

Step-by-Step Guide

Searching for Items and Filtering Search Results



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This guide demonstrates how to use **simple** search to locate items for purchase.

The simple search is similar to a “Google” search, where a word, phrase, or keywords are entered into a single text box for searching.

Simple searches can be performed across all product categories (**Everything**) or for a specific product category (for example: **Lab Supplies**).

Simple search allows you to quickly find items from multiple vendors. In addition to locating hosted catalog items, simple search will also find items from a punch-out site and identify the recommended or contracted vendor.

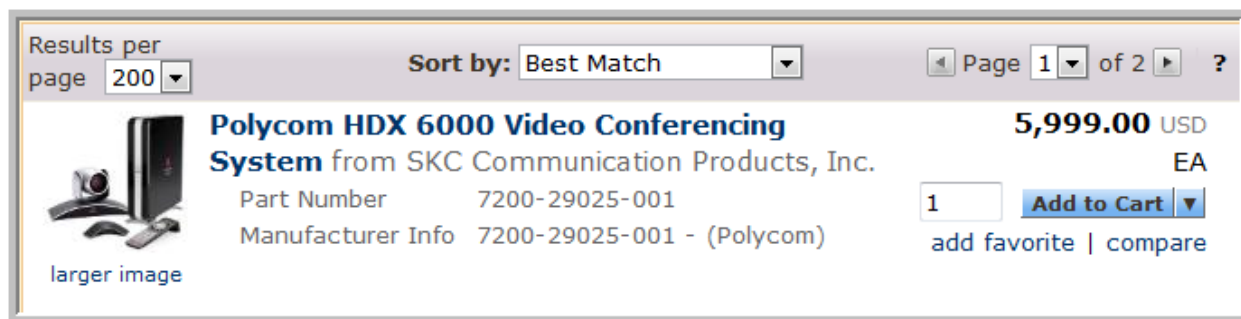


- ▶ **Recommendation:** If you know the vendor, go directly to the vendor’s catalog to search and shop.

Getting To Know Your Search Results

Simple search returns three types of results:

1. **Hosted catalog items:** The item displays. Simply enter the **Quantity** and click the **Add to Cart** button.



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2. **Link to vendor's punch-out site:** The link to the vendor's punch-out site displays.

The vendor has items which match your search criteria, however the specific items are not returned within your search results. Click the **Order from Supplier** link to navigate to the vendor's punch-out site to shop for the specific item.

**Fisher Scientific Company LLC**[Order from Supplier](#)

This supplier has products that match your search criteria. Click the text "Order from Supplier" to navigate to the supplier's punch-out site and shop for specific items.

Fisher Scientific is the world leader in serving science. We provide hundreds of thousands of products and services to research, healthcare, industrial, educational and government markets in 145 countries.

3. **Punch-out items:** The item displays, however you'll need to click the **Order from Supplier** link to navigate to the vendor's punch-out site where you can order the item.

OptiFiber Mainframe and Battery from GovConnection[Order from Supplier](#)

Part Number	432478	EA
Manufacturer Info	OF-500 - (Fluke Networks Inc.)	add favorite compare

The industry term for option 3, where the punch-out items and details are returned, is **Level II punch-out functionality**. Please see the Level II reference section at the end of this guide for a more detailed explanation and a list of vendors with Level II capability.

Procedure

Product search is located in the top center section of the OK Corral home page.

1. To start a simple search, click on the **OK Corral** logo (upper left corner of screen) or the **home/shop** tab.

Note: The **advanced search** link provides an alternate way to search.

With advanced search, you can enter additional criteria to generate more specific search results than with simple search.

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- ▲ Advanced search criteria are dependent on the product vertical selected.
 - ▲ By default, once advanced search is opened, it will remain open for subsequent searches. To return to simple search, click the simple search... link.
2. Select a **Category** and enter all or part of the item name and click the **Go** button.

The screenshot shows the OK Corral website's product search interface. At the top, there's a navigation bar with links like 'home/shop', 'favorites', 'forms', 'carts', 'history', 'document search', 'settlement', and 'more >>'. Below this, a search bar is highlighted with a red box, containing the text 'Electronics' and 'video'. To the right of the search bar is a 'Go' button. Below the search bar, the results are displayed for 'Electronics : video', showing 'Showing 3201 - 3400 of 3509 results'. Two product listings are visible: 'Radeon HD4650 Graphics Card PCI Express 1GB' from GovConnection and 'Liberty Cat6 Cable Green' from SKC Communication Products, Inc. Each listing includes a 'no image available' placeholder, part number, manufacturer info, and a price. The 'Liberty Cat6 Cable Green' listing shows a price of '0.30 USD' and an 'Add to Cart' button.

Only items that match the search criteria will display. Each item includes the vendor name, catalog number, product description, and price.

3. To further refine your search results, enter additional keywords in the **Add Keywords** field and click the **Go** button. You can also click one of the **Filter Results** options.

- Supplier
- Category
- Unit of Measure
- Result Type
- Manufacturer Name

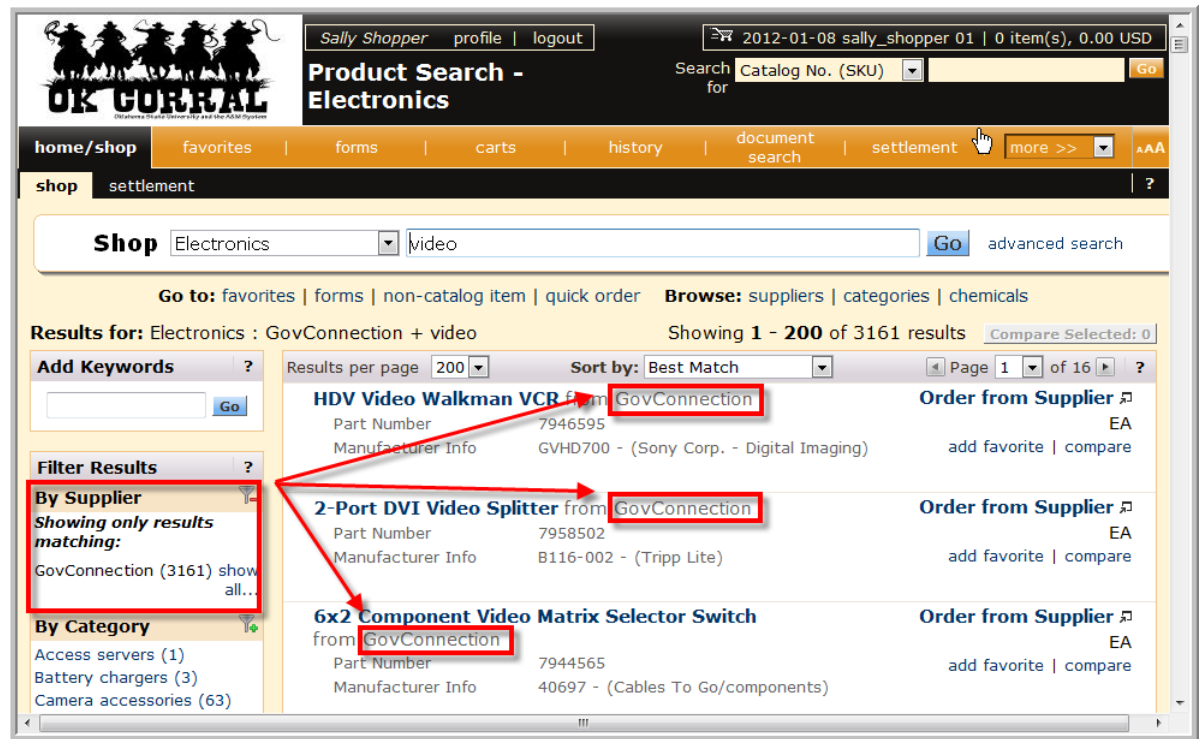
The screenshot shows the OK Corral website's filter results sidebar. It contains three main sections: 'Add Keywords' with a text input field and a 'Go' button; 'Filter Results' with two sub-sections: 'By Supplier' listing 'GovConnection (3161)', 'SKC Communication Products, Inc. (348)', and 'By Category' listing 'Access servers (1)', 'Battery chargers (3)', 'Camera accessories (63)', 'Camera lenses or filters (30)', 'Central processing unit coolers (2)', and 'more...'; and 'By Result Type' with 'Products (3509)' and 'By Manufacturer Name' listing '3m Projection Systems (1)', '4Xem Corp. (1)', 'Abit Computer Corp. (1)', 'Accordent (7)', 'Addlogix (3)', and 'more...'. At the bottom, there's an 'Other Matches' section with 'SoftChoice'.

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4. For example, click on a specific **Vendor/Supplier** and all matches for the selected supplier will display.



5. To return to the list with all suppliers, click the **show all...** link.

You have successfully searched for items and filtered the search results.

Your Next Steps:

To start a new search, click on the OK Corral logo (upper left corner of screen) or the home/shop tab.

Shoppers:

See the **Assigning Shopping Carts** Step-by-Step Guide, where you'll learn how to:

- ✓ Assign shopping carts
- ✓ Search for requesters
- ✓ Assign default requesters

Requesters:

See the **Proceeding to Checkout** Step-by-Step Guide, where you'll learn how to:

- ✓ Add campus and shipping information
- ✓ Add accounting codes
- ✓ Submit shopping carts as requisitions



Level II Reference Information

The Level II punch-out functionality takes the standard OK Corral punch-out vendor a step further in that it brings punch-out content closer to end-users. When using the “search box” within OK Corral, Level II Punch-out vendor pricing and product information will display in the search results. Additionally, a link to the vendor punch-out will display directly in the user’s search results screen.

When the vendor punch-out link is accessed, product data is passed to the vendor punch-out site to one of 3 levels; **store**, **aisle**, and **product** level. The “level” is dependent upon a vendor’s capabilities.

- **Store Level** – directs the user to the standard punch-out site **landing page**. This option does not pass product data and requires that the user re-search for the item on the vendor site. Shoppers can add items to the shopping cart as in normal operation.
- **Aisle Level** – directs the user to the product **category page** of the requested item upon initial user connection. Shoppers can add category items to the shopping cart and check-out, or continue to shop the punch-out site as in normal operation.
- **Product Level** – directs the user to the specific page of the **requested item** upon initial user connection. Shoppers can add the item to the shopping cart and check-out, or continue to shop the punch-out site as in normal operation.

Level II Punch-out Vendor List

Supplier	Level II Capability
Grainger	Item/Product Level
Fisher	Item/Product Level
VWR (Q2 2012)	Item/Product Level