



Searching the State Catalog in eProcurement

- Look and Feel – As with most of the eProcurement module, the business process has not changed. However, the online user interface appears updated with the usage of Tiles and improved search results display.
- Search Criteria – There are four (4) options to narrow or expand the search criteria: a) Begins With, b) Contains All, c) Contains Any, d) Equal. The system defaults to Contains Any. The job aid focuses on searching using the system default option.
- Search Fields – There are additional Search fields, allowing expanded search capability.
- Partial Word and Number Search – To search using partial words and/or numbers varies depending on which search field is used. The job aid provides detailed guidelines for each search field.

Key Term

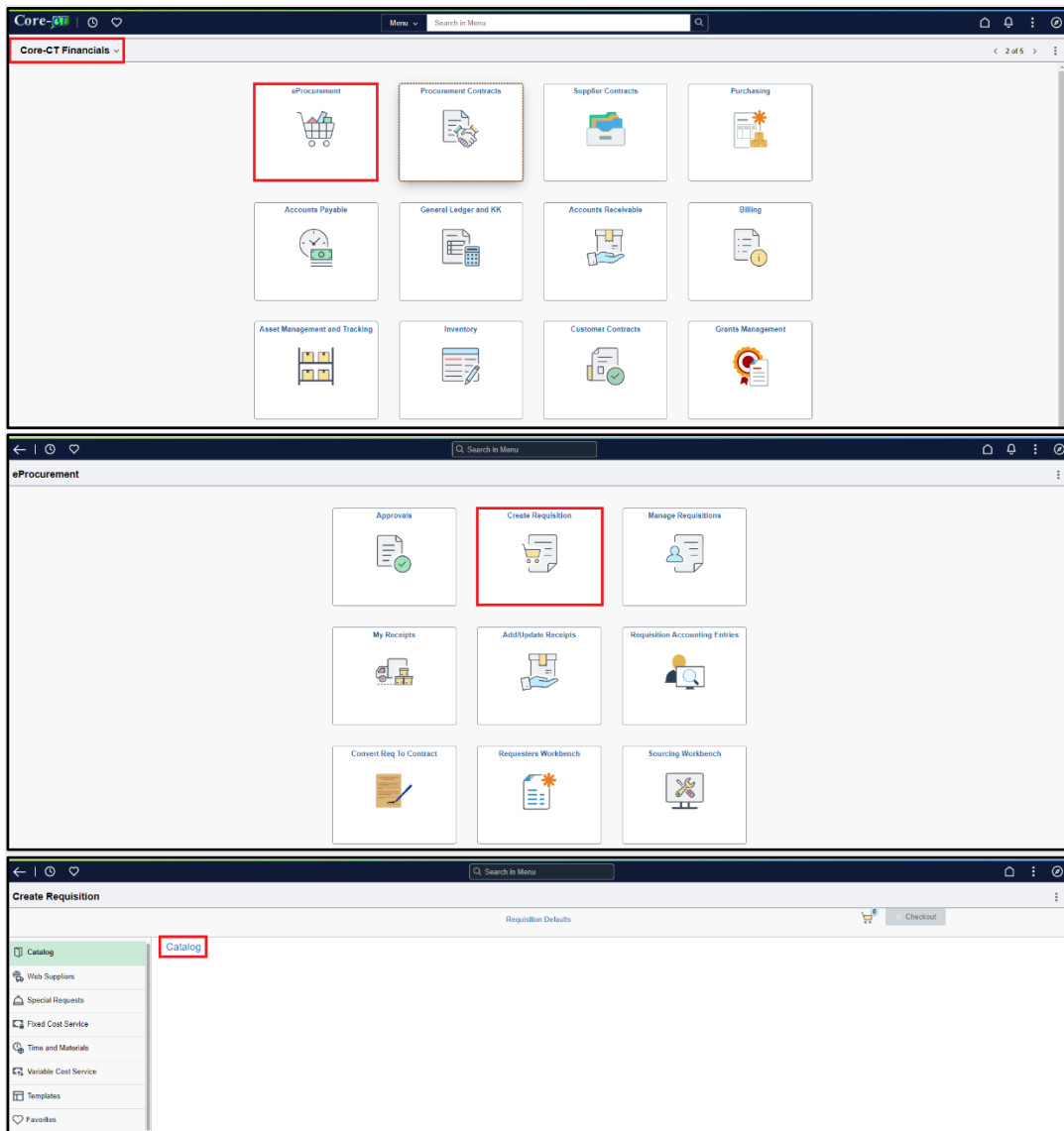
The screenshot shows the 'Advanced Search' window. At the top right are 'Clear' and 'Search' buttons. Below is a 'Search Name' input field with a magnifying glass icon and a 'Search Tips' link. A 'Save Search Criteria' link is also present. The main section is titled 'Advanced Item Search' and features a dropdown menu for '*Search Contains' set to 'All'. Below this are several search fields, each with a dropdown menu for search criteria and a corresponding input field for the search term:

Field	Criteria	Search Term
Description	Contains Any	Description of Item
Manufacturer	Contains Any	Manufacturer's Name
Manufacturer ID	Contains Any	Manufacturer's ID
Supplier	Contains Any	Supplier's Name
Supplier ID	Contains Any	10-Digit Supplier ID
Item ID	Contains Any	Catalog Management Item ID (CM_XXXX_XXXXXXX)
UPN ID	Equals	
Category ID	Contains Any	Category ID
Supplier Item ID	Contains Any	
Manufacturer Item ID	Contains Any	
Category	Contains Any	Category Name



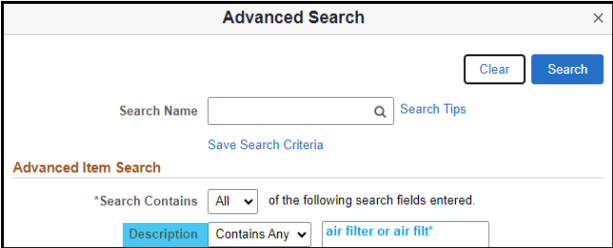
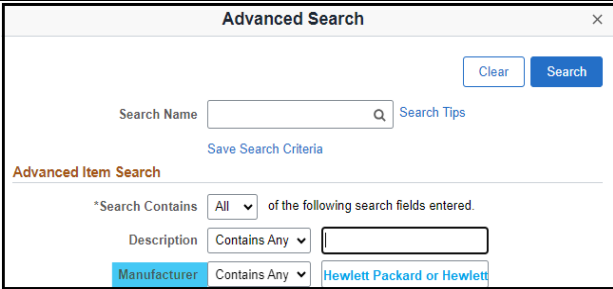
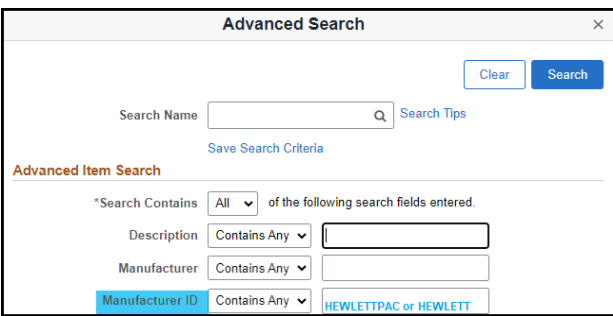
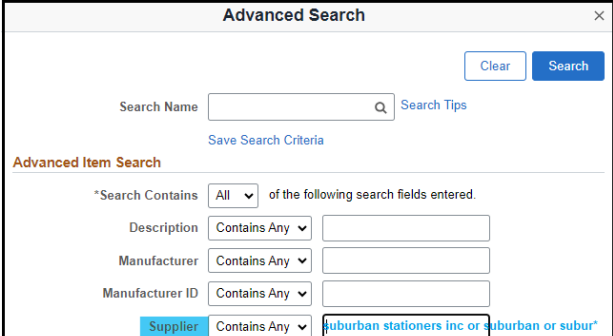
Navigation:

- Select **Core-CT Financials**
- Click **eProcurement** Tile
- Click **Create Requisition** Tile
- Click **Catalog** Link

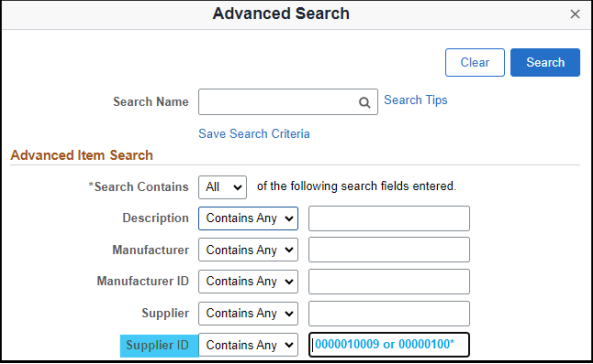
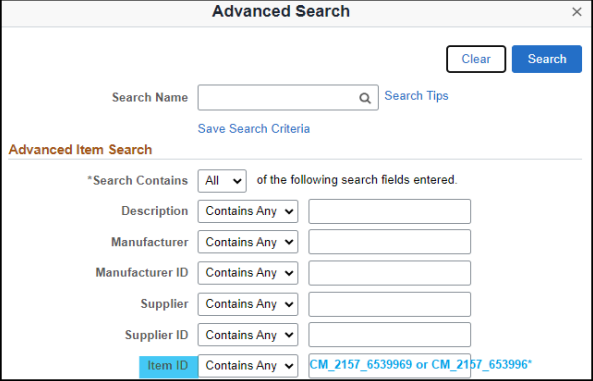
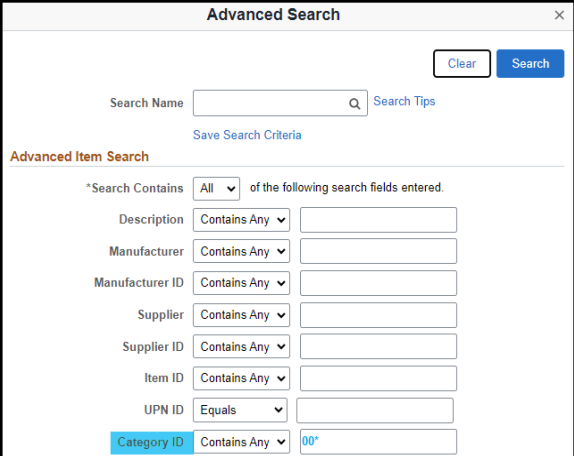




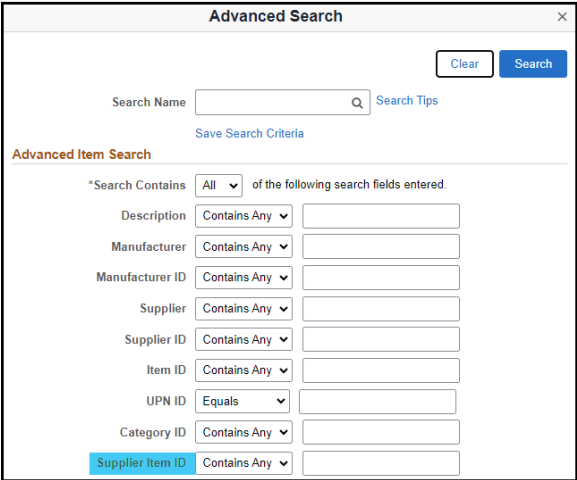
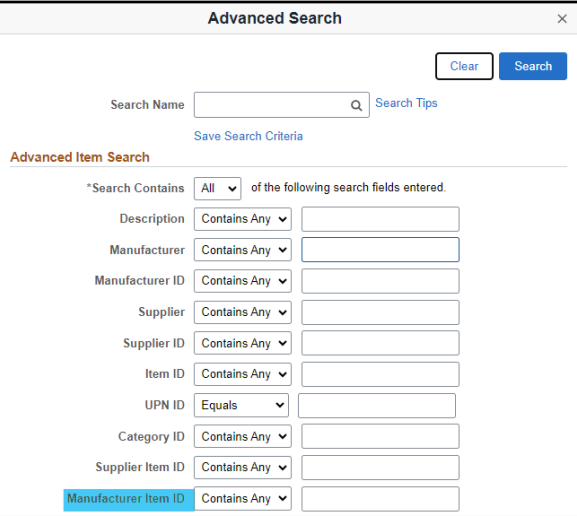
Process Steps:

Step	Action	Screenshot
1	<p>Note: Catalog Search is not case sensitive. Lowercase and uppercase characters result in the same search results.</p>	
2	<p>Enter a full or partial description in the Description Field.</p> <p>Note: For partial word searches, a wildcard (*) or (%) is required at the end of the partial word.</p>	
3	<p>Enter a full or partial manufacturer name in the Manufacturer Field.</p> <p>Note: For partial word searches, a wildcard (*) or (%) is required at the end of the partial word.</p>	
4	<p>Enter a full or partial manufacturer ID in the Manufacturer ID Field. Not be confused with the Manufacturer Item ID.</p> <p>Note: For partial word searches, a wildcard (*) or (%) is required at the end of the partial word.</p>	
5	<p>Enter a full or partial supplier name in the Supplier Field.</p> <p>Note: For partial word searches, a wildcard (*) or (%) is required at the end of the partial word.</p>	

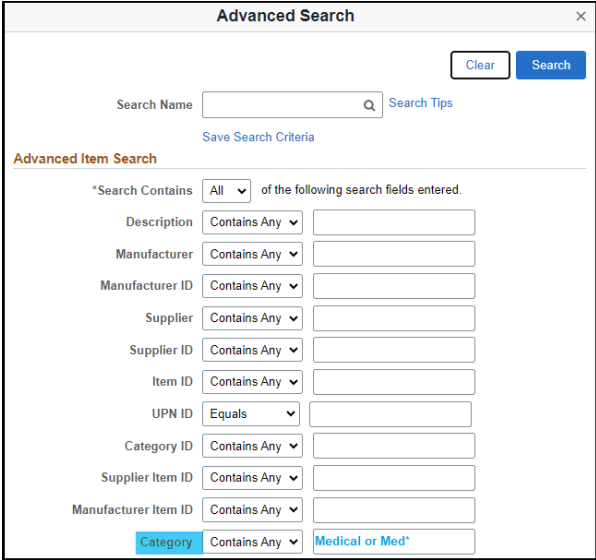


Step	Action	Screenshot
6	<p>Enter a full or partial supplier ID in the Supplier ID Field.</p> <p>Note: For partial number searches, a wildcard (*) or (%) cannot be used at the beginning of the search string. At least one character must precede the wildcard. Refer to examples in the screenshot.</p>	
7	<p>Enter a full or partial Catalog Management (CM) item ID in the Item ID Field.</p> <p>Note: For partial searches that contain letters and numbers, a wildcard (*) or (%) must be used at the beginning and end of the search string. At least one character must precede the wildcard. Refer to examples in the screenshot.</p>	
8	<p>UPN Field – Not used in Core.</p>	<p>Not Applicable</p>
9	<p>Enter a category ID in the Category ID Field.</p> <p>Note: For partial number searches, a wildcard (*) or (%) cannot be used at the beginning of the search string. At least one character must precede the wildcard. Refer to examples in the screenshot.</p>	



Step	Action	Screenshot
10	The Supplier Item ID Field is not provided by the supplier and is not supported in the Advanced Item Search.	 <p>The screenshot shows the 'Advanced Search' dialog box. At the top, there is a 'Search Name' input field with a search icon and a 'Search Tips' link. Below this is a 'Save Search Criteria' link. The main section is titled 'Advanced Item Search' and includes a dropdown menu for '*Search Contains' set to 'All'. Below this are several search criteria rows, each with a dropdown menu and an input field: Description (Contains Any), Manufacturer (Contains Any), Manufacturer ID (Contains Any), Supplier (Contains Any), Supplier ID (Contains Any), Item ID (Contains Any), UPN ID (Equals), Category ID (Contains Any), and Supplier Item ID (Contains Any). The 'Supplier Item ID' row is highlighted with a blue background.</p>
11	The Manufacturing Item ID Field is not provided by the supplier and is not supported in the Advanced Item Search.	 <p>The screenshot shows the 'Advanced Search' dialog box, identical to the one above. The 'Manufacturer Item ID' row is highlighted with a blue background.</p>



Step	Action	Screenshot
12	<p>Enter a category name in the Category Field.</p> <p>Note: For partial word searches, a wildcard (*) is required at the end of the partial word.</p>	 <p>The screenshot shows the 'Advanced Search' window. At the top, there is a 'Search Name' field with a search icon and a 'Search Tips' link. Below this is a 'Save Search Criteria' link. The main section is titled 'Advanced Item Search' and contains a dropdown menu for '*Search Contains' set to 'All'. Below this are several search fields with dropdown menus for search criteria: Description (Contains Any), Manufacturer (Contains Any), Manufacturer ID (Contains Any), Supplier (Contains Any), Supplier ID (Contains Any), Item ID (Contains Any), UPN ID (Equals), Category ID (Contains Any), Supplier Item ID (Contains Any), and Manufacturer Item ID (Contains Any). The 'Category' field is highlighted in blue and contains the text 'Medical or Med*'. There are 'Clear' and 'Search' buttons at the top right of the window.</p>