PRODUCT SEARCH AT A GLANCE

JAGGAER

Search by going to Shopping Home Page, Or Product Quick Search

iShop

Sheri Requisitioner ▾ | ★ | Action Items | Notifications | 🛒 0.00 USD | 🔍

🏠 Shop / Shopping / Dashboard: / Shopping Home / Home/Shop

Search for [Everything ▾] [_____] [Go]

Go to: advanced search | favorites | forms | non-catalog item | quick order   Browse: suppliers | categories | contracts | chemicals

Use the search tool to search for products across previous documents (requisitions, purchase orders, etc.)

Medical and Scientific Items ?

COOK MEDICAL | DENVILLE SCIENTIFIC INC. | ACP Chemicals | ALPHA OFFICE SUPPLIES INC | ATLANTA Biologicals | Fisher Scientific

Browse: These links allow users to shop by Supplier Category, Contract, or use the chemical structure search.

Office Supplies - Great Deals! ?

OfficeMax #1 Contract Supplier! | Office DEPOT | IKON | GovConnection COMPUTER PRODUCTS | CDW

Visit these areas to access showcased suppliers and forms.

Service Forms ?

Consulting Services and more.. | Jimmy John's Catering Services | Order Business Cards

Shop — Alt + P

Shopping
My Carts and Orders

Shopping
By Keyword ▾ [_____] 🔍

Dashboard:
Shopping Home

Go To:
Advanced Search | View Favorites | View Forms | Non-Catalog Item
Quick Order

Browse By:
Suppliers | Categories | Contracts | Chemicals

What is being searched?

When a simple search is performed or the advanced search fields identified with an * are used, the search engine considers:

- **Keyword information** from Contracts and contract items, Favorites, Supplier profile data, and Forms.
- **Item Data** provided by Suppliers such as product description, unit of measure, manufacturer, and more. For a full list, refer to the **Site Basics Handbook**.

Go To: These links allow users to use advanced search, shop from favorites, access forms, enter non-catalog items, and use quick order for known catalog numbers.

Click **advanced search** to see additional search options.

Advanced Search [Everything ▾]   simple search

Find Results That Have:

| All of These Words | post it notes | Supplier | |
| Part Number (SKU) | | Manufacturer Name | |

Other Options

| Exact Phrase | | Exclude Words | |
| Any of These Words | | | |

Custom Attributes

Hot List Item ⭐ ☐
Local Supplier ☐

[Search]   Hide Advanced Search on search results ☐

Advanced Search allows users to enter specific criteria to include or exclude from the search results.

Part Number (Catalog #) searches are commonly performed. This field finds items that exactly or partially match the part number entered (the partial match is a "starts with" match).

SEARCH DOs:

- **Start with Simple Search and use specific keywords.**
- **Select a product vertical** (Lab Supplies, Office/Computer, etc.) if you are receiving irrelevant search results. By default, all product verticals are searched (Everything).
- **Use phrases** such as "red pen" or "hand soap" for more focused search results.
- The system accommodates both **plural and singular** version of keywords and misspellings.
- **Use Advanced Search** if you are specifically searching for items with distinct attributes such as a part number, supplier, manufacturer name, customer attribute, etc.
- Use search to find not only hosted products, but recommended suppliers, relevant services and forms, contracts to be used, and non-catalog items. (Note: Requires keyword setup by administrators)
- The system accommodates **spaces** (or lack of), **hyphens**, and **special characters**. Exact matches are not required.

SEARCH DON'Ts:

- Avoid entering **common terms** such as tube, bottle, water, paper, etc., unless they are part of a phrase being entered.
- Avoid entering **Abbreviations**.
- Avoid entering **Acronyms**.
- Check your spelling. Although the system accommodates misspelled words, it is always better to enter accurate word spellings.
- Wildcard-like searches (using characters such as * or %) are not needed or supported.

UNDERSTANDING PRODUCT SEARCH RESULTS

JAGGAER

Add keywords to the result set to further refine your search.

Filter by supplier, product flag, and more.

Click the filter icon to apply multiple filters.

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

Scroll between pages of search results.

SORTING: Items can be sorted by any of the options listed. Sort should be the last step – after entering search criteria and filtering (on left).

Click the **Add Favorite** link to add the item as a favorite.

Click the **Add to Cart** button to add an item to your cart for processing.

Click **Compare** to include the item in a product comparison.

SEARCH RESULTS ORDER

When a search is performed, the Best Match list of items, suggested forms, suppliers, and contracts displays. The Best Match list is determined by the criteria entered, the type of search being performed, and the priority order described below. *(NOTE: The result list can be re-sorted as described above.)*

1. **Keyword Relevance** - The most important criteria in determining search results order is matching the keyword(s) entered by the user.

   • **Exact matches display first**. Within the exact matches, **Part Number** exact matches display first. Then exact matches for **Product descriptions** from suppliers display. Next, exact matches for supplier or manufacturer name, category, packaging, and **keyword information** for contracts, suppliers and forms display.

   • **Partial matches for part number display second**. For example, if part of the SKU is entered.

   • **Flexible matches display third**. A flexible match is if part of a phrase or word is matched to the criteria. Within these matches, a flexible match to the description is displayed first. Then, flexible matches on keywords, supplier or manufacturer name, category or packaging.

2. **Preferences** – Within each relevance grouping in search results, the results display in the following order:

   • **Custom Catalog Attributes** – These organization-specific attributes display first.

   • **Category and Supplier Preferences** –Preferences set up at the category-level display, then general supplier preferences. These preferences are commonly identified with an icon.

   • **Favorites** – Shared favorites (for organization, department, etc.) display, then personal favorites.

Refine your Search: After the initial search results, refine your search by:

• Adding more keywords (to the top of the screen or on the left-hand side).

• Filter by one or more attributes (by supplier, category, UOM, etc.) Filter options are found on the left side of the screen.

• Use Advanced Search if you are specifically searching for items with distinct attributes such as a particular part number, supplier, manufacturer name, custom attribute, etc.

• Sort the data a different way – by part number, price, description, etc. Options are in the dropdown list above search results.

• Search for a manufacturer part number across all suppliers by clicking on a manufacturer part number in the search results (Manufacturer Info).