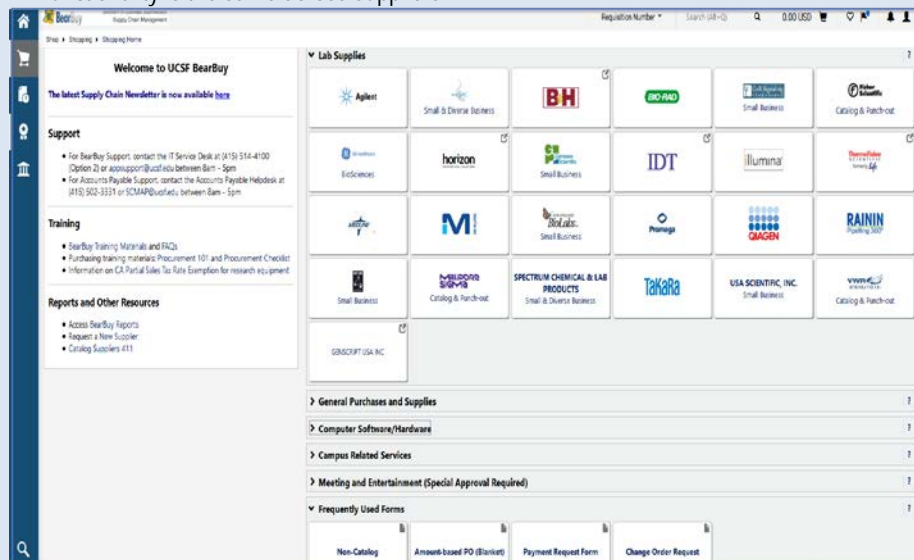


Add Hosted Catalog Items to a Cart

- ▶ 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

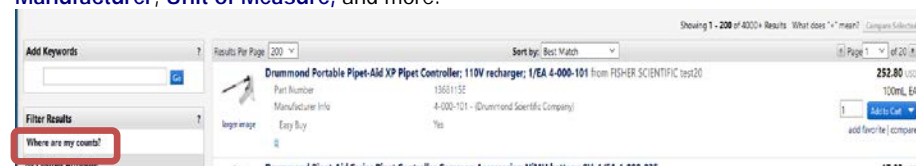
1. From the BearBuy homepage, enter a search term in the **Shop > Everything** field and click the **Go** button.

Shop
Everything
pipet
Go

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'.

Shop > Shopping

[Go Back to Search Results](#)

[Add to Active Cart](#)

Select		
Add to Cart	City 1 Add to Cart	City 1 Add to Cart
Product Details	Drummond Portable Pipet-Aid XP Pipet Controller; 110V recharger; 1/EA 4-000-101	Drummond Original Portable Pipet-Aid Pipet Controller; 110V; 1/EA 4-000-100
Catalog No.	1368115E	1368119
Price	252.80 USD	231.94 USD
Supplier	FISHER SCIENTIFIC test20	FISHER SCIENTIFIC test20
Category	Pipet Accessories	Pipet Accessories

5. Add items to your shopping cart from the search results using the [Add to Cart](#) button.

Results Per Page: 200 Sort by: Best Match Page 1 of 20

Drummond Portable Pipet-Aid XP Pipet Controller; 110V recharger; 1/EA 4-000-101 from FISHER SCIENTIFIC test20 **252.80 USD**

Part Number: 1368115E
Manufacturer Info: 4-000-101 - (Drummond Scientific Company)

larger image Easy Buy Yes

1 [Add to Cart](#)

[add favorite](#) [compare](#)

6. To access the shopping cart after adding a line item, select the link [1 item\(s\) added, view cart](#) for the added item or the cart icon link at the top right side of the page.

Results Per Page: 200 Sort by: Best Match Page 1 of 20

Drummond Portable Pipet-Aid XP Pipet Controller; 110V recharger; 1/EA 4-000-101 from FISHER SCIENTIFIC test20 **252.80 USD**

Part Number: 1368115E
Manufacturer Info: 4-000-101 - (Drummond Scientific Company)

larger image Easy Buy Yes

1 [Add to Cart](#)

[add favorite](#) [compare](#)

[1 item added, view cart](#)

7. To continue shopping, navigate to [Shop > Shopping > Go To > Shopping Home](#).

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.

IC, INC. less

VWR INTERNATIONAL Catalog & Punch-out

VWR INTERNATIONAL, INC.

beaker

Punch-out

2. Enter search terms in the search box. Click the icon to search.
3. The search results are shown.

Results Per Page: 200 Sort by: Best Match Page 1 of 14

FISHER-PYREX BEAKER 100ML Q2-540H from VWR INTERNATIONAL, INC. **0.01 USD**

Part Number: CO-Q2-540H (EA)
Manufacturer Info: Q2-540H - (ISCHERING PLOUGH CO)

no image available

Freight Included in Price for purchases over 200.00 USD
1 item, EA

1 [Add to Cart](#)

[add favorite](#) [compare](#)

4. Click the [Add to Cart](#) button to add desired items to your cart. [Add to 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](#).