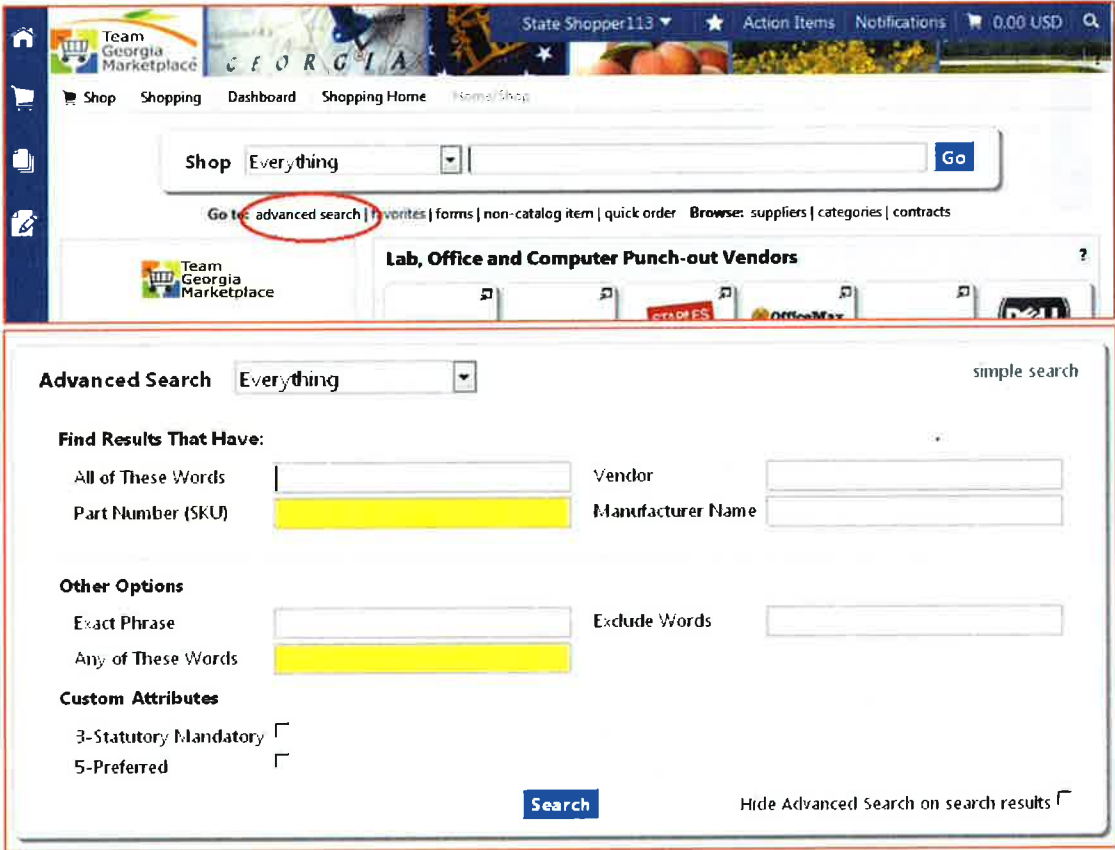


This document outlines how to Search for items.

1. **Question: What do I do if I search for an item by the SKU/Catalog number and I get the message “no results found”?**

The best way to expand your search is by clicking **“advanced search”** and entering the SKU in the **“Part Number (SKU)”** field and searching again. Or you can enter your search information in the **“Any of These Words”** field to conduct a broader search.



2. **Question: What do I do when I get lots of results, but can’t find my item on the first few pages?**

There are many ways to refine your searches. You can add keywords, use filters, or use advanced search options to narrow down your results. As a rule, adding keywords and using filters are the best way to approach this problem. Below you see a box to the left of the search results that allows you to add keywords, filter by a vendor, filter by a category, or filter by a unit of measure (for example BX (box), CS (case), EA (each)). *\*Important: the box only shows the first 5 of any of these filters – to see, for example, all suppliers, you need to click “more...” to see the entire list.*

Team Georgia Marketplace GEORGIA State Shopper113 Action Items Notifications 0.00 USD

**Add Keywords**

Results per page: 20 Sort by: Best Match Page 1 of 200

**Filter Results** 2

Where are my counts?

**By Vendor**

- Graybar Electric Company
- Onepath Systems
- Southern Computer Warehouse
- Troell Communications
- A. Daigger & Co.

**By Vendor Class**

Mandatory Supplier

This item has been favorably negotiated as part of a StateWide Contract.

This supplier accepts credit card payments for all items. The State prefers this product be purchased via procurement card whenever possible.

**By Category**

- Absorbents
- Amplifiers and Accessories
- Ampule Accessories
- Ampules
- Anesthesia apparatus and accessories and supplies

**By Packaging UOM**

- 1/BG
- 
- 1/PC
- 4/PC

**Soap Box: Clear, plastic, 2 piece (Qty 1001-2500) from Staples** 11.00 USD  
 Part Number: J286654  
 Contract Number: 89989-SPD-G2010809-001 more info  
 Office Supplies

**BROKEN GLASS DISPOSAL BOX 6/CS from A. Daigger & Co.** 9.99 USD  
 Part Number: JX217473 CS  
 Manufacturer Info: 197095 - DYNALON PRODUCTS

**BOX UTILITY SM 12 COMPART 1/EA from A. Daigger & Co.** 9.99 USD  
 Part Number: JX28388 CS  
 Manufacturer Info: 4200 - FLAMBEAU PRODUCTS CORPORATION

**BOX UTILITY SM 18 COMPART 24CS from A. Daigger & Co.** 9.99 USD  
 Part Number: JX28384 EA  
 Manufacturer Info: 4200 - FLAMBEAU PRODUCTS CORPORATION

**BOX UTILITY SM 18 COMPART 24CS from A. Daigger & Co.** 9.99 USD  
 Part Number: JX28384 CS  
 Manufacturer Info: 4200 - FLAMBEAU PRODUCTS CORPORATION

**Electrical Box Hanger, Type Electrical Box Hanger, Size 24 Inch L, Mounting T-Bar, Electrical Box, Flush from Graybar Electric Company** 6.42 USD  
 Part Number: 88091777  
 Manufacturer Info: 512 - Enco Products Inc  
 \$100 Minimum Order