Searching Tips for finding items in the Virtual Catalogs

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.
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.