Catalog Searching

• Tips for making it easier to find what you need!
Today’s training will focus on ways to use the **Product Search** section on the AggieBuy **Main Dashboard**

The results of the **Product Search** will include hosted catalog items and references to Punch-Out Catalog items as well.

Keep in mind that you can also go directly to a supplier’s Punch-Out catalog (such as Dell or Fisher Scientific) in AggieBuy and shop directly for items from that **specific supplier**.
Lots of ways to search...use the method(s) that work(s) best for you!
Let’s Search for a Binder!

Let’s start with a high-level search and narrow it down!
Almost 3000 results! Too many to sift through!

Let’s narrow it down!
Filter the results using any of the criteria on the left menu; popular options include:

- Product Flag
- Supplier
- Category
- Manufacturer
Let’s View Binders made by Avery!

Scroll down to By Manufacturer

• Click on Avery
Now Only Avery Binders Display

Much “more manageable” list now of 267 items!
Narrow It Down Even Further!

If you only want to see green-colored binders, add the text “green” to the search bar at the top of the screen.

Now, we’re down to only 56 results!
Let’s Sort Those Results!

Maybe you want to see the lowest priced options displayed first...no problem!

Use the Sort by drop-down menu to select Price: Low to High.
Sort by options are available when the total results list is 200 items or less.

In addition to price, you can sort by Supplier name, Part Number, and Description.
Adding to Favorites List

Click on the Add favorite link to save the item to your own personal favorites list and make it easy to find it in the future!
Comparing 2 or More Items

Click on the **Compare** link to see a side-by-side comparison of the items.
Comparing 2 or More Items

Click on the **Compare Selected** button to see a side-by-side comparison of the items.
Comparing 2 or More Items

Now, you’ll see a side-by-side comparison of the items:

<table>
<thead>
<tr>
<th>Select</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Add to Cart</td>
<td>Qty 1</td>
<td>Add to Cart</td>
</tr>
<tr>
<td><strong>Product Details</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Depot Brand Durable Reference Binder, 1in Round Rings, Dark Green</td>
<td>ACCO 60% Recycled Pressboard Binder With Fastener, Side Bound, 3in Capacity, 11in x 8 1/2in, Dark Green</td>
<td></td>
</tr>
<tr>
<td><strong>Catalog No.</strong></td>
<td>137840S</td>
<td>934364</td>
</tr>
<tr>
<td><strong>Price</strong></td>
<td>2.09 USD</td>
<td>2.03 USD</td>
</tr>
<tr>
<td><strong>Supplier</strong></td>
<td>Office Depot</td>
<td>Office Depot</td>
</tr>
<tr>
<td><strong>Category</strong></td>
<td>Binders</td>
<td>File backers</td>
</tr>
<tr>
<td><strong>UOM</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Price per UOM</strong></td>
<td>2.09 USD / unit</td>
<td>2.03 USD / unit</td>
</tr>
<tr>
<td><strong>Product Size</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Price per Product Size Unit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Category UNSPSC</strong></td>
<td>44-12-20-03</td>
<td>44-12-20-15</td>
</tr>
<tr>
<td><strong>Color</strong></td>
<td></td>
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</tr>
</tbody>
</table>
Other Ways to Search

On the **Product Search** section of the **Main Dashboard**, click on the **Advanced Search** link.
Advanced Search

Lots of Great Options to search against, including Part Number (SKU), Supplier name, and Manufacturer Name
Need Additional Help?

- AggieBuy Help Desk: ab-help@ucdavis.edu
- UC Davis Procurement Website: http://procurement.ucdavis.edu