

Searching the Catalog in eMarketplace

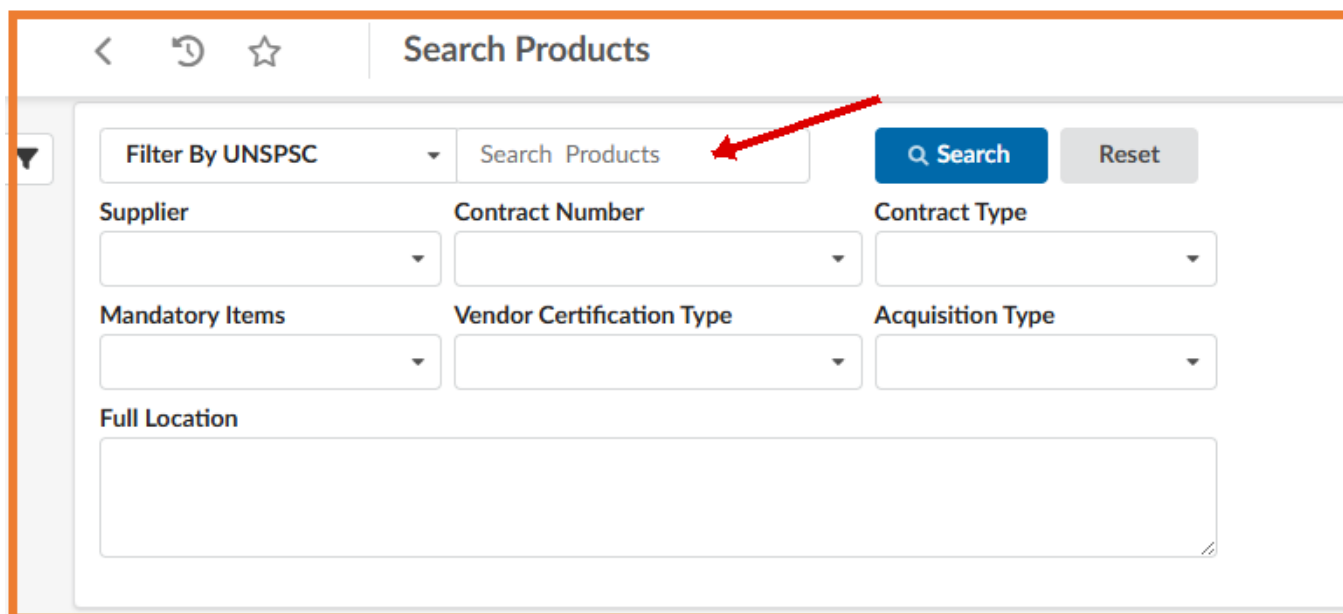
Purpose: This job aid provides step-by-step instructions for searching the eMarketplace catalog, narrowing results with optional filters, reviewing a catalog record, and opening the related contract for additional information.

SEARCH THE CATALOG

Start with the Search Products field. Enter a keyword or phrase, then use optional filters when you need to narrow the results.

Step 1: Locate the Search Products field.

On the eMarketplace Search Products page, locate the Search Products field near the top of the search panel. The red arrow points directly to the field where you will enter your search terms.

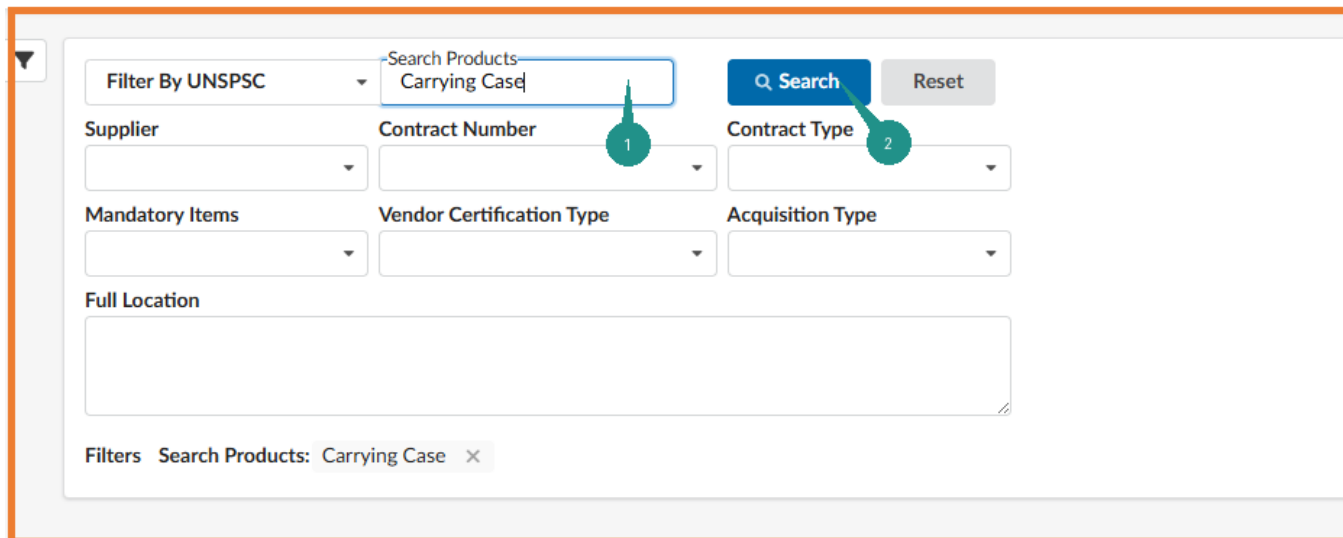


Tip

If you are new to the catalog, begin with a simple product name or short description. You can add filters after you see the initial results.

Step 2: Enter a keyword or product description, then select Search.

Click in the Search Products field and type a word or phrase that describes what you need. In this example, “Carrying Case” is entered. The numbered callouts identify the two actions: 1 points to the Search Products field containing your keyword or phrase, and 2 points to the blue Search button. Select Search to run the catalog search.



Search tip

Use the fewest words needed to describe the item. If no results appear, remove extra words or filters and search again.

REFINE YOUR RESULTS

The filters are optional. Use one filter or combine filters when you know details such as the supplier, contract number, contract type, or acquisition type.

Step 3: Filter by Supplier, if needed.

Open the Supplier dropdown to limit the search to a specific supplier. The red arrow points to the Supplier selection area. Scroll through the list, or type the supplier name if the field allows entry, then select the appropriate supplier.

Filter By UNSPSC

Search Products Carrying Case

Q Search

Reset

Supplier	Contract Number	Contract Type
A&A SLFOOIRGNI CN 0000025505	Certification Type	Acquisition Type
1 SOLUTION FOUNDATION 0000252428		
1CYBER SECURITY RESOURCES INC 0000123276		
22DNC NEUTYRT CENHLOGOEI SNIC 0000010741		
4 TECH SOLUTIONS LLC 0000257364		

See All

Compare

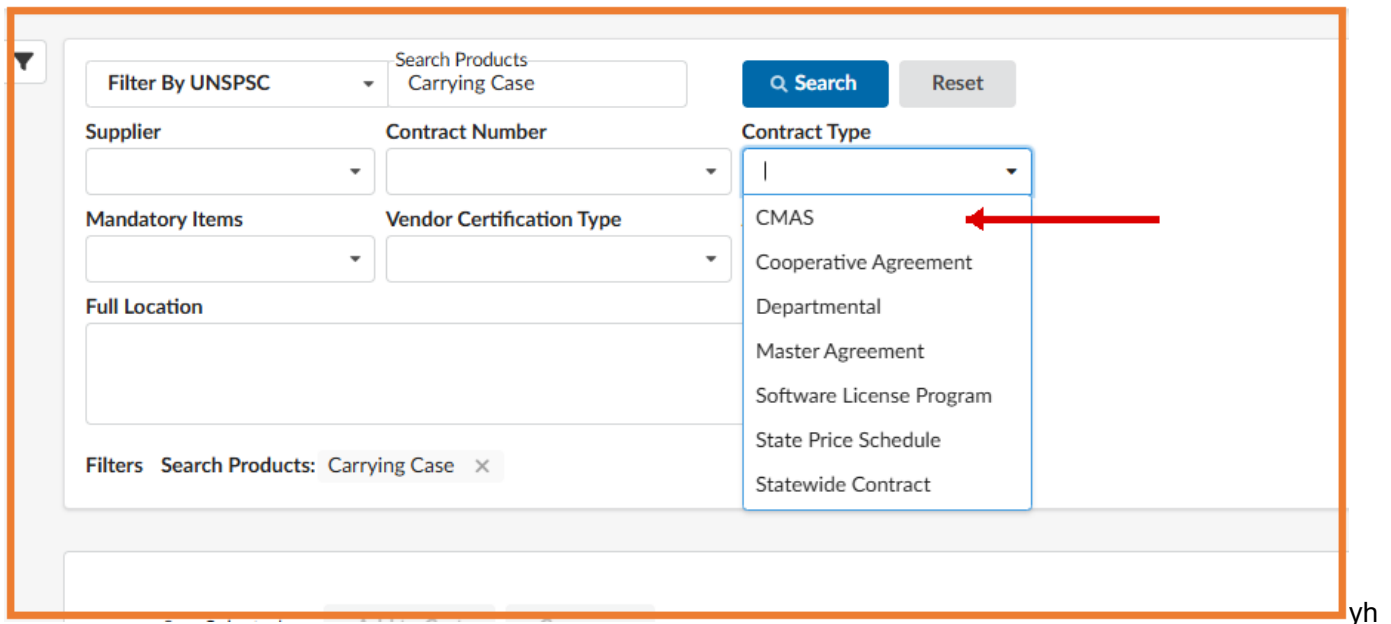
Step 4: Filter by Contract Number, if known.

Open the Contract Number dropdown when you already know the contract you want to search. The red arrow points to the contract-number selection area. Select the applicable contract, then run the search again if needed.

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Step 5: Filter by Contract Type, if needed.

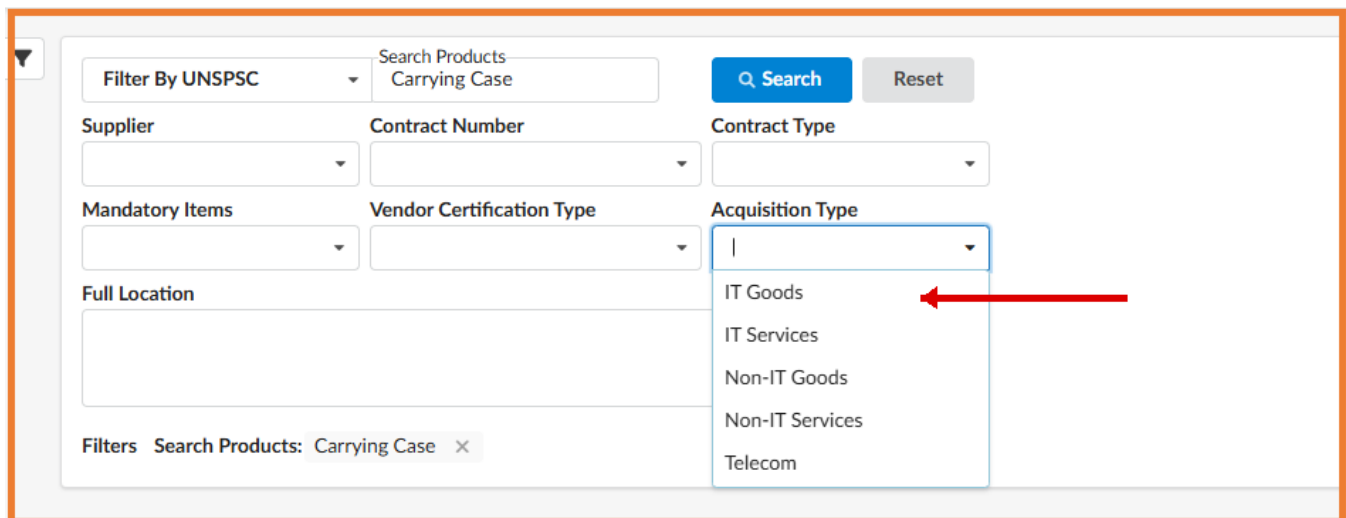
Open the Contract Type dropdown and choose the type that applies to your purchase. Options shown include CMAS, Cooperative Agreement, Departmental, Master Agreement, Software License Program, State Price Schedule, and Statewide Contract.



The screenshot shows the search interface with the 'Contract Type' dropdown menu open. The menu lists the following options: CMAS, Cooperative Agreement, Departmental, Master Agreement, Software License Program, State Price Schedule, and Statewide Contract. A red arrow points to the list of options.

Step 6: Filter by Acquisition Type, if needed.

Open the Acquisition Type dropdown and select the category that best matches what you are purchasing. The red arrow points to the list of available options: IT Goods, IT Services, Non-IT Goods, Non-IT Services, and Telecom.



The screenshot shows the search interface with the 'Acquisition Type' dropdown menu open. The menu lists the following options: IT Goods, IT Services, Non-IT Goods, Non-IT Services, and Telecom. A red arrow points to the list of options.

REVIEW SEARCH RESULTS

After the search runs, review the returned catalog record before opening the related contract or using the item for a purchase.

Step 7: Review the catalog result.

Review the row returned in the results grid. Confirm that the item information matches your need. You will see the blue Contract Number link and the Item Name. Also verify the item description, price, supplier, and pricing validity dates. When the record is correct, select the Contract Number link to open the contract record.

☐	Contract Number	CLIN	Quantity	Item Name	Item Label	Item Description	Supplier	Price	Unit of Measure	Contract Discount	Catalog Categories	Acquisition Type	Vendor Certification
☐	1-22-70-37 - PC Goods - Panasonic, Rugged Laptops	RL446	1 Add to Cart	Carrying Case	Carrying Case	Toughmate Carrying Case SKU #: 2145809 OEM PF: TBCCOMUNV-P Minimum Order Size: 1 Environmentally Preferable Purchase?: No	CDW GOVERNMENT LLC	68.8900 ⁰⁰⁰	Each		0.17 Standard	IT Goods	

Review carefully

Before opening or using a catalog item, confirm the contract number, item name and description, supplier, price, and pricing validity dates are appropriate for your purchase.

Important

Always use the current information displayed in eMarketplace. Contract status, dates, and other details may change over time.

Your catalog search is complete

You have entered a catalog search, used optional filters to refine the results, and reviewed the returned item information.

Notes & reminders

You do not need to use every filter. Start with the information you know, review the results, and add or remove filters as needed. If a search returns no records, clear one or more filters and try a broader keyword.

Resources

For questions or additional assistance, contact the eMarketplace team using the shared inbox at: eMarketplace@dgs.ca.gov.