**SEARCH BY SUPPLIER**

Follow these steps to limit an item search to a specific supplier in Shop@UW instead of searching across all possible hosted supplier catalogs.

1. From the Home/Shop page, click on the icon for the supplier in the Shop at a Hosted Supplier Catalog section.
2. In this example, the shopper wants to search only the Dot Scientific hosted catalog. When the Dot icon is selected, a pop-up window displays as shown below.
3. Enter the search criteria and then click the Search icon.

**FILTERS**

Depending on the criteria entered, the search results that come back could number in the thousands. Use filters to narrow the search results further.

- Assume that in the example above the shopper searched for a tube at Dot. The search for “tube” returns over 1200 results.
- As shown below, on the left-side of the screen, different filter options appear that can be used to refine search results further.
- The shopper can also sort results using the drop-down on the right-side of the screen.

**ADDITIONAL FILTER OPTIONS**

Use additional filter options to refine search results further by supplier, manufacturer, custom attribute, commodity code, packaging UOM (unit of measure), and category.

- To see additional options for any filter, click the “Show all” link under the filter.
- This example uses the By Manufacturer filter to see results for VWR and Corning.
- To make more than one selection, click the arrow icon next to By Manufacturer to expand the list.
- Select the checkbox next to each manufacturer to filter by.
- The search results have now been narrowed significantly.

**SORT BY**

- Select the Sort by drop down to sort the search results. The first 4,000 results are sorted.

**NOTE:** The Price: Low to High and Price: High to Low sort options are only available if you have less than 200 search results.

If you have more than 200 search results, you will have to refine your search further before using these options.

- Choose the appropriate sort by criteria.
- The search results are sorted by the selected criteria.

Find Shop@UW online at [http://www.shopuw.wisc.edu](http://www.shopuw.wisc.edu).