Searching Hosted Catalogs

If you have a list of items that you need to purchase from a specific hosted catalog vendor, you can search for all items without having to return to the home/shop page. In this example, I have a list of supplies that I need to order from VWR.

1. Start by clicking the hosted vendor’s logo on the home/shop page.

2. You can either enter your first item here and click Search, or just click Search and filter from there. I choose to just click Search.

3. If you have a part number, enter it in the Add Keywords text box and click Go. (Example: Part# 14227-912 is a part number for a specific supply and will return only that specific item)
• If you don’t have a part number, enter the name of the item. (Example: Labcoat will return all items that fit that description. You can then select which item best fits your needs.)

4. Once you’ve entered the quantity you want to order, select the item by clicking the **Add to Cart** button in line with the item.

• The item has been added to your cart.
5. Continue adding items to your cart by entering either the part number or item name in the **Add Keywords** search box and clicking **Go** as you did beginning with Step 3. 

Enter the quantity and click **Add to Cart**.

Enter either a part # or item name and click **Go**.

6. Once you have searched for and added all the items you need to your cart, click the **view cart** link or select your cart from the upper right corner and click **View My Cart**.

All items are now in your cart.