

The tips below will help you find the product you need. If you have any questions concerning your account or need help finding a product please contact SUPRA Customer Service at (855) 777-8722 or via email at: upitt@supraos.com.

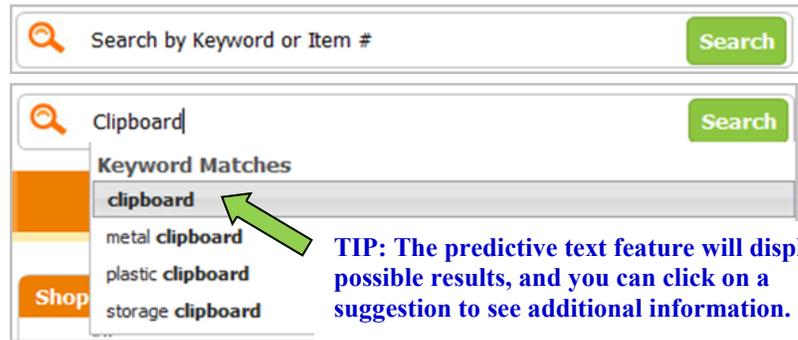
1 KEYWORD SEARCH

Not sure what you're looking for? Our Search feature allows you to quickly and easily find the items you need.

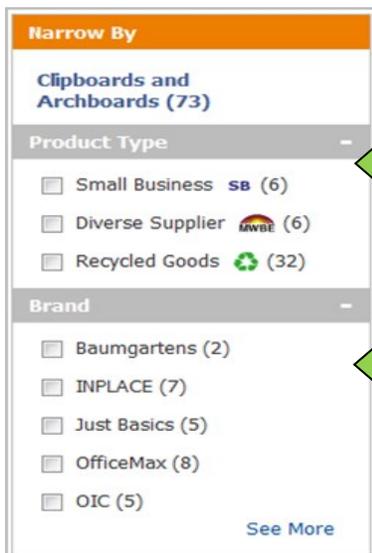
Type a **Keyword** or **Item #** into the search box and click **Search**.

TIP: Save time by entering a detailed description. That helps you get to the results you need much quicker.

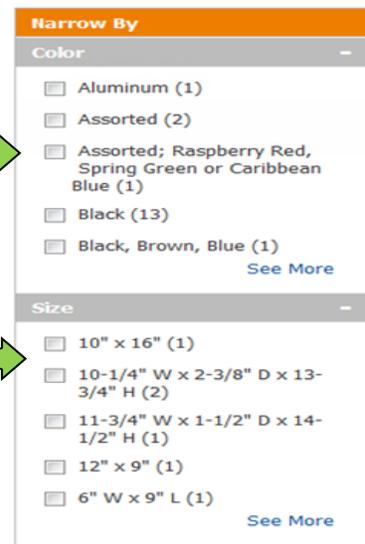
Example: "ballpoint fine blue " rather than "pens."



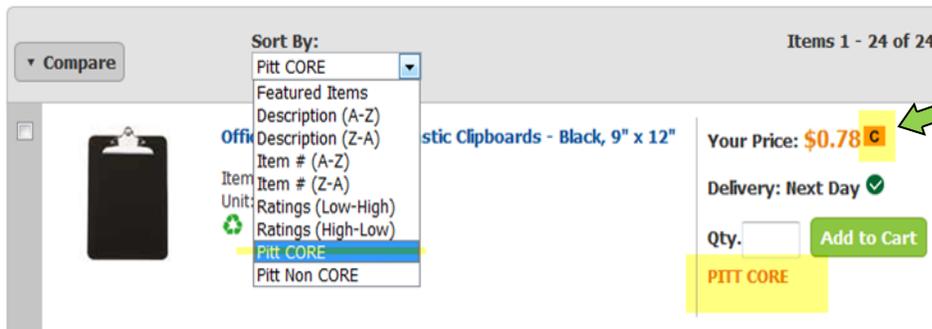
TIP: The predictive text feature will display possible results, and you can click on a suggestion to see additional information.



Refine search results by selecting a **Product Type** (such as Small Business, Diverse Supplier and/or Recycled Goods), **Brand**, **Color**, **Size**, or any **Other Attribute** that appears for your product. Simply **Check the Boxes** as needed and your search results will update automatically!



TIP: When you get results, use "Sort By" and select "Pitt CORE" to find the lowest priced items.



See the C? 
Indicates this item is on your company's preferred core list.

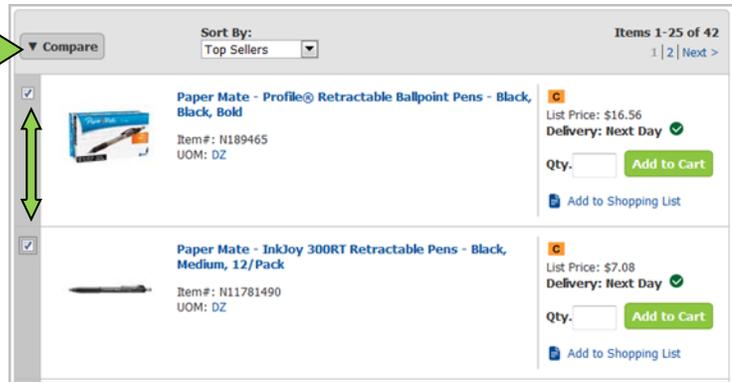
Supra Office Solutions Searching for Product , continued

2 ITEM COMPARISON

The Item Comparison feature allows you to display items side by side and see item similarities and differences.

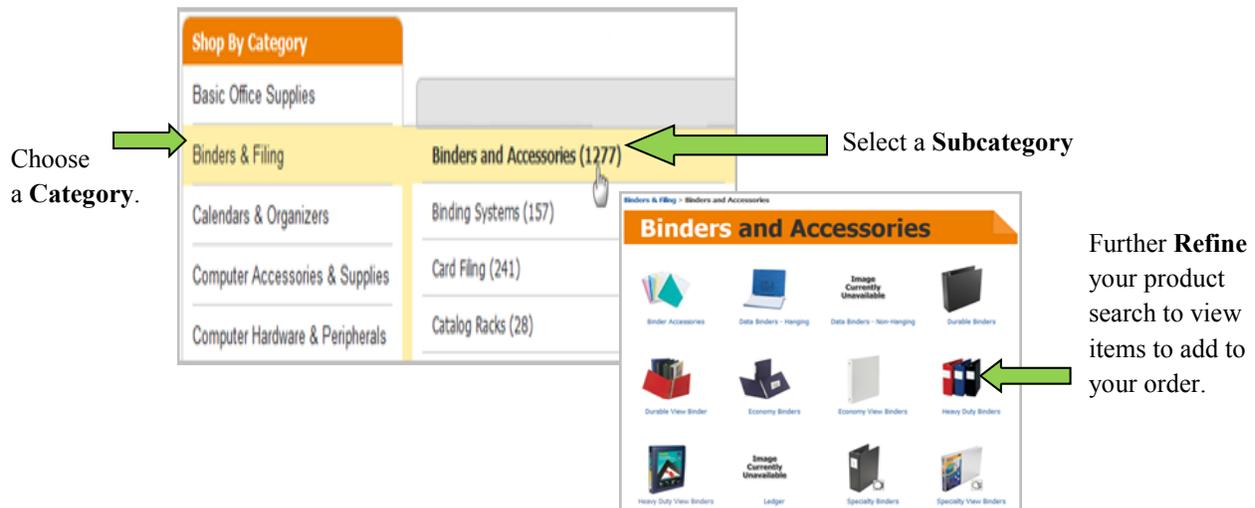
There is a **Compare Column** to the far left of every item. Check the boxes of the items you want to compare then click on the **Compare** button.

The selected items are put side by side. The **Highlights** show the difference between the two items.



3 SHOP BY CATEGORY

Need to quickly find an item? **Shop By Category** groups our product offering into intuitive headings, making your product search a snap! You can find your items in three easy steps.



4 ASSISTANCE

If you need assistance finding a product, please call **SUPRA Customer Service at (855) 777-8722** or via email at: upitt@supraos.com. You may also find helpful training resources on our website at: <http://cfo.pitt.edu/osci/resources.html> to the online how to shop the punchout webinar which addresses some of these search features.