

Saving Catalog Searches

The NC E-Procurement Service has two types of saved searches: a saved *catalog* search and a saved *system* search. The saved *catalog* search (shown below) allows users to save a catalog search for a list of items. The saved *system* searches allow users to save search criteria for locating requisitions/purchase orders. Follow the steps below to save frequently used catalog searches.

Catalog
Non-Catalog
Favorites
Saved Searches

computer cleaning supplies Entire catalog Current category [Advanced](#)

Found 134 items in 3 categories for **computer cleaning supplies**.

Search Results Sort Results By:

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[Catalog Home](#)

All items 1 - 15 of 134 matches

COMPUTER CLEANING SUPPLIES ; BAG,REPLACEMENT/MDV2... \$6.05USD / package

Contract ID: 615A COMPUTER CLEANING SUPPLIES ; BAG,REPLACEMENT/MDV2,PK/5

Supplier: [PIEDMONT OFFICE SUPPLIERS INC](#)

Supplier Part Number: DTVDV-5PBRP

ETA (days): 0

1. Complete a catalog search.

2. Click the Save Search button to save frequently used searches for future use.

eRequisition
Save Catalog Search

1 Title ✓

2 Add Items ✓

3 Shipping

4 Accounting

5 Comments

6 Approval Flow

Summary

Choose a descriptive name for this search. This will help you to find and reuse it later in the catalog Saved Search tab.

Search Name:

Search Parameters: keywords='computer cleaning supplies'

Search Scope: Entire Catalog

3. Enter a search name and click the OK button.

Catalog
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Saved searches allow you to save commonly used catalog searches. After you search for an item and successfully retrieve results, click **Save Search**. You can return to the Saved Searches tab to use your saved search in the future.

Name	Action
<input type="checkbox"/> Computer Cleaning Supplies	<input type="button" value="Search"/> <input type="button" value="Edit"/>
<input type="button" value="Delete"/>	

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Click the Saved Searches tab on the Add Items page within a requisition to view and execute your saved searches.