Add Hosted Catalog Items to a Cart

This guide demonstrates shopping from hosted catalogs. Hosted catalog suppliers provide UCSF contract products and pricing via an electronic catalog hosted within BearBuy.

The shopping experience with hosted catalogs has a consistent look and feel regardless of the supplier. The search criteria are the same, shopping carts look the same, and overall functionality is the same across suppliers.

Use Shop > Everything to search for hosted catalog items from all preferred suppliers at University-specific pricing.

Use Advanced Search options to enter specific criteria including Product Description, Part Number, Supplier and/or Manufacturer Name and Keyword.

To search for an item from a specific supplier, click on the catalog supplier’s icon on the Shopping Homepage.

Shop with a Hosted Catalog

1. From the BearBuy home page, enter a search term in the Shop > Everything field and click the Go button.

2. The search results are shown. The Product picture (if any), description, and other detailed specifications are typically shown.

3. On the left-hand side are the Filter Result options that allow you to filter by Supplier, Manufacturer, Unit of Measure, and more.

4. Items can be compared as well. Click the compare link under each item to begin the comparison.

   a. Once you have flagged several items to compare, click the Compare Selected button.

   b. The item comparison will display, and related fields are shown ‘side by side’.
5. Add items to your shopping cart from the search results using the **Add to Cart** button.

6. To access the shopping cart after adding a line item, select the link for the added item or the cart icon link at the top right side of the page.

7. To continue shopping, navigate to **Shop > Shopping > Go To > Shopping Home**.

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### Shop with a Specific Hosted Catalog Supplier

- If you would like to search the product offerings of a specific hosted catalog supplier, use the search associated with the hosted catalog supplier’s icon on the Shopping Homepage.
- A hosted catalog supplier’s icon contains only the supplier’s name.

1. Click the **catalog supplier’s icon**.
   a. A search box appears below the supplier’s icon.

2. Enter search terms in the search box. Click the **icon to search**.

3. The search results are shown.

4. Click the **Add to Cart** button to add desired items to your cart.

5. To access the shopping cart after adding a line item, select the **1 item(s) added, view cart** link or the cart icon (top right corner of page).

6. To continue shopping, navigate to **Shop > Shopping > Go To > Shopping Home**.