USING SEARCH TOOLS / CATALOG SEARCH

HigherMarkets searching is made easy with the advanced searching features. Users can search via the Product Search tab by entering detail in one or multiple criteria fields.

Click on **Product Search** to narrow a search by entering the **Product Description**, **Supplier Name** and **Catalog Number**. Click on ? for additional Product Search Help.

In addition, users can do Category Searches which will modify the search criteria fields. For example in the Lab Supplies search a user can search by CAS No and product size.

**Browse by Supplier**

- Click on **Browse by Supplier** from the other searches section to view an alphabetical listing of suppliers in the catalog. Click on a supplier name to display the supplier’s contact information. For hosted catalogs you will see the categories available from this supplier. Click on the ++ to expand and view listed products within each category. Click on **view** to display a list of that supplier's products for the specific category.
• For Punchout suppliers there will be a link in the Punchout window that you will select to punchout to the supplier’s website.

**Browse by Category**
- Click on **Browse by Category** from the other searches section to view a listing of available product categories. Click on the (+) to expand and view listed products within each category. Click on view to see products in a search results listing.

**Specialty Laboratory Searches**
**Antibodies**
- Click on the **Antibodies** navigation button from Product Search → Lab Supplies to search and compare antibodies by specific parameters.

**Chemical Resource**
- Click on the **Chemical** navigation button from Product Search → Other Searches to search for chemicals and reagents by characteristic properties or by structure /substructure.

**MY FAVORITES**
Track and resubmit frequently ordered products by adding products to your favorites list:
1. To add products to **My Favorites**, click the ✓ next to each of your ‘favorite’ products on either the **Search Results** or **Checkout** screens and select **Add To Favorites** from the dropdown list and click GO. Select the **my favorites** folder and click **Submit**.
2. To access this list, simply click the **My Favorites** tab from the navigation bar, or click Favorites from Product Search and follow the instructions for adding items to your cart.
3. To remove a product from your Favorites list, click the ▼ button next to the product on the **Edit Folders** page of **My Favorites**.

4. To add a product to your shopping cart from **My Favorites**, click the ✓ next to the product, enter a quantity next to the product you wish to order and click the **Add to Active Cart** button. To add multiple items to your cart, click the ✓ next to the products, update the desired quantity next to each product and click **Add to Active Cart**.

**QUICK ORDER**
Quick Order adds items directly to your shopping cart by entering their associated catalog number.
1. Click **Quick Order** Enter the catalog number/numbers and click **Add to Active Cart**. If an exact match is found the product will automatically be added to your cart.
2. If you cannot remember the whole catalog number, enter a partial number and check the Include Similar Terms checkbox and all items that match that partial catalog number are listed. Select the correct item to put into your shopping cart from that list.

**PLACE AN ORDER**
1. After locating an item for purchase, accept the default Quantity, or modify the Quantity field and click **- Add to Cart**.
2. Search for another product by refining or adding criteria at the top of your results page by clicking on **Expand to refine search**. You can also refine the search by returning to **Product Search**.
3. When finished selecting products for a requisition, click the **button in the upper right side of the page. Or, select multiple products and click **Add to Active Cart** and click **Go**
4. Review the products in your shopping cart.
5. To remove an item, click the ✓ then **Remove Selected Items**
6. To change the quantity of any items in your cart, simply type the desired number in the Quantity field.
7. Submit the Requisition to PeopleSoft by clicking **Place Order**.

**Note:** Requisitions created by the Researcher role will not be submitted to PeopleSoft, but can be e-mailed or printed by clicking the icon. To exit the research products information site, click the Place Order button.