

Chapter 2 – Shopping

Catalog Search

*Note: To advance from slide to slide press your **Page Down** key
Or the right button on your mouse*

Shopping > Catalog Search

- The Catalog Tab
- Global Searches (search for)
 - ▶ Products
 - ▶ Categories
 - ▶ Suppliers
- Drill Down the Catalog Structure
- Search within a Catalog
- Search within one Supplier
- Selecting Products
- Adding Non-Catalog Items



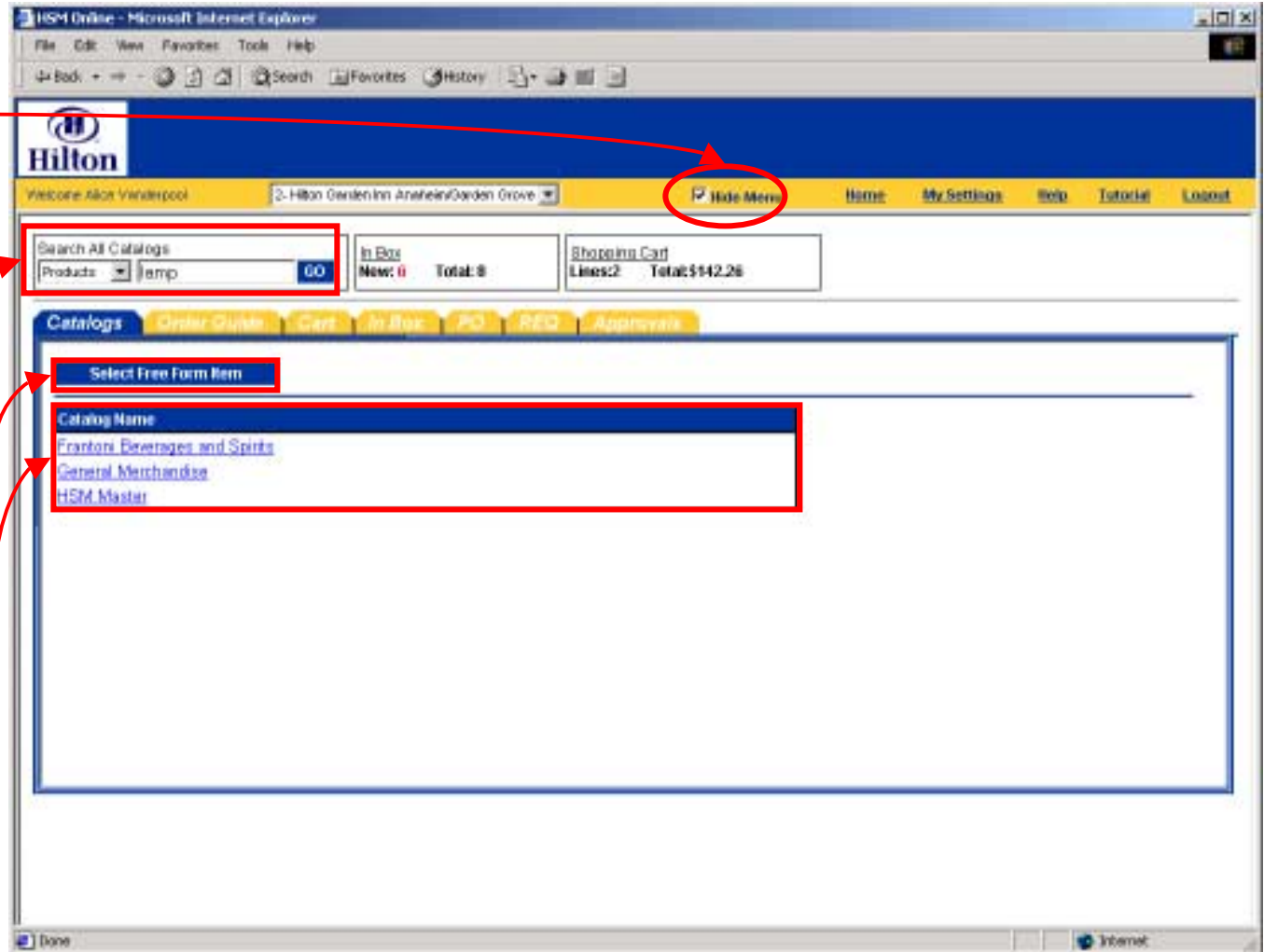
Shopping > Catalog Search > The Catalog Tab

You can always return to this view by clicking on the '[Home](#)' link

The Search area allows you to globally search all catalogs. (explained later)

Click here to add Non-Catalog items (explained later)

The Catalog Homepage shows the names of the catalogs you have access to



Shopping > Catalog Search > Global Search > Product

A 'global search' searches **all available** catalogs. Select either

- Product
- Category or
- Supplier

Depending on what you are looking for

For example if you want to search for a Floor Lamp.

Select 'Product' from the pull down menu

Search for:

Catalogs

Select Free Form Item

Catalog Name

- [Frontline Beverages and Spirits](#)
- [General Merchandise](#)
- [HSM Master](#)

Type 'Lamp' and hit the 'Go' button.
Note: the system supports wild card searches. You do not need to use the * symbol. For instance, instead of 'Lamp' you can type 'Lam' also. However a blank field will return no values.

Shopping > Catalog Search > Global Search > Product

The result will be a global listing (across all catalogs and suppliers) of all products that contain the word 'Lamp' in the product name, description or number.

Click on the 'More Product Info' to display more detail about the item.

The screenshot shows the Hilton Supply Management website interface. At the top, there is a navigation bar with the Hilton logo and user information. Below this is a search bar with the text 'Search All Catalogs' and a dropdown menu set to 'Products'. The search term 'Lamp' is entered, and a 'GO' button is visible. To the right of the search bar, there are indicators for 'In Box' (New: 0, Total: 0) and 'Shopping Cart' (Lines: 2, Total: \$142.26). Below the search bar, there are several buttons for actions like 'Add to Cart', 'Add to Order Guide', 'Create PO', etc. The main content area displays a table of search results. The table has columns for 'Item#', 'Product Name', and 'Mfr'. The first row is highlighted in red and circled, showing 'SKU130016' and 'More Product Info'. A second window is open on the right side of the screen, displaying detailed information for the selected product, including 'Floor Lamp 2003EM 56" Polished Brass'.

Item#	Product Name	Mfr
SKU130016	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 19 1/2"W, display area, felt insert,	McBride's Hotel Furniture
SKU130017	Floor Lamp 3003EM 59" Polished Brass	McBride's Hotel Furniture
SKU130018	Floor Lamp 2003EM 56" Polished Brass	McBride's Hotel Furniture
SKU130019	Floor Lamp 4003EM 40" Polished Brass	McBride's Hotel Furniture

Floor Lamp 2003EM 56" Polished Brass	
Item#	SKU130018
Product Name	Floor Lamp 2003EM 56" Polished Brass
Supplier	McBride's Hotel Furniture Suppliers
Lead Time/Days	1
UOM	EA
Case Pack	
Will Break Case	No
Size	
Min Order Qty	1
Manufacturer	McBride's Hotel Furniture
Qty Part Number	889 2003EM
Brand Name	
Model	2003EM
Weight	
Connectivity	Connectivity
Quantity/Break	
Description	Floor Lamp 2003EM 56" Polished Brass



Shopping > Catalog Search > Drill Down within Catalog

There are other ways to arrive at the same result, depending on what you know about the product.

You can browse through the catalog or search within a supplier

Return to the catalog homepage by clicking the '[Home](#)' button.

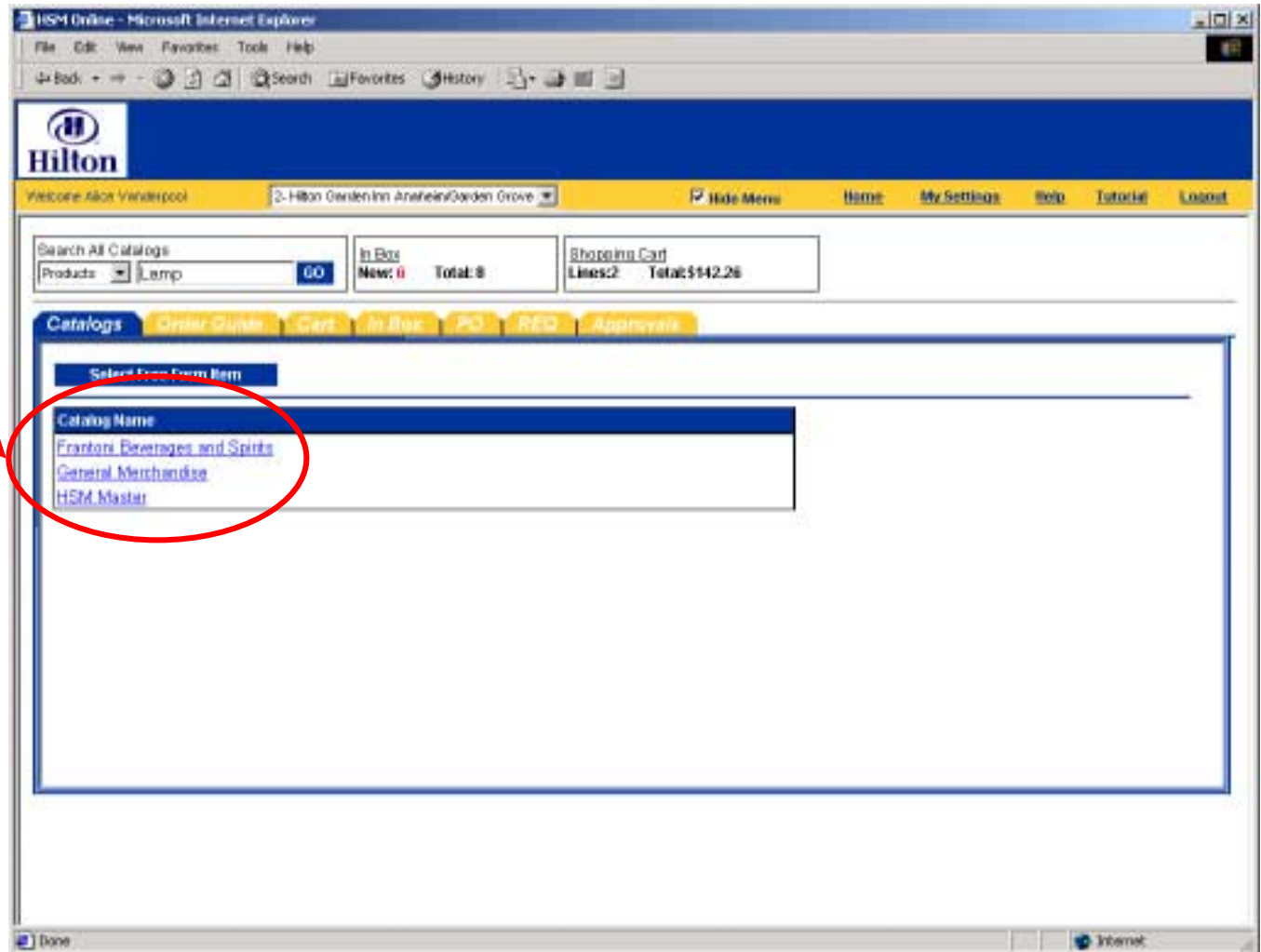
The screenshot shows the Hilton HSM Online interface. At the top, there's a navigation bar with 'Home' circled in red. Below it, a search bar shows 'Lamp' as the search term. The main content area displays a table of search results for 'Lamp'.

Item#	Product Name	Mfr	Pack/Size	UOM	Min Qty	Ord Qty	Price	Select
SKU130016	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 19 1/2" W, display area, felt insert, McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	17" H X 24" D X 13" L	EA	1		\$25.47	<input type="checkbox"/>
SKU130017	Floor Lamp 3003EM 58" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	-	EA	1		\$26.39	<input type="checkbox"/>
SKU130018	Floor Lamp 2003EM 56" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	-	EA	1		\$27.38	<input type="checkbox"/>
SKU130019	Floor Lamp 5003EM 58" Polished Brass	McBride's Hotel	-	EA	1			<input type="checkbox"/>

Shopping > Catalog Search > Drill Down within Catalog

If you know which catalog the floor lamps are in, select it from the list.

For our example, click on [General Merchandise](#)



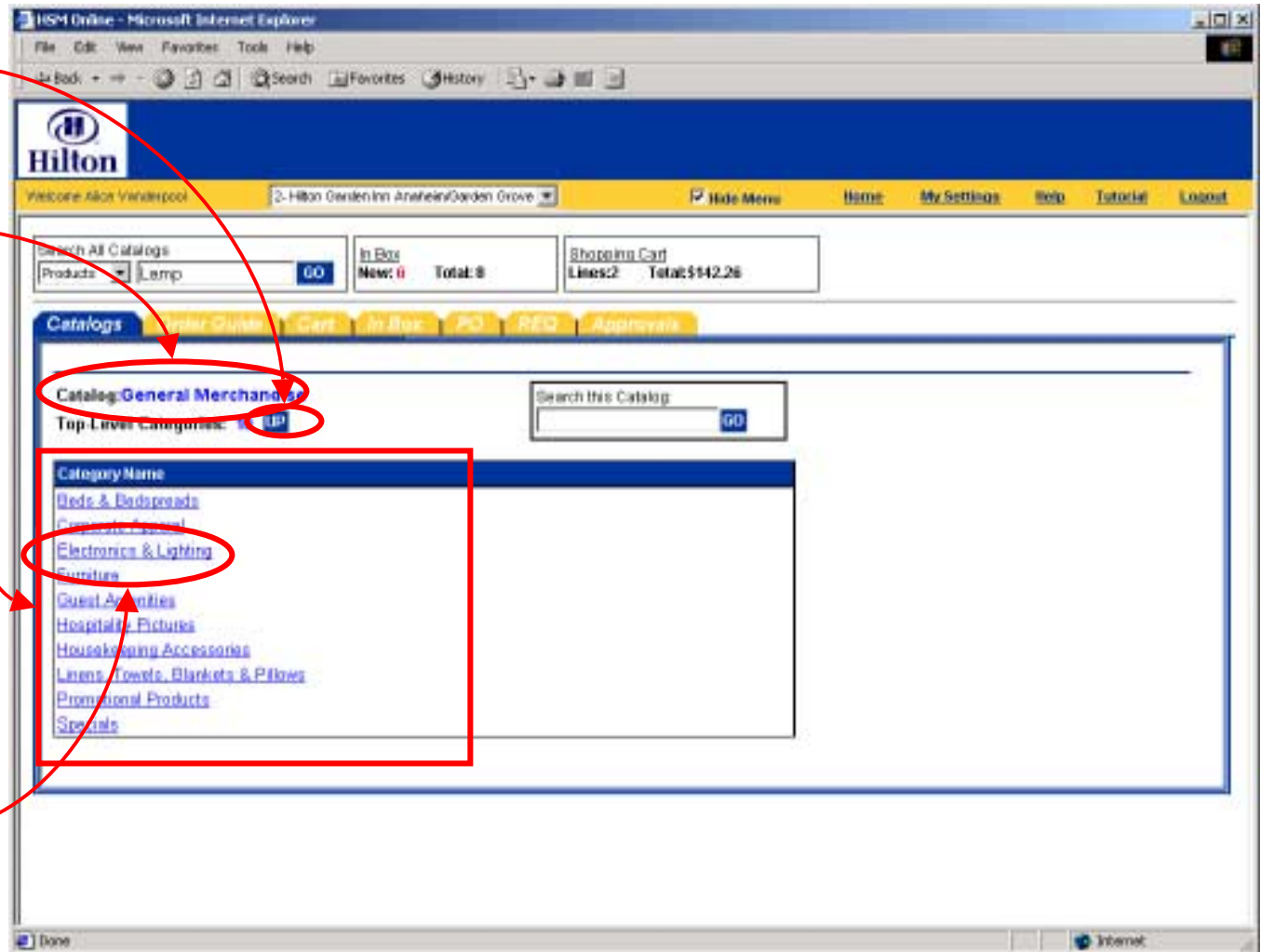
Shopping > Catalog Search > Drill Down within Catalog

FYI: you can hit the 'Up' button to ascend one level

Name of the selected catalog

The result will be a list of top level categories within that catalog. Clicking on the category links will show the corresponding products (or further subcategories if applicable)

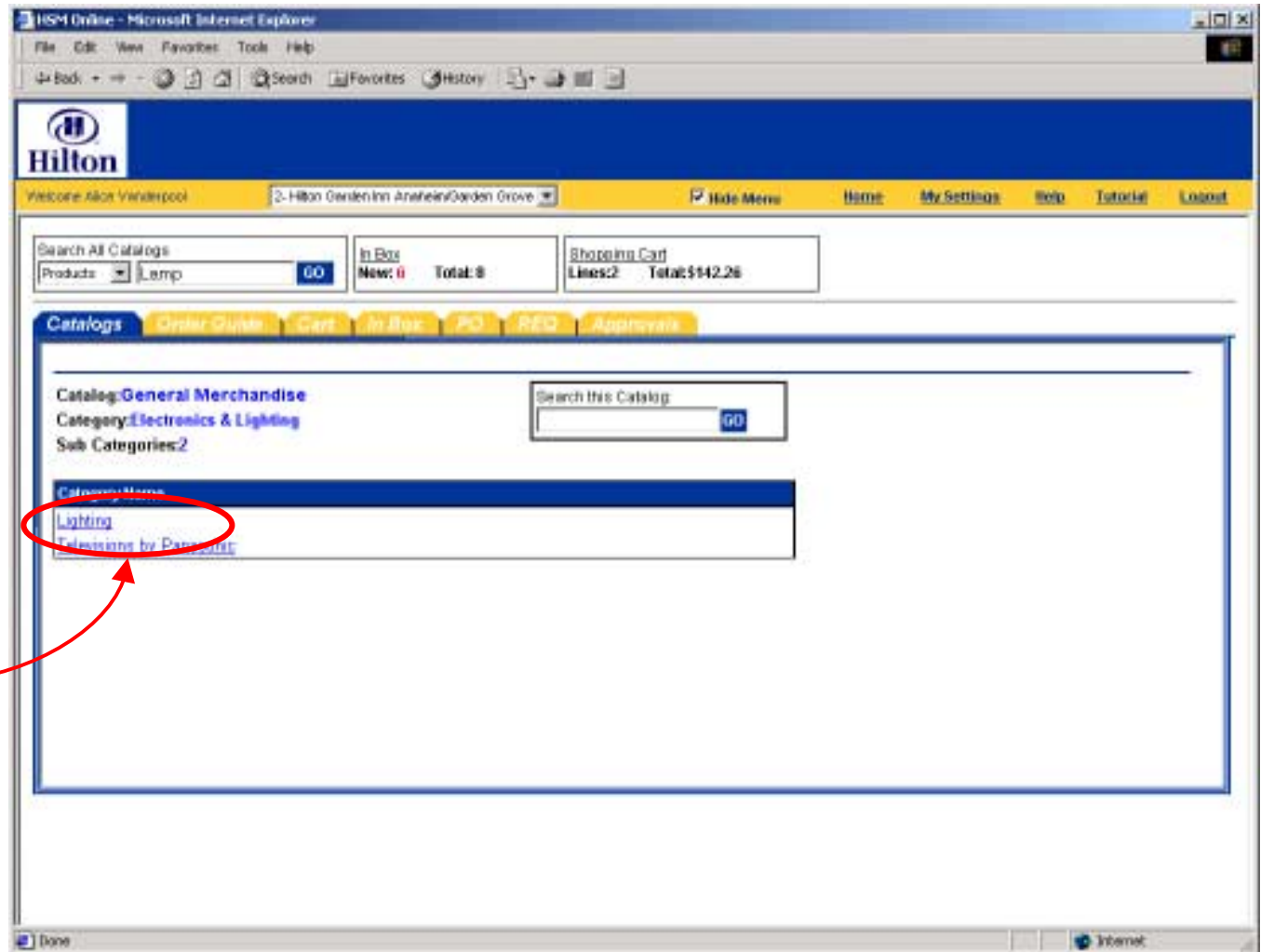
For our example, click on [Electronics & Lighting](#)



Shopping > Catalog Search > Drill Down within Catalog

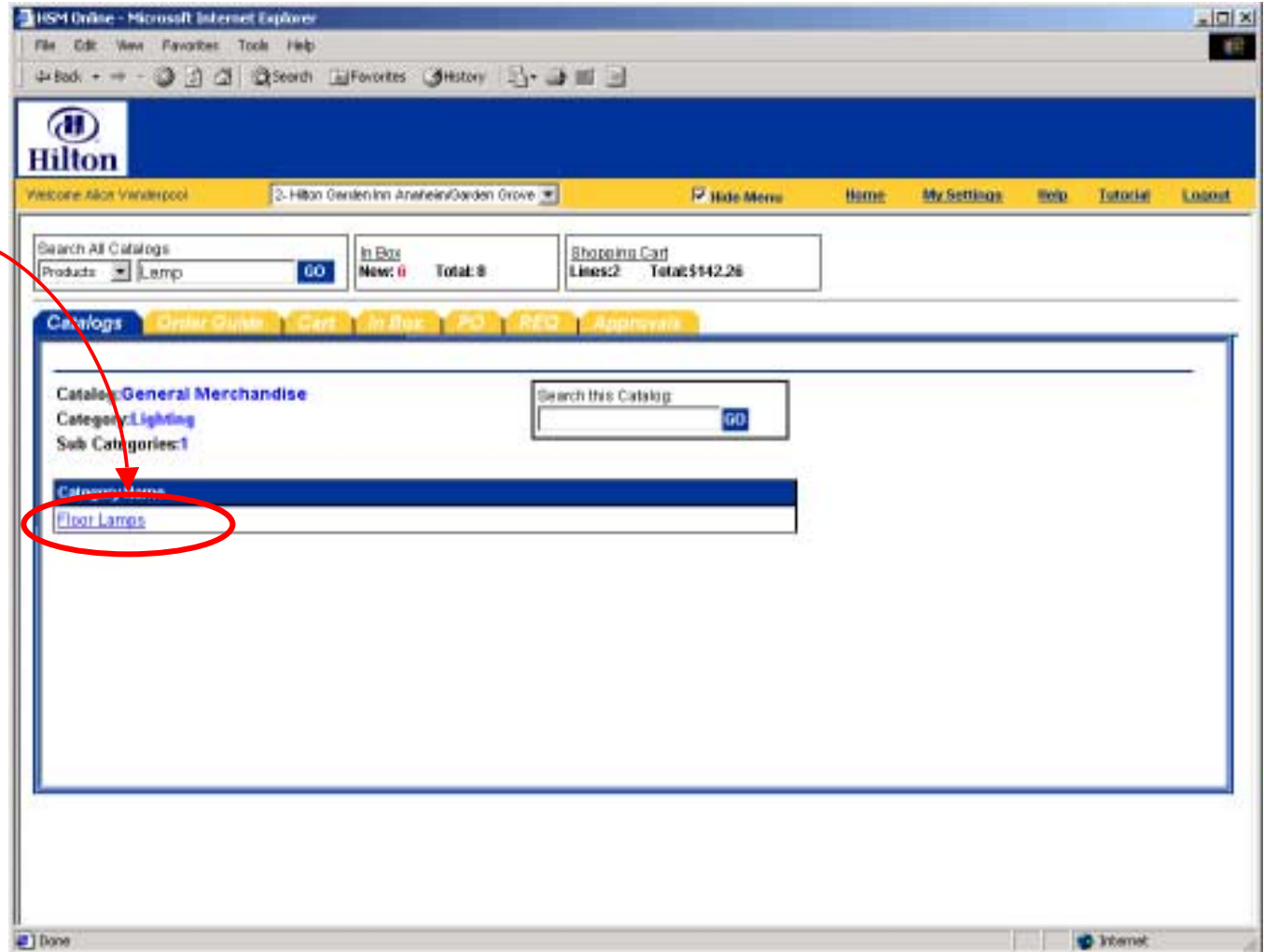
The number of possible drill downs depends on how many subcategories are defined

For our example, click on [Lighting](#)



Shopping > Catalog Search > Drill Down within Catalog

To finally arrive at the product level click on the remaining subcategory name [Floor Lamps](#)



Shopping > Catalog Search > Drill Down within Catalog

Your final result will be the same as if you would have done a global search for the product.

There is a way to search within a catalog without having to drill all the way through the subcategories. Please go back to the catalog homepage.

Return to the catalog homepage by clicking the '[Home](#)' button.

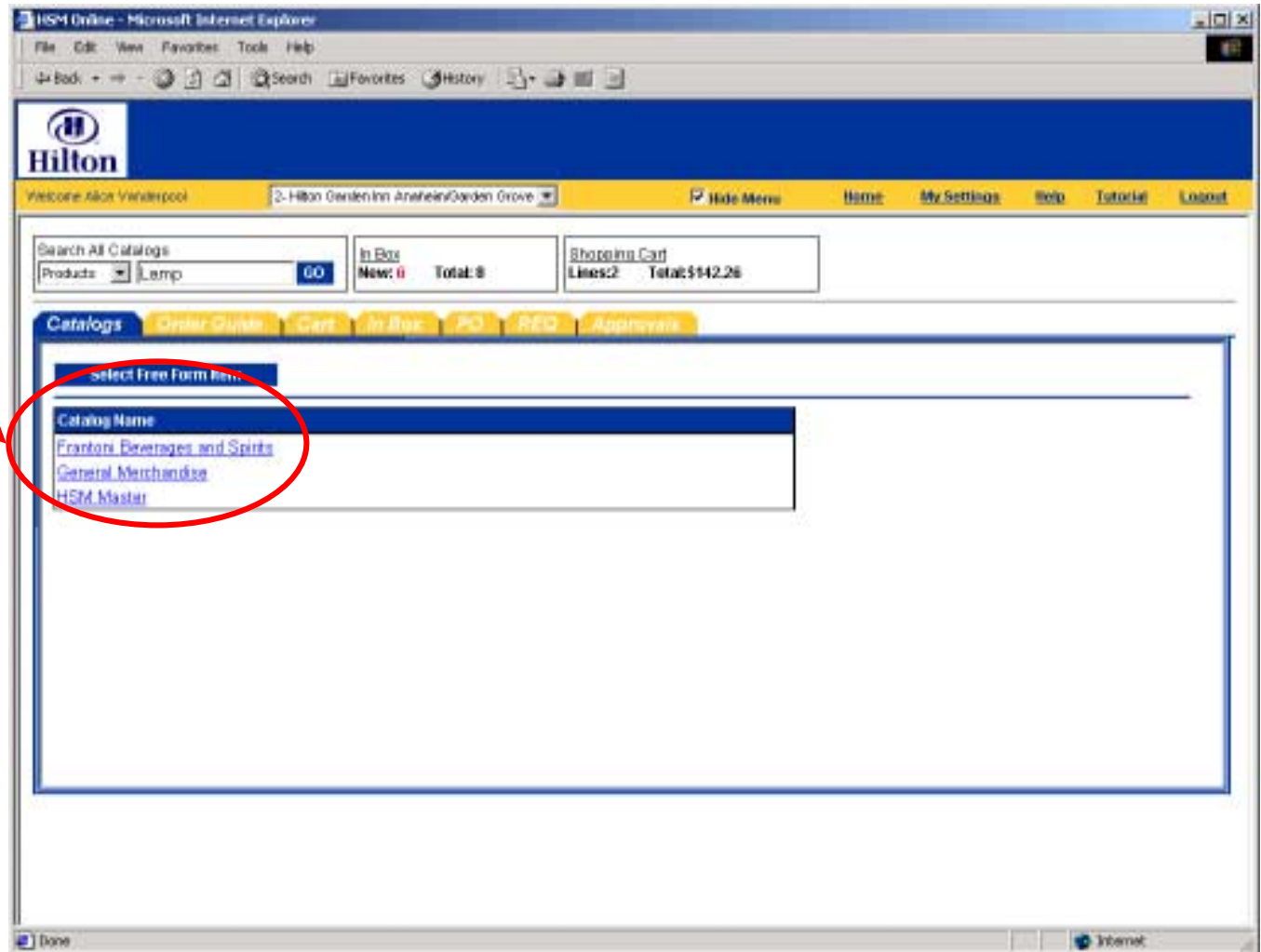
The screenshot shows the Hilton ISM Online interface in Microsoft Internet Explorer. The browser title is "ISM Online - Microsoft Internet Explorer". The page header includes the Hilton logo and a navigation bar with buttons for "Home", "My Settings", "Help", "Tutorial", and "Logout". A "Welcome" message is visible. Below the header is a search bar with "Search All Catalogs" and a "GO" button. The search results show "Products: 16" and "Pages: 1". A table of products is displayed, with the first three rows highlighted in red. The table has columns for Item#, Product Name, Mfr, Pack/Size, UOM, Min Qty, Ord Qty, Price, and Select. The first row is for a "Mesa Stand" (SKU130016) priced at \$25.47. The second row is for a "Floor Lamp 3003EM 50\"

Item#	Product Name	Mfr	Pack/Size	UOM	Min Qty	Ord Qty	Price	Select
SKU130016	Mesa Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 19 1/2"W, display area, felt insert, McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- / 17" H X 24" D X 13" L	EA	1		\$25.47	<input type="checkbox"/>
SKU130017	Floor Lamp 3003EM 50" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- / -	EA	1		\$35.39	<input type="checkbox"/>
SKU130018	Floor Lamp 2003EM 56" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- / -	EA	1			<input type="checkbox"/>

Shopping > Catalog Search > Search within Catalog

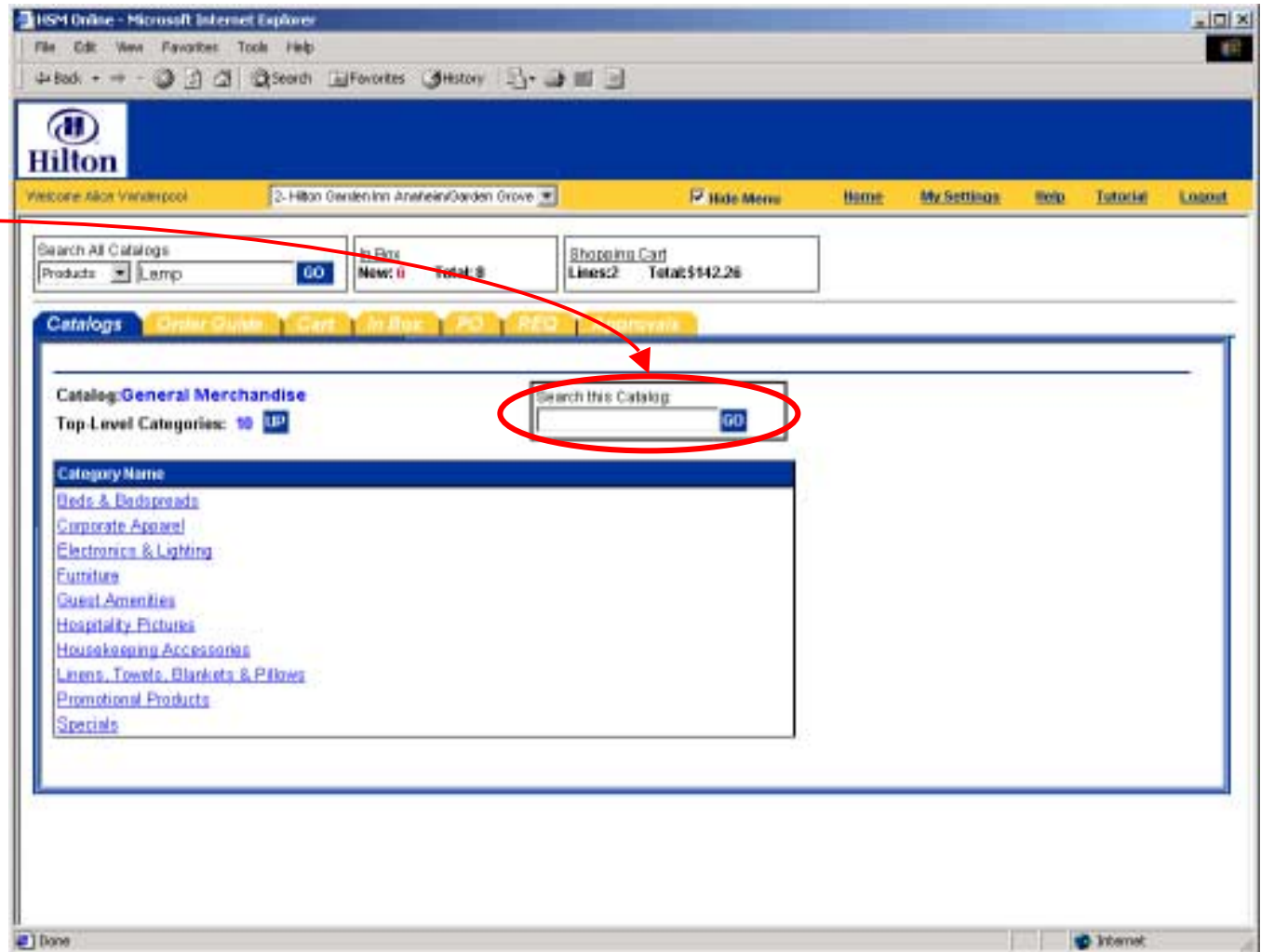
Select the catalog that contains floor lamps

Click on [General Merchandise](#)



Shopping > Catalog Search > Search within Catalog

To search the catalog [General Merchandise](#) only, type 'Lamp' in the search field and hit 'Go'



Shopping > Catalog Search > Search within Catalog

The result will be a list of all products within the selected catalog that contain the word 'Lamp' in the product name, description or number.

The screenshot shows the Hilton Supply Management website interface. At the top, there is a navigation bar with the Hilton logo and user information. Below this is a search bar with the text 'Search All Catalogs' and a dropdown menu set to 'Products'. The search term 'Lamp' is entered, and a 'GO' button is visible. To the right of the search bar, there are indicators for 'In Box' (New: 0, Total: 0) and 'Shopping Cart' (Lines: 2, Total: \$142.26). Below the search bar, there are several tabs for 'Catalogs', 'Order Quotes', 'Cart', 'In Box', 'PO', 'REQ', and 'Approvals'. A row of buttons includes 'Add to Cart', 'Add to Order Guide', 'Create PO', 'Add to PO', 'Create REQ', and 'Add to REQ'. The main content area shows 'Products: 16' and 'Pages: 1'. A table of search results is displayed, with a red box highlighting the first four rows. Each row contains a 'Item#', 'Product Name', 'Mfr', 'Pack Size', 'UOM', 'Min Qty', 'Oral Qty', 'Price', and a 'Select' checkbox.

Item#	Product Name	Mfr	Pack Size	UOM	Min Qty	Oral Qty	Price	Select
SKU130016 More Product Info	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 19 1/2"W, display area, felt insert, McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- /17" H X 24" D X 13" L	EA	1		\$25.47	<input type="checkbox"/>
SKU130017 More Product Info	Floor Lamp 3003EM 59" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- /-	EA	1		\$26.39	<input type="checkbox"/>
SKU130018 More Product Info	Floor Lamp 2003EM 56" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- /-	EA	1		\$27.39	<input type="checkbox"/>
SKU130019	Floor Lamp 5003EM 50" Polished Brass	McBride's Hotel	- /-	EA	1			<input type="checkbox"/>



Shopping > Catalog Search > Search within Supplier

If you want to search for products within a known supplier, you can perform a global supplier search.

Select **'Supplier'** from the drop down menu

Type the name (or parts thereof), in this case 'McBride' and hit go.

The screenshot shows the Hilton Supply Management website interface. At the top, there is a navigation bar with the Hilton logo and user information. Below this is a search bar with a dropdown menu set to 'Products'. A red circle highlights the search bar and the 'GO' button. To the right of the search bar, there are fields for 'In Box' (New: 0, Total: 8) and 'Shopping Cart' (Lines: 2, Total: \$142.26). Below the search bar, there are several buttons: 'Add to Cart', 'Add to Order Guide', 'Create PO', 'Add to PO', 'Create REQ', and 'Add to REQ'. The main content area displays a table of search results for 'McBride'. The table has columns for Item#, Product Name, Mfg, Pack Size, UOM, Min Qty, Unit Price, and Select. The first row shows a menu stand with a price of \$25.47. The second row shows a floor lamp with a price of \$26.39. The third row shows another floor lamp with a price of \$27.39. The fourth row shows a third floor lamp with a price of \$27.39.

Item#	Product Name	Mfg	Pack Size	UOM	Min Qty	Unit Price	Select
SKU130016 More Product Info	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 19 1/2" W, display area, felt insert, McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- / 17" H X 24" D X 13" L	EA	1	\$25.47	<input type="checkbox"/>
SKU130017 More Product Info	Floor Lamp 3003EM 59" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- / -	EA	1	\$26.39	<input type="checkbox"/>
SKU130018 More Product Info	Floor Lamp 2003EM 56" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- / -	EA	1	\$27.39	<input type="checkbox"/>
SKU130019	Floor Lamp 5003EM 50" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- / -	EA	1	\$27.39	<input type="checkbox"/>

Shopping > Catalog Search > Search within Supplier

The result will be a list of Suppliers that match your search criteria

The screenshot shows a web browser window displaying the Hilton Supply Management interface. At the top, there is a navigation bar with the Hilton logo and user information. Below this is a search area with a dropdown menu set to 'Suppliers' and a search box containing 'McBride'. To the right of the search box, it shows 'In Box New: 0 Total: 8' and 'Shopping Cart Lines: 2 Total: \$142.26'. Below the search area, there are several tabs: 'Catalogs', 'Order Details', 'Cart', 'In Box', 'PO', 'RFQ', and 'Approvals'. The main content area displays a list of search results under the heading 'Supplier(s)'. The first result is 'McBride's Hotel Furniture Supplier', which is highlighted with a red box. Below the supplier name, contact information is listed: 'Contact: Lenny Hanson (800) 723-4567', '3074 Allingham Ave.', and 'Boulder, CO 80301'. A red circle highlights the 'View Products' link next to the supplier name. A red arrow points from the 'View Products' link to a callout box on the left.

Click on the View Products link.

Shopping > Catalog Search > Search within Supplier

The result will be a list of all products of the specified supplier

The screenshot shows the Hilton Supply Management website interface. At the top, there's a navigation bar with the Hilton logo and user information. Below that, a search bar is visible with 'McBride' entered in the 'Suppliers' field. The search results show a list of products from the supplier. A red box highlights the product list table, and a red arrow points from the text box to the first row of the table.

Item#	Product Name	Mfr	PackSize	UOM	Min Qty	Oral Qty	Price	Select
SKU130016 More Product Info	Menu Stand, 2" diameter tube, 1 1/4" x 1 1/4" angle frame, 12" diameter base, 14 1/2" H x 19 1/2"W, display area, felt insert, McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- /17" H X 24" D X 13" L	EA	1		\$25.47	<input type="checkbox"/>
SKU130017 More Product Info	Floor Lamp 3003EM 59" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- /-	EA	1		\$26.39	<input type="checkbox"/>
SKU130018 More Product Info	Floor Lamp 2003EM 56" Polished Brass McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	- /-	EA	1		\$27.39	<input type="checkbox"/>
SKU130019	Floor Lamp 5003EM 50" Polished Brass	McBride's Hotel	- /-	EA	1			<input type="checkbox"/>

Shopping > Catalog Search > Selecting Products

The end result of any search will be a list of products to select from.

Item #: Supplier defined product Code

Product Name: The Supplier is displayed below the name

Mfr: Name of the Manufacturer

Pack/Size: # of items per case and their size

UOM: Unit of Measure The UOM is the base UOM. The item may be priced in multiple UOMs. You can change the UOM in Cart or Order Guide.

Min Qty: Minimum order quantity

Order Qty: type in Order quantity. **Price:** Price per unit. The price per unit is the base price. It doesn't reflect any quantity breaks. You can see the adjusted price in the Cart or Order Guide. However it will be calculated if you go directly to REQ or PO.

Item#	Product Name	Mfr	Pack/Size	UOM	Min Qty	Price	Select
SKU130016	Floor Lamp 1003PW 36" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- (-) 11" X 24" O X 13" L	EA	1	25.47	<input type="checkbox"/>
SKU130017	Floor Lamp 3003EM 59" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- (-) 11" X 24" O X 13" L	EA	1	23.99	<input type="checkbox"/>
SKU130017	Floor Lamp 3003EM 59" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- (-) 11" X 24" O X 13" L	EA	1	26.29	<input type="checkbox"/>
SKU130016	Floor Lamp 1003PW 36" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- (-) 11" X 24" O X 13" L	EA	1	25.47	<input type="checkbox"/>



Shopping > Catalog Search > Selecting Products

Select: Select single products by checking the box within the line item or select all by checking the box in the column header.

Use the action buttons (explained later) to determine what you want to do with the selected products.

Click here to go back to the [Shopping Tutorial](#)

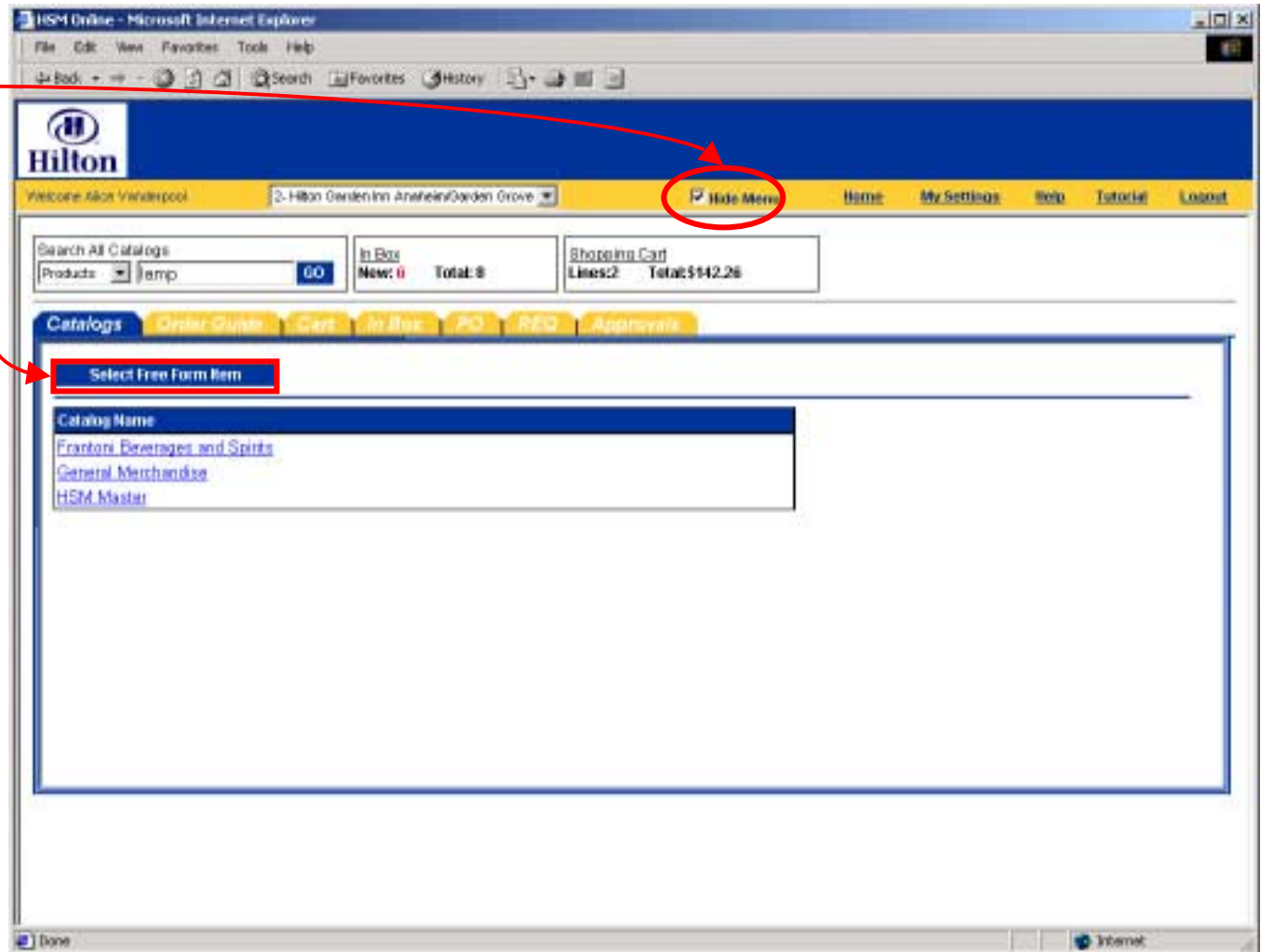
The screenshot shows the Hilton Supply Management web application interface. At the top, there is a search bar with 'Suppliers' and 'Lamp' entered, and a 'GO' button. To the right, it displays 'In Box: New:23 Total:28' and 'Your Shopping Cart: Lines:4 Total:\$5,461.45'. Below the search bar, there are tabs for 'Catalogs', 'Order Guide', 'Cart', 'Inbox', 'PO', 'REQ', and 'Approval'. A red box highlights a row of action buttons: 'Add to Cart', 'Add to Order Guide', 'Create PO', 'Add to PO', 'Create REQ', and 'Add to REQ'. Below this, a table lists products. A red box highlights the 'Select' column header, which contains a checkbox. Another red box highlights a checkbox in the 'Select' column for the first product row. Red arrows point from the text boxes to these elements.

Item#	Product Name	Mfg	PackSize	UOM	Min Qty	Oral Qty	Price	Select
SKU130016	Floor Lamp 1803PW 36" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- /17"H X 24" D X 13" L	EA	1		23.15	<input type="checkbox"/>
SKU130016	Floor Lamp 1803PW 36" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- /17"H X 24" D X 13" L	EA	1		25.47	<input type="checkbox"/>
SKU130017	Floor Lamp 3003EM 50" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- /-	EA	1		23.86	<input type="checkbox"/>
SKU130017	Floor Lamp 3003EM 50" Polished Brass More Product Info	McBride's Hotel Furniture Suppliers	- /-	EA	1		26.38	<input type="checkbox"/>
SKU130018	Floor Lamp 2803EM 56" Polished Brass	McBride's Hotel	- /-	EA	1			<input type="checkbox"/>

Shopping > Catalog Search > Creating Non-Catalog Items

Click on the [Home](#) link

Click the Select Free Form Item button



Shopping > Catalog Search > Creating Non-Catalog Items

Using this free form screen, you can create items that are not in any of the supplier catalogs. They can then be added to PO's and REQ's just like any other product.

Start by clicking the Select a Supplier button

A supplier search window will pop up. Type the name (or part of it) of the supplier you want to add a non-catalog item for in the search field and hit go

Click the Select button to go ahead with the supplier

The screenshot shows the Hilton ISM Online interface in Microsoft Internet Explorer. The main page has a blue header with the Hilton logo and a yellow navigation bar. Below the navigation bar, there are search and cart options. The 'Catalogs' section is active, showing buttons for 'Create PO', 'Add to PO', 'Create REQ', and 'Add to REQ'. A 'Select Supplier' button is highlighted with a red box. A 'Supplier Search' pop-up window is open, showing a search field with 'McBride' entered and a 'GO' button. The search results show a list of suppliers, with 'McBride's Home Furniture Suppliers' selected and highlighted with a red box. The contact information for this supplier is displayed below the list.

Select	Item#	Product Name	Ord Qty	UOM	Price	More
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Supplier Search - Microsoft Internet Explorer

Supplier Search
[McBride] GO

Supplier(s)

Select: **McBride's Home Furniture Suppliers**

Contact: Lenzy Haxton (800) 273-8887 hilton.com
3074 Alingham Ave
Boulder CO 80004

Shopping > Catalog Search > Creating Non-Catalog Items

Using this free form screen, you can create items that are not in any of the supplier catalogs. They can then be added to PO's and REQ's just like any other product.

The name of the selected supplier will be shown here

Fill in basic information about the item.

Click the More button for a pop up window that let's you specify additional detail about the product.

The screenshot displays the Hilton ISM Online interface. At the top, there's a search bar with 'McBride's' entered. Below it, a table lists items with columns for 'Select', 'Item', 'Product Name', 'Unit Qty', 'UOM', 'Price', and 'More'. The first row shows '1230ESDR' for 'Power Cable' with a unit quantity of 5 and a price of 3.25. A red box highlights the 'More' button for this item. A pop-up window titled 'Create Item' is open, showing fields for 'My Name', 'Brand Name', 'My Part Number', 'Model', 'Pack', 'Vol', 'Weight', and 'Category', with 'OK' and 'Cancel' buttons at the bottom.

Select	Item	Product Name	Unit Qty	UOM	Price	More
<input type="checkbox"/>	1230ESDR	Power Cable	5	EA	3.25	More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More

Shopping > Catalog Search > Creating Non-Catalog Items

Decide what you want to do with the newly created item and click the corresponding action button.

Activate the Check box if in order to process the item

The screenshot shows the Hilton ISM Online interface in Microsoft Internet Explorer. The page title is "Hilton ISM Online - Microsoft Internet Explorer". The interface includes a search bar with "Suppliers: McBride" and a "GO" button. A shopping cart summary shows "In Box New: 0 Total: 0" and "Shopping Cart Lines: 2 Total: \$142.26". Below the search bar, there are tabs for "Catalogs", "Order Divide", "Cart", "In Box", "PO", "REQ", and "Approvals". A red box highlights a row of action buttons: "Create PO", "Add to PO", "Create REQ", and "Add to REQ". Below this, there is a "Select Supplier" dropdown set to "McBride's" and a "Clear" button. A table displays search results with columns: "Select", "Item", "Product Name", "Ord Qty", "UOM", "Price", and "More". The first row is checked and contains: "1230ESDR", "Power Cable", "5", "EA", "\$3.25".

Select	Item	Product Name	Ord Qty	UOM	Price	More
<input checked="" type="checkbox"/>	1230ESDR	Power Cable	5	EA	\$3.25	More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More

Shopping > Catalog Search > Adding Suppliers On-the-Fly

Decide what you want to do with the newly created item and click the corresponding action button.

Activate the Check box in order to process the item

The screenshot shows the Hilton ISM Online interface in Microsoft Internet Explorer. The page title is 'Hilton' and the user is logged in as 'Alice Vanderpool'. The search results show a table with columns: Select, Item#, Product Name, Ord Qty, UOM, Price, and More. The first row is checked and shows '1230ESDR' for Item#, 'Power Cable' for Product Name, '5' for Ord Qty, 'EA' for UOM, and '\$1.25' for Price. A red box highlights the 'Add to PO' button and the checked checkbox. A red arrow points from the text box to the checkbox. Another red arrow points from the text box to the 'Add to PO' button.

Select	Item#	Product Name	Ord Qty	UOM	Price	More
<input checked="" type="checkbox"/>	1230ESDR	Power Cable	5	EA	\$1.25	More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More
<input type="checkbox"/>						More

Under construction