is present in the upper right hand corner it is a Hosted Catalog

Advanced Search Everything simple search...

Find Results That Have:

* All of These Words Supplier **1**

Part Number (SKU) **3** Manufacturer Name **2**

Other Options

* Exact Phrase * Exclude Words

* Any of These Words

Search Hide Advanced Search on search results

- 1 Supplier:** search within Supplier Name field only
- 2 Manufacturer Name:** search within Supplier and Manufacturer Name fields only
- 3 Part Number (Catalog #):** search within Product Description,

The following fields are searched when utilizing criteria with an asterisk ()

| | | | |
|-------------------|---------------------|-------------------|------------------|
| Supplier Name | Manufacturer Part # | Common Name | Category |
| Alternate Name | MDL# | Part number | UPC |
| Alternate Part #s | Molecular Formula | Prod. Description | Client Catalog # |

Understanding Product Search Results in eSHOP

Use the **Add Keywords** or **Filter Results** boxes to refine your search by supplier, category, keyword, UOM, Result Type, or Manufacturer.

SORTING: Items can be sorted by part number, description, size, UOM, supplier, or price. Sort should be last step—after entering search criteria and filtering on left. Results must be less than 200 for sorting to function.

PAGE VIEW: View multiple pages of search re-

Punchout Catalog Result: Use “Click here to Order” to view the product in the vendor’s website and obtain price. You are not committing to purchasing the item by clicking, just viewing the cost. We recommend searching within the punch-out catalog for best results.

NOTE: If a blank screen appears, this product is no longer offered by the vendor.

Hosted Catalog Result: All product information and pricing is included in the result. If you need more details, information, or want to see if the product is available, click on the **name of the supplier** and contact the supplier directly.

Click the Product Description to view detailed product information displayed in a secondary window.

-  Icon indicates **Science Catalog Supplier** --- pricing is **not** unique to the University and is standard list pricing.
-  Icon indicates **Enabled Vendor** --- pricing is **unique** to the University and is our pre-negotiated contract pricing.

COMPARING PRICES

The 3rd item listed is \$179.192. Click the “**add to cart**” button. Next, click on the 4th result “**Click here to Order**” - eSHOP will navigate to the supplier’s website and bring up the result. Add the product to your cart (which brings it back into eSHOP).

Now you have prices both for the punch-out item and the hosted item beside each other for review. Within your active cart compare the prices and click the “**Remove**” link to the left for the product you do not wish to purchase.

Should you choose a non-prime vendor, be sure to add an Internal note when you click on “**Proceed to checkout**” to indicate your business justification for audit

SEARCH TIPS AND TRICKS:

- The search engine does not use a “wildcard search”, meaning if you enter the word *air* in the keyword search you may not see “airplane”, but will probably see “air conditioner”.
- Wildcards such as asterisks (*) do not work and are not needed.
- The search engine includes up to 4 letters on either side of the search tem. For example *glove* finds *gloves*.
- Abbreviations and acronyms are not usually recognized unless provided by the supplier.