SRM MDM Internal Catalog Search Tips

One of the fastest and easiest ways to order items on Statewide Contracts is through the SRM MDM Internal Catalog link in the Shopping Cart. This link sends you directly to the Internal Catalog where you can search and shop for items using a number of different search methods and criteria.

This document will show you some easy search methods to help you find items quickly in the SRM MDM Internal Catalog.

Please Note: This document focuses on MDM Internal Catalog items only. Other methods for searching through Agency Term and other non-Statewide Contracts are not covered in this document.

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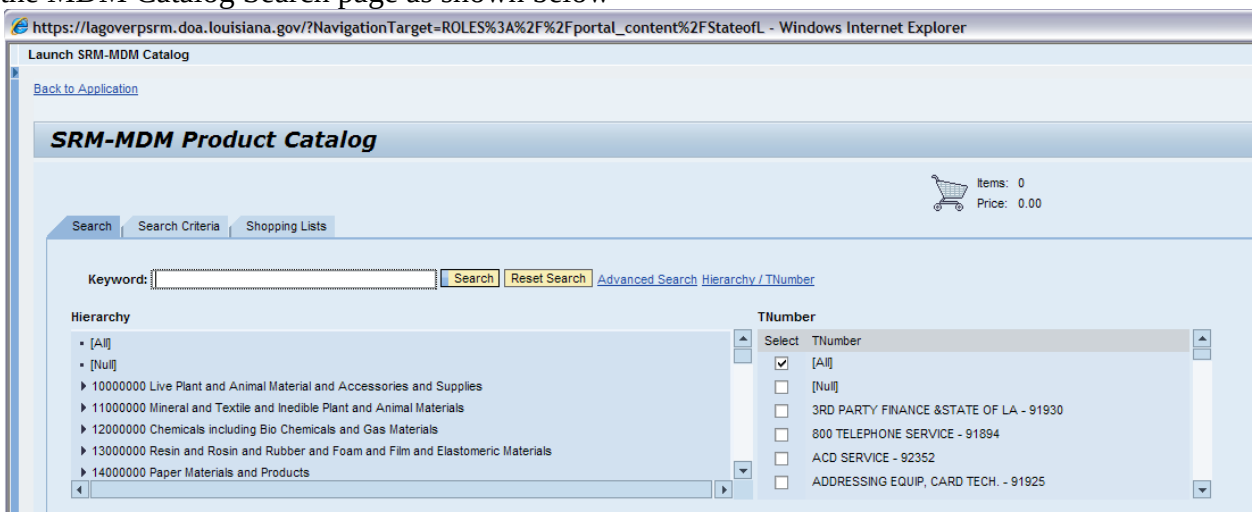
Simple Search in the Internal Catalog

After clicking on the SRM MDM Internal Catalog link in the Shopping Cart, the screen displays the MDM Catalog Search page as shown below



The white box in the center is the “Keyword” search box. It is in this field that we will add words that describe the item we wish to find.

This Keyword field searches on the following MDM fields:

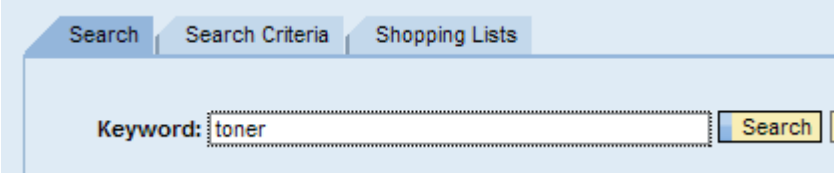
- Short Description (This is the 40 character description field on the Shopping Cart line in SRM)
- Long Description (This is the long text “Supplier Text” box in the Notes and Attachments tab on the Shopping Cart line in SRM)
- Supplier
- Notes

  <u>This field in MDM contains the following information:</u>

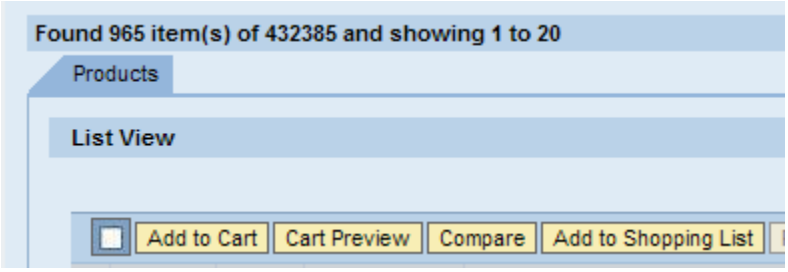
  - Whether a PCard can be used for this item (outside of SRM) or not
  - Whether the contract associated with this item is available for Cooperative Procurement or not
  - The AGPS Contract Number and Line Number associated with the item

Here is an example of how to use the Keyword field:
For this Example, we will find a Black Toner Cartridge for an HP 5000 Printer.

Type the word “toner” (without the quotes) in this field and press enter (or click the “Search” button as seen below. You will see the number of search results at the bottom of the page reduce to only those items with the word “toner” in the description.



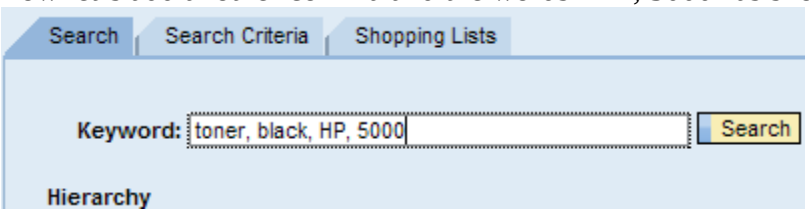
Our Search returned 965 items.



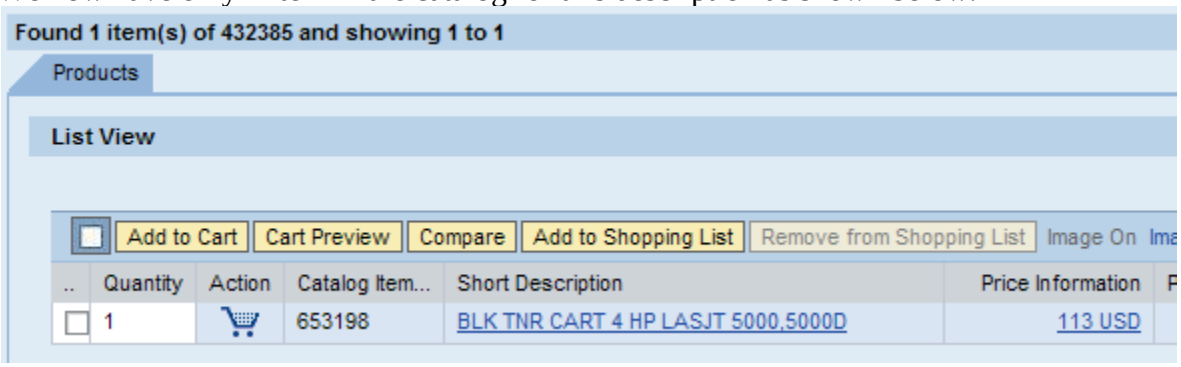
We will want to narrow down our search further, so we enter a comma after the word “toner” then the word “black” as shown below

Now our search results show 186 items.

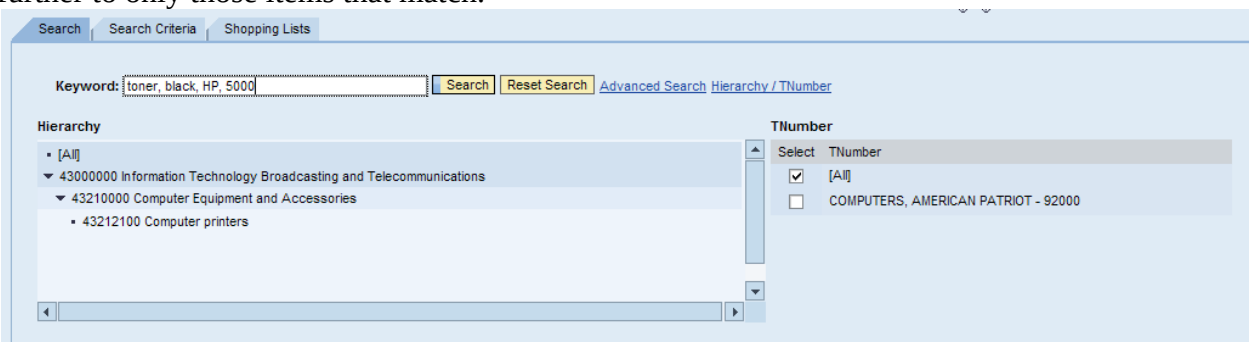
Now let's add another comma and the words "HP, 5000" as shown below.



We now have only 1 item in the catalog for this description as shown below.



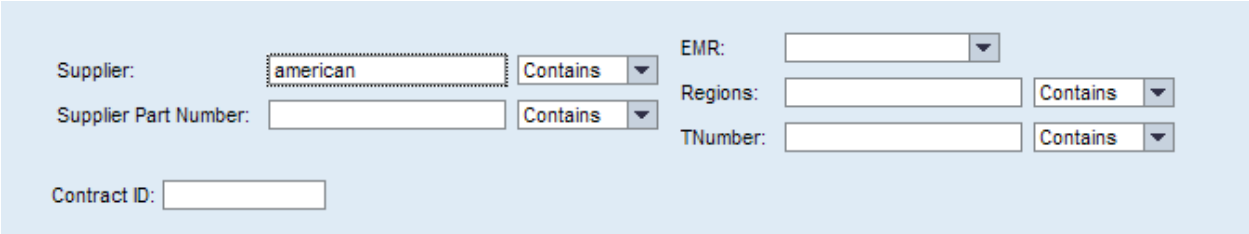
In addition to adding keywords, we could have also used the Hierarchy box to drill down to the "Computer Printers" or we could have used the TNumber checkboxes to do the same if we knew the appropriate TNumber our item was associated with. Keep in mind that as we click in the Hierarchy field or click the checkboxes in the TNumber field, our search results are limited further to only those items that match.



Advanced Search in the Internal Catalog

To use the Advanced Search fields in the Internal Catalog, we must first click on the blue "Advanced Search" link to the right of the Keyword Search field as shown below.

The following fields are then presented for us to add additional information about our item if we wish to use to further limit our search results.



For instance, let's go back to our toner example from the beginning.

I could add the word "toner" in the keyword search field, click the Advanced Search button and enter the word "American" in the Supplier field. This will limit all of the search results for toner to only those that are associated with a Supplier that has the word "American" in their name.

Additionally, I could add the item's part number in the Supplier Part Number field to limit search results down to only that part number. (Note: If your part number has dashes or slashes, try the number both ways with and without the dashes or slashes. Also, try entering only the first few letters or numbers of the part number to limit your search results.)

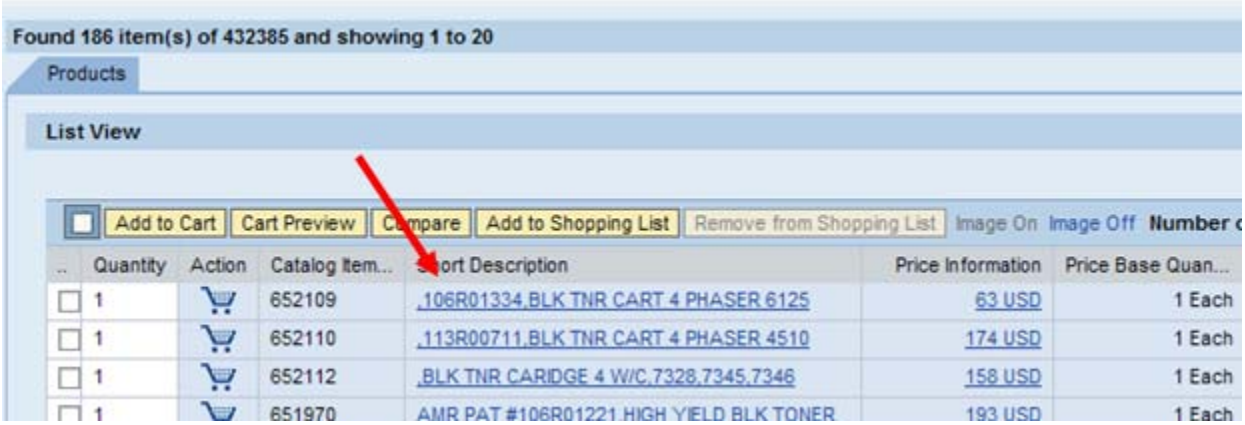
Additionally, I could add the SRM Contract Number (44xxxxxxxx) in the "Contract ID" field to restrict the results further.

Search Results

After you enter your keywords and other search criteria in the fields mentioned above, your search results are displayed at the bottom of the screen. Let's highlight a few important fields and functions of the Search Results Section:

Short Description

Any fields in MDM (such as this one) that are underlined and shown in blue font are clickable links. Click these links to get to the item details.



Notes
Scroll all the way to the right and you will find the Notes field. This field is structured to list the following:

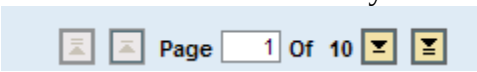
- Whether a PCard can be used for this item (outside of SRM) or not
- Whether the contract associated with this item is available for Cooperative Procurement or not
- The AGPS Contract Number and Line Number associated with the item

As mentioned earlier, this field is searched when information is entered in the "Keyword" Search box, so if you know the AGPS Contract Number, you can simply enter it in the Keyword search and any items associated with that contract will be displayed. Use commas and more keywords to further define your search.

TNumber	Regions	Notes
COMPUTERS, AMERICAN PATRIOT - 92000		PCARD:Y COOP:Y AGPS:405170/19737
COMPUTERS, AMERICAN PATRIOT - 92000		PCARD:Y COOP:Y AGPS:405170/19685
COMPUTERS, AMERICAN PATRIOT - 92000		PCARD:Y COOP:Y AGPS:405170/19747
COMPUTERS, AMERICAN PATRIOT - 92000		PCARD:Y COOP:Y AGPS:405170/19666

How to Sort Your Search Results
When you pass your mouse over the titles of certain columns in the Search Results, your mouse will change to a pointing hand. This indicates that the field can be sorted. Click on the column title and the search results will be sorted. This is helpful when you have similar short descriptions or suppliers.

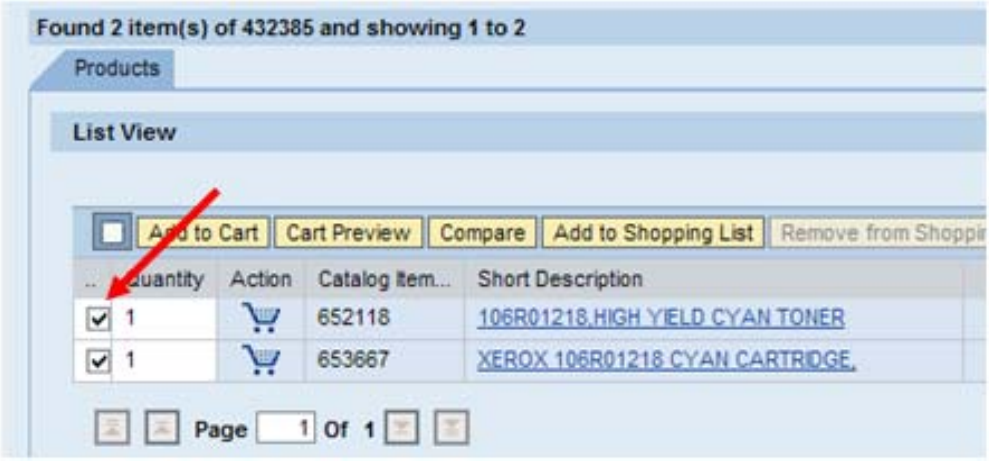
How to View the Next Page of Results
If you have many results and you do not wish to further define them by adding keywords, you can use the buttons at the very bottom left to navigate through the pages of results.



You can either type in the Page Number in the white box, or click the arrows to the left and right of it.

Comparing Items in the Internal Catalog
When searching through the Internal catalog and we find a handful of items that are similar in nature, we can "Compare" these items side by side to quickly see if there are any differences between them.

To do this, click the checkboxes to the left of the items on the search results main screen as shown below.



Then Click the

Button.

The screen will then display the search results as shown below lined up side by side to make quick comparisons easy. (Note: The brand names (in this example) are located in the long text of the items. Simply click the descriptions of the items and you will be presented with the long descriptions.)

Item Comparison

Back to search

Fields	Item 1	Item 2
	Remove Item	Remove Item
Quantity	1	1
Action		
Short Description	106R01218,HIGH YIELD CYAN TONER	XEROX 106R01218 CYAN CARTRIDGE,
Price Information	321.00	321.99
Price Base Quantity	1 Each	1 Each
Supplier	310005467, AMERICAN OFFICE MACHINES INC	310005467, AMERICAN OFFICE MACHINES INC
Supplier Part Number	106R01218	106R01218
Product ID		
Product Group	COMPUTER PRINTERS	COMPUTER ACCESSORIES
Delivery Time in Days	30	5
Minimum Quantity	1	1
Unit of Measure	Each	Each
LAPS	TRUE	TRUE
HyperlinkHyperlink (Link)	https://wwwprd.doa.louisiana...	https://wwwprd.doa.louisiana...
HyperlinkHyperlink (Rendered)		
Image		

Zero Dollar Items

Some items in the internal catalog were added with a price of Zero ($0.00). These items can be added to your shopping cart as you would add other items. Once in the Shopping Cart, simply input the GROSS Price (price before the discount) of the item, press enter or click the check button, and the Shopping Cart will calculate the discount based on the Contract created by OSP. (Note: You may only enter the price 1 time. After pressing Enter, or clicking the check button, the price field will be locked. If the price was entered incorrectly, you must delete the line from the shopping cart, pull the item from the Catalog, and then enter the correct price.)