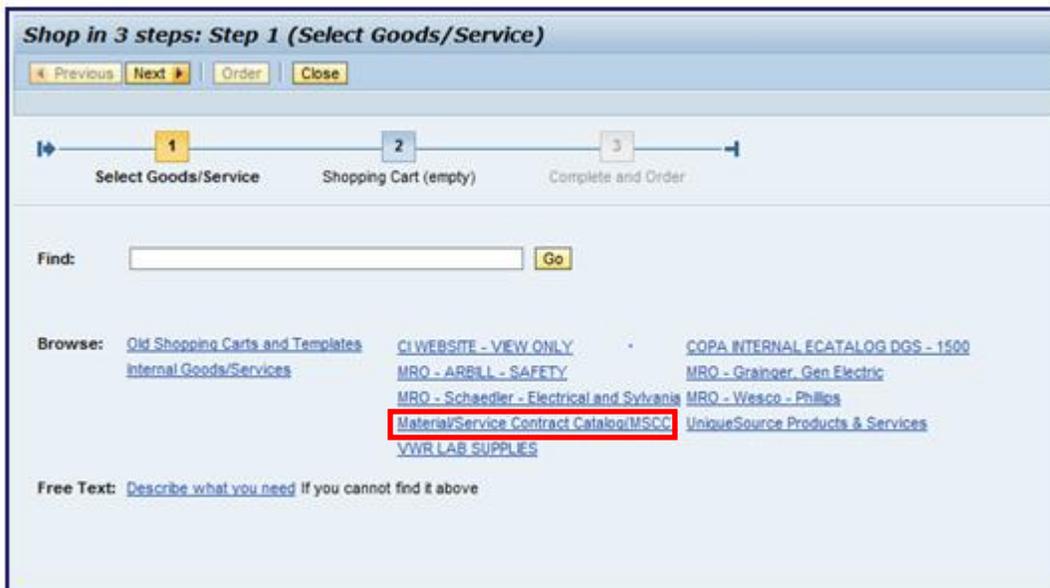


SEARCHING, VIEWING, & SHOPPING CART CREATION USING MSCC

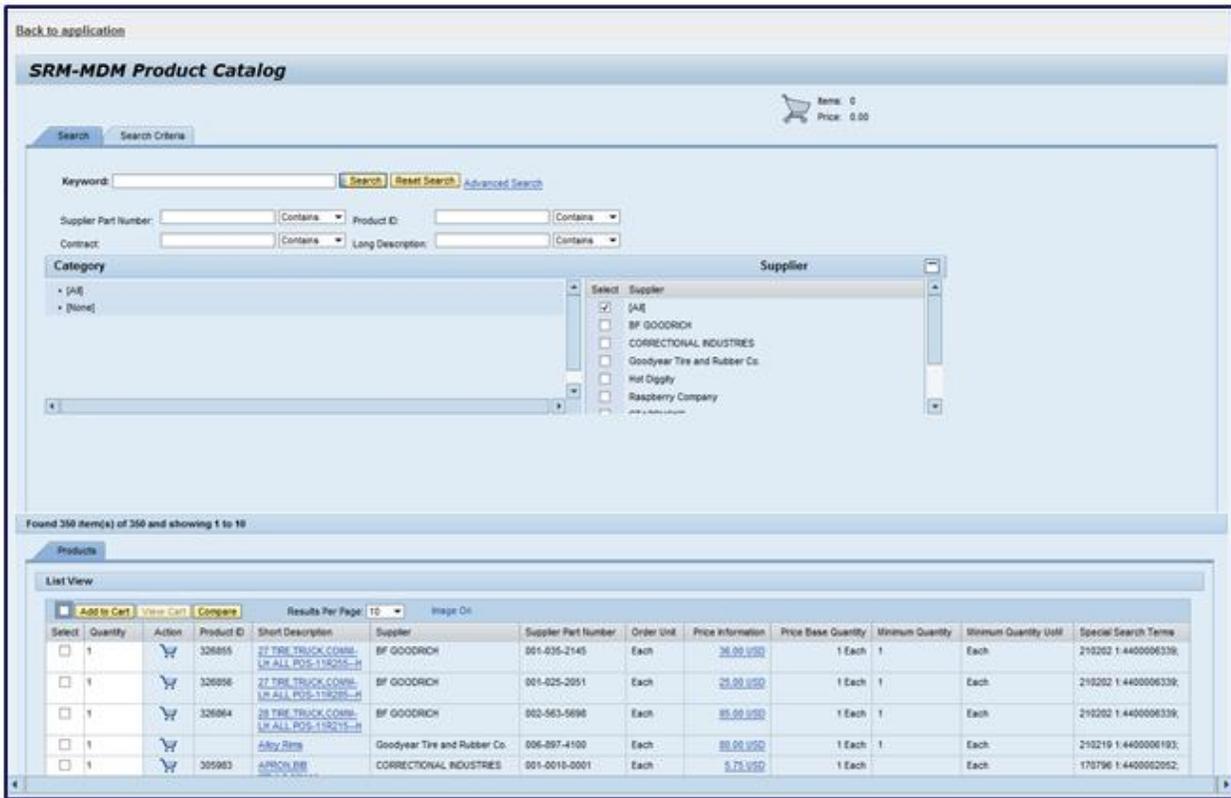
1. To open the MSCC Catalog - Select Requisitioner; select Create Shopping Cart from the left navigation pane



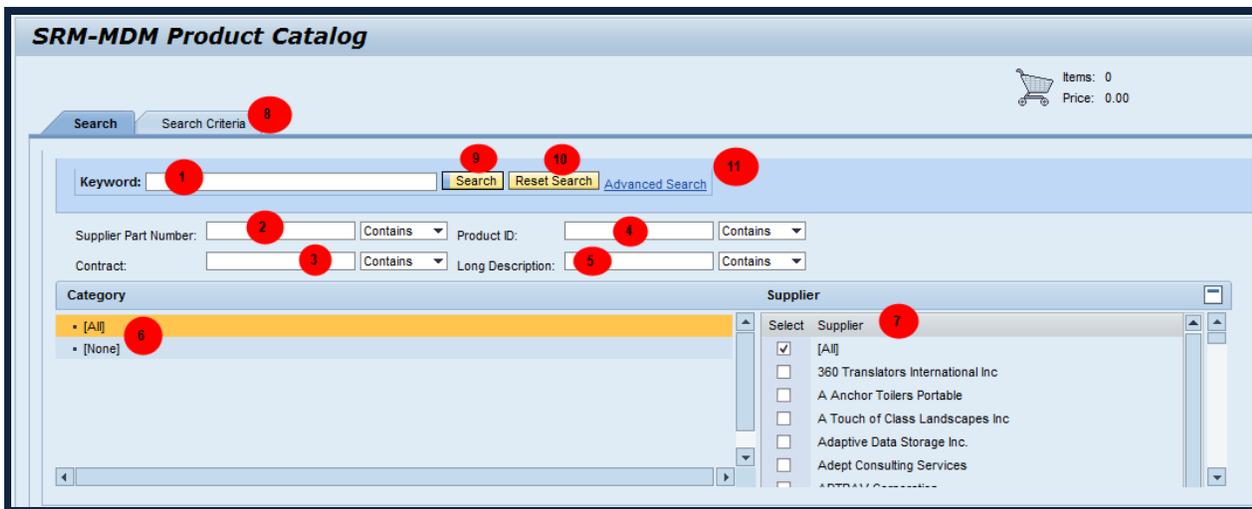
2. Select the Material/Service Contract Catalog (MSCC)



3. The SRM-MDM Product Catalog screen opens into a search window
4. Enter search criteria in any of the applicable fields and select the SEARCH button
 - a. If your first attempt does not deliver the desired results, you must select the RESET SEARCH button before attempting another search



MDM SEARCH CAPABILITIES



1 Keyword Search - Allows for the most descriptive item traits, like “glove” or “tire”, to be found quickly. In this example we used “Admin*”. You may use the asterisk * (or wildcard) to expand your search results.

Keyword:

Search results

Found 154 item(s) of 20077 and showing 1 to 100

Products

List View

Results Per Page: 100 Image Off

Select	Quantity	Action	Product ID	Short Description	Supplier	Supplier Part Number	Order Unit	Price Information
<input type="checkbox"/>	1			12 L1 R1 Nurse Administrator	Info Tech dba Avysion Healthcare Services		Hour	71.77 USD
<input type="checkbox"/>	1			12 L1 R2 Nurse Administrator	Info Tech dba Avysion Healthcare Services		Hour	71.77 USD

2 Supplier Part Number – Allows you to search for an item by a supplier assigned part number. You can search using a portion of the part number or the entire part number. If you use “Equals” in the filter drop down box you must have the exact part number to return a successful search.

Supplier Part Number:

Found 1 item(s) and displaying 1 to 1

List View

Number of Items Per Page 10

Quantity	Product ID	Short Description	Supplier	Supplier Part Number	Order Unit
1	314408	APRON.COT BLU.WHT STRIPED.OSFA	Correctional Industries	001-0010-0001	Each

Page 1 of 4

3 Contract– This search allows you to search for the applicable contract number. You can search using a portion of the contract number or the entire contract number. Enter 44* and select “Starts with” from the drop down box to see all contracts.

Contract: Starts With ▼

Price Base Quantity	Minimum Quantity	Minimum Quantity UoM	Special Search Terms
	0	Month	171361 1:4400002277;
1 Each		Each	215958 1:4400009731;

4 Product ID – Allows you to search by product ID number (material #). Enter the material # of the item you are purchasing and from the drop down select one of the available filters.

Product ID: Equals ▼

Search results

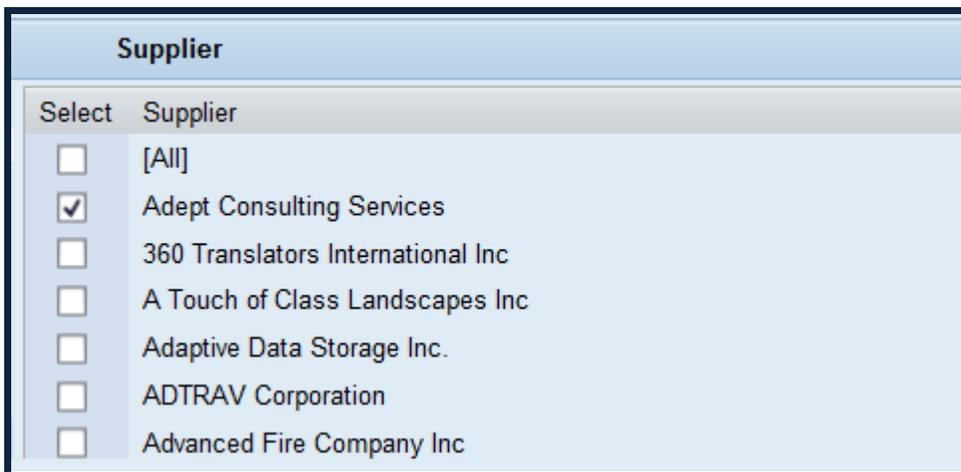
Products								
List View								
<input type="checkbox"/> Add to Cart View Cart Compare			Results Per Page: 10 ▼		Image Off			
Select	Quantity	Action	Product ID	Short Description	Supplier	Supplier Part Number	Order Unit	Price Information
<input type="checkbox"/>	1		314327	UNDERSHIRT JERSEYKNIT COC BRN F L	Correctional Industries	001-0180-0143	Each	5.00 USD

5 **Long Description Search** - Allows you to search by all or part of the item's long text description. Enter the description and choose one of the available filters from the drop down box.



6 **Category** - Allows you to filter on a specific type of item or service. There are 4 levels starting with a broad description and narrowing the detail.

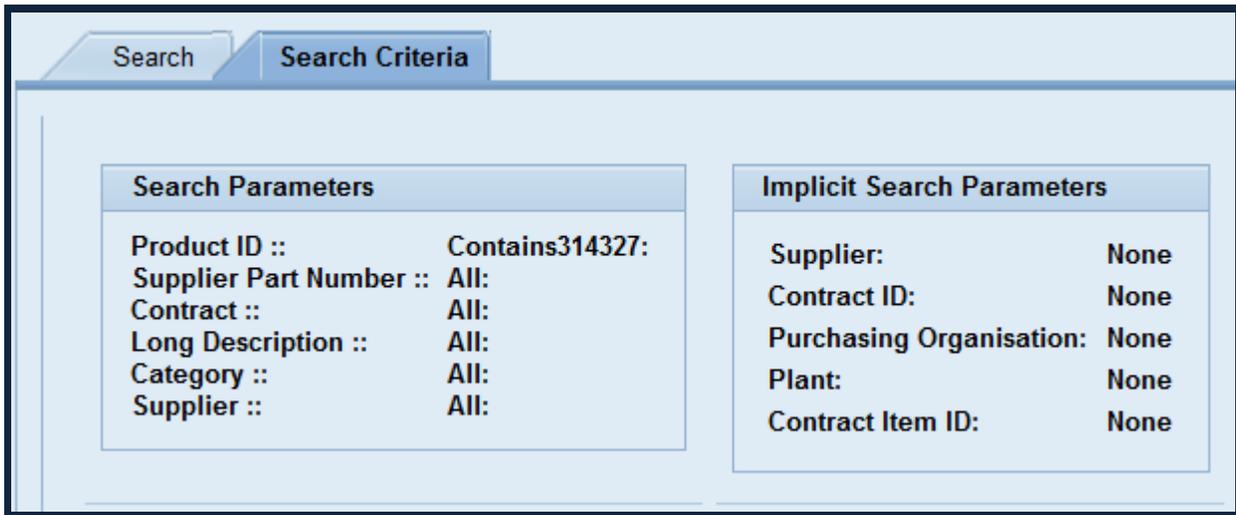
7 **Supplier** - Select a Supplier from the list on the right side of the screen.



The search results are now filtered by the supplier chosen.



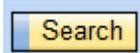
8 **Search Criteria** - Click on the  tab and you can see what you are currently searching on.



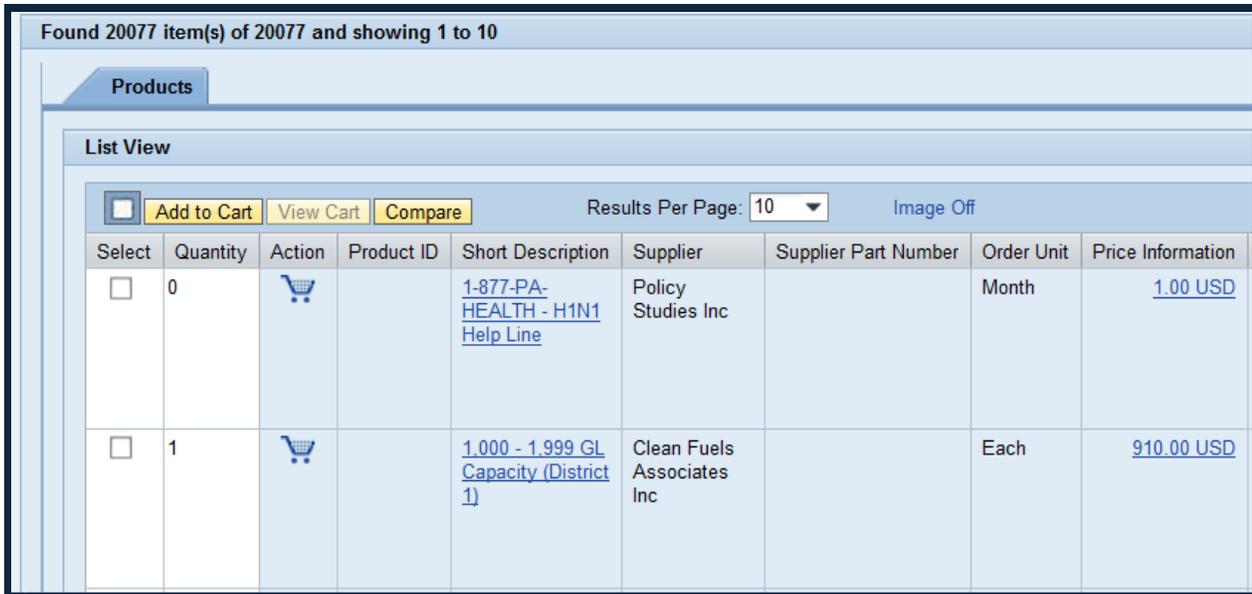
The screenshot shows the 'Search Criteria' tab with two main sections: 'Search Parameters' and 'Implicit Search Parameters'.

Search Parameters		Implicit Search Parameters	
Product ID ::	Contains314327:	Supplier:	None
Supplier Part Number ::	All:	Contract ID:	None
Contract ::	All:	Purchasing Organisation:	None
Long Description ::	All:	Plant:	None
Category ::	All:	Contract Item ID:	None
Supplier ::	All:		

9 **Search** – Starts the search engine and filters on the criteria selected. After entering data in the search fields and selecting the filters you want select the SEARCH button. The search results will be displayed, in a list, at the bottom of the page.



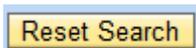
Search results



The screenshot shows search results for 'Found 20077 item(s) of 20077 and showing 1 to 10'. It displays a 'List View' of products with the following table:

Select	Quantity	Action	Product ID	Short Description	Supplier	Supplier Part Number	Order Unit	Price Information
<input type="checkbox"/>	0			1-877-PA-HEALTH - H1N1 Help Line	Policy Studies Inc		Month	1.00 USD
<input type="checkbox"/>	1			1,000 - 1,999 GL Capacity (District 1)	Clean Fuels Associates Inc		Each	910.00 USD

10 **Reset Search** – You must select the RESET SEARCH button after each search; otherwise the MDM will hold your last search until you select reset.



11

Advanced Search – Collapse all search options except Keyword by selecting the ADVANCE SEARCH link.

[Advanced Search](#)

RETURNING ITEMS TO SRM SHOPPING CART

Now that you’ve found the item you are searching for you need to transfer it to your shopping cart. To do this, follow the steps below.

1. Select the check box to the left of the item
2. Select the ADD TO CART button



The above steps alone will not bring the item into your shopping cart. However, it is at this point that you can search for additional items. Do this by selecting the “Reset Search” button and completing another search. Each time you complete a search and find an item you want you must follow the above two steps. Continue doing this until you have identified all items you want placed in your shopping cart, and then proceed to the next step.

3. Select CHECK OUT



This will bring your item(s) into your SRM shopping cart.

