



Searching the State Catalog in eProcurement


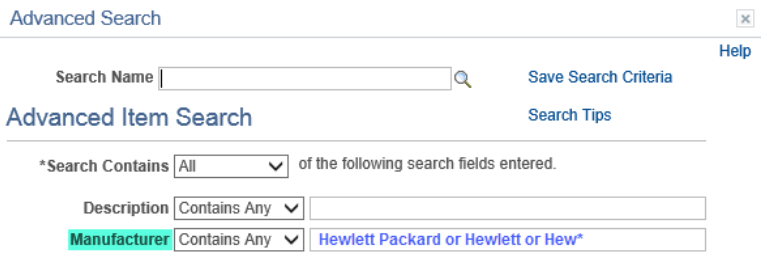
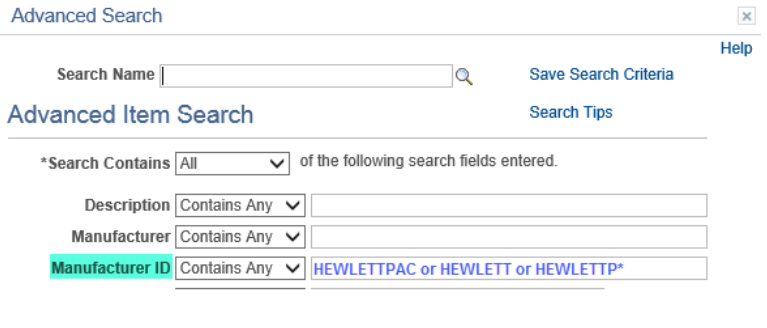
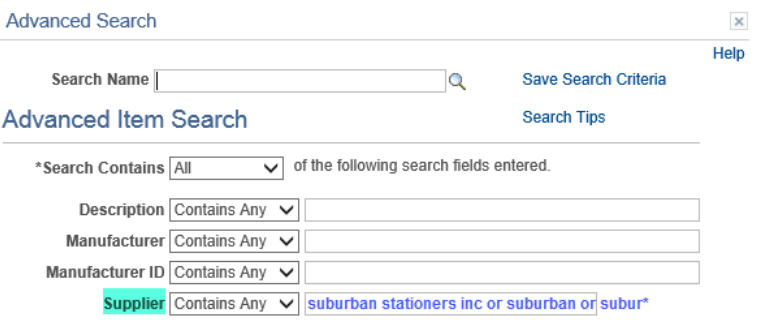
Searching the 9.2 State Catalog is similar to the 9.1 search feature with some differences.

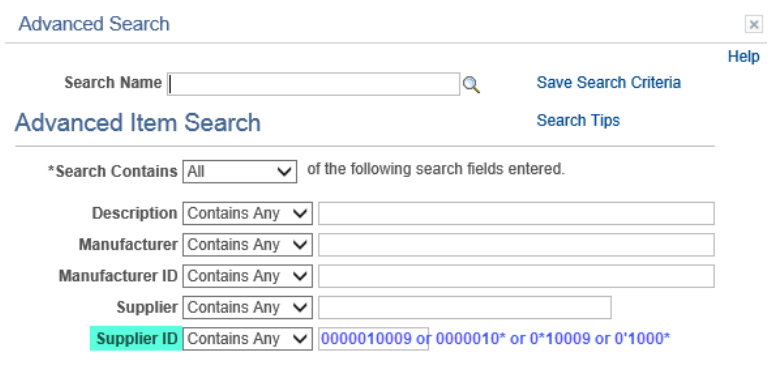
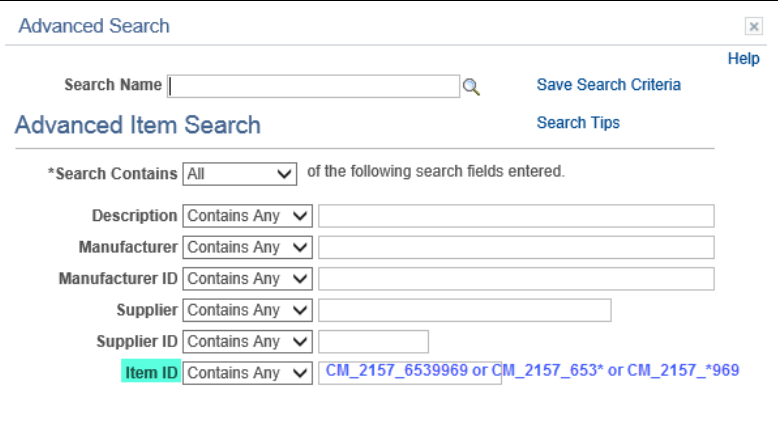
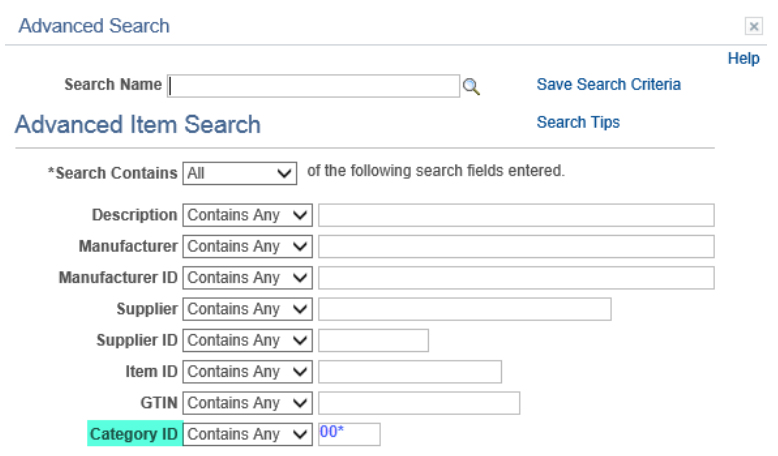
1. Look and Feel – As with most of the eProcurement module, the business process has not changed. However, the online user interface appears updated with the usage of additional icons and improved search results display.
2. Search Criteria – There are four (4) options to narrow or expand the search criteria: 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.
3. Search Fields – There are additional Search fields, allowing expanded search capability.
4. 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.

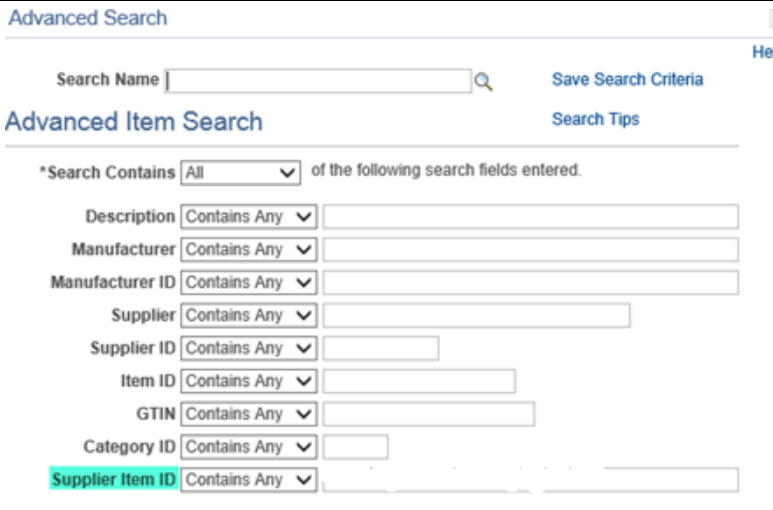
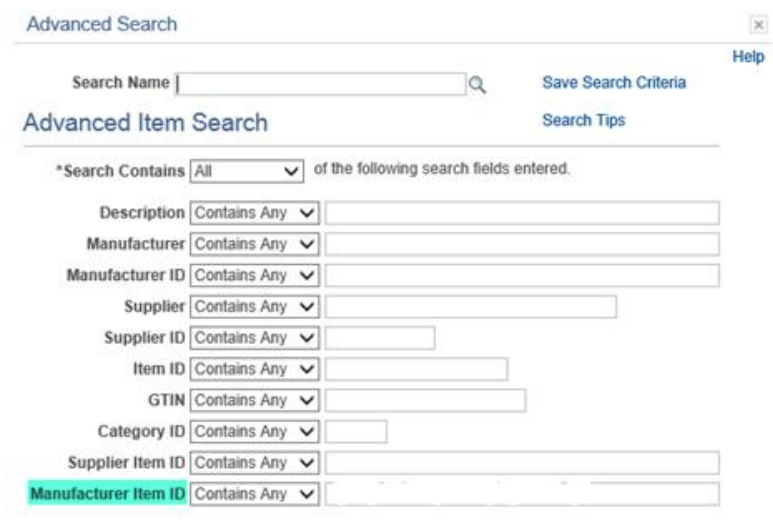
Key Term

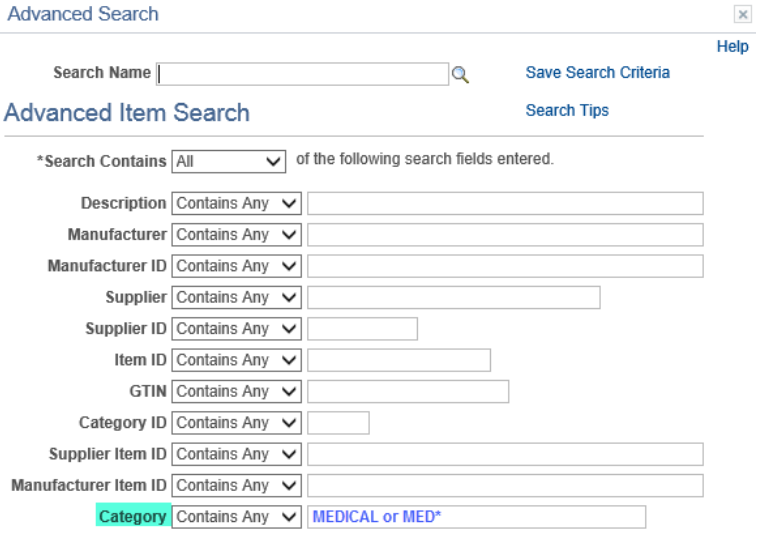


The screenshot shows a web-based search interface titled "Advanced Search". At the top, there is a "Search Name" input field with a magnifying glass icon and a "Save Search Criteria" button. Below this is a section for "Advanced Item Search" with a "Search Tips" link. A dropdown menu indicates "*Search Contains All" of the following search fields. The fields listed are: Description (Contains Any), Manufacturer (Contains Any), Manufacturer ID (Contains Any), Supplier (Contains Any), Supplier ID (Contains Any), Item ID (Contains Any), GTIN (Contains Any), Category ID (Contains Any), Supplier Item ID (Contains Any), Manufacturer Item ID (Contains Any), and Category (Contains Any). Each field has a corresponding input box. A "Search" button is located below these fields. At the bottom, there is a "Search By Contract ID" section with a "Contract" input field and a "Contract Search" button. "Clear" and "Cancel" buttons are at the bottom right.

Process Steps

| Step | Action | Screenshot |
|------|--|---|
| 1 | <p>Navigation: Core-CT Financials > eProcurement > Requisition > Catalog (Catalog – Advanced Search)</p> <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 (*) is required at the end of the partial word.</p> |  <p>The screenshot shows the 'Advanced Search' page. The 'Description' field is highlighted in green and contains the text 'air filter or air filt*'. Other fields like 'Search Name', 'Manufacturer', and 'Manufacturer ID' are empty. The search criteria are set to 'All' of the following search fields entered.</p> |
| 3 | <p>Enter a full or partial manufacturer name in the Manufacturer 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' page. The 'Manufacturer' field is highlighted in green and contains the text 'Hewlett Packard or Hewlett or Hew*'. The 'Description' field is empty. The search criteria are set to 'All' of the following search fields entered.</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 (*) is required at the end of the partial word.</p> |  <p>The screenshot shows the 'Advanced Search' page. The 'Manufacturer ID' field is highlighted in green and contains the text 'HEWLETTTAPAC or HEWLETT or HEWLETTTP*'. The 'Description' and 'Manufacturer' fields are empty. The search criteria are set to 'All' of the following search fields entered.</p> |
| 5 | <p>Enter a full or partial supplier name in the Supplier 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' page. The 'Supplier' field is highlighted in green and contains the text 'suburban stationers inc or suburban or subur*'. The 'Description', 'Manufacturer', and 'Manufacturer ID' fields are empty. The search criteria are set to 'All' of the following search fields entered.</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 (*) 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> |  <p>The screenshot shows the 'Advanced Search' interface. The 'Supplier ID' field is highlighted in green and contains the text '0000010009 or 0000010* or 0*10009 or 0*1000*'. Other search fields include Description, Manufacturer, Manufacturer ID, and Supplier, all with 'Contains Any' dropdown menus and empty input boxes.</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 (*) 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> |  <p>The screenshot shows the 'Advanced Search' interface. The 'Item ID' field is highlighted in green and contains the text 'CM_2157_6539969 or CM_2157_653* or CM_2157_*969'. Other search fields include Description, Manufacturer, Manufacturer ID, and Supplier, all with 'Contains Any' dropdown menus and empty input boxes.</p> |
| 8 | <p>GTIN 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 (*) 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> |  <p>The screenshot shows the 'Advanced Search' interface. The 'Category ID' field is highlighted in green and contains the text '00*'. Other search fields include Description, Manufacturer, Manufacturer ID, Supplier, Supplier ID, and Item ID, all with 'Contains Any' dropdown menus and empty input boxes.</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' interface. At the top, there is a 'Search Name' input field with a magnifying glass icon, a 'Save Search Criteria' button, and a 'Help' link. Below this is the 'Advanced Item Search' section, which includes a dropdown menu for '*Search Contains' set to 'All'. A list of search fields follows, each with a 'Contains Any' dropdown and an input field. The 'Supplier Item ID' field is highlighted with a green background. Other fields include Description, Manufacturer, Manufacturer ID, Supplier, Supplier ID, Item ID, GTIN, and Category ID.</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' interface, similar to the previous one. It features the same 'Search Name' field, 'Save Search Criteria' button, and 'Help' link. The 'Advanced Item Search' section has the '*Search Contains' dropdown set to 'All'. The search fields listed are Description, Manufacturer, Manufacturer ID, Supplier, Supplier ID, Item ID, GTIN, Category ID, Supplier Item ID, and 'Manufacturer Item ID', which is highlighted with a green background. Each field has a 'Contains Any' dropdown and an input field.</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>Advanced Search x</p> <p>Search Name <input type="text"/> Save Search Criteria Help</p> <p>Advanced Item Search Search Tips</p> <p>*Search Contains All of the following search fields entered.</p> <p>Description Contains Any <input type="text"/></p> <p>Manufacturer Contains Any <input type="text"/></p> <p>Manufacturer ID Contains Any <input type="text"/></p> <p>Supplier Contains Any <input type="text"/></p> <p>Supplier ID Contains Any <input type="text"/></p> <p>Item ID Contains Any <input type="text"/></p> <p>GTIN Contains Any <input type="text"/></p> <p>Category ID Contains Any <input type="text"/></p> <p>Supplier Item ID Contains Any <input type="text"/></p> <p>Manufacturer Item ID Contains Any <input type="text"/></p> <p>Category Contains Any <input type="text" value="MEDICAL or MED*"/></p> |
| 13 | <p>Enter or lookup  a contract ID in the Contract ID Field.</p> <p>Note: Search By Contract ID is independent of the other Advanced Search fields. Partial contract ID searches are not permitted. A valid contract ID must be entered manually or added via the magnifying glass, lookup function.</p> |  <p>Search By Contract ID</p> <p>Contract <input type="text" value="12PSX0184AB"/> magnifying glass icon</p> <p><input type="button" value="Contract Search"/></p> |