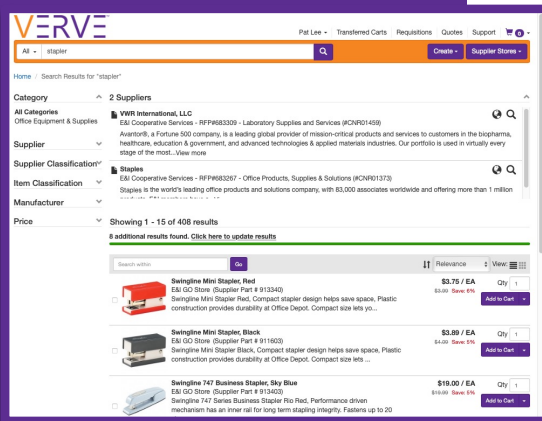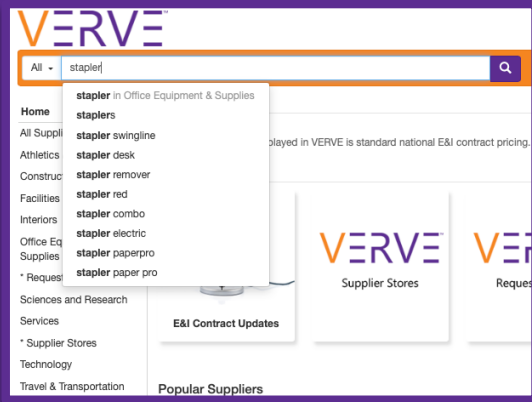# How to search for items

▶ Item search

1. In the search bar, type the name of the item or a description of the item.

2. As you type, search suggestions are displayed.

3. Click 🔍 or select one of the suggestions to search.

4. The search results display with two distinct sections.

1 **Suppliers** with catalogs or contracts that reference the item.
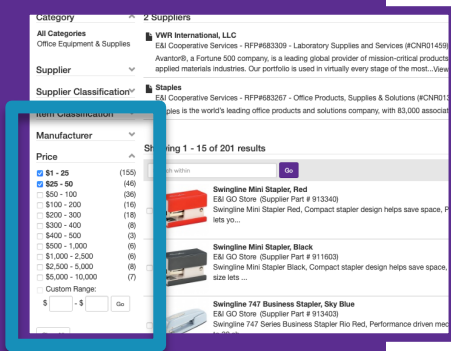
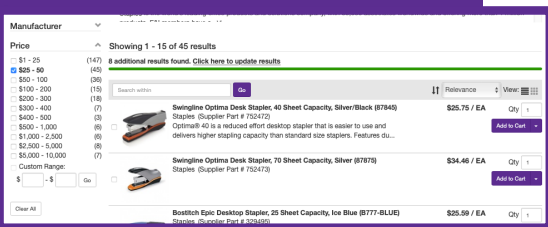**2** Specific **items** matching the search description.

▶ Refine your search

5. Click the ⌄ next to a category to display the associated attributes.

6. Click the check boxes next to specific attributes to refine your search.

The list of results now shows only the items matching the selected criteria.

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