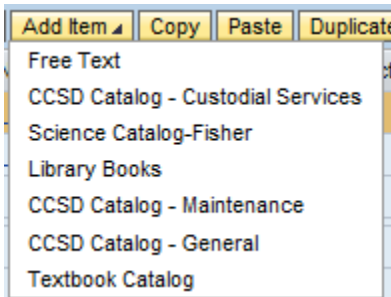


Catalog Price Sort Improvement Help Guide

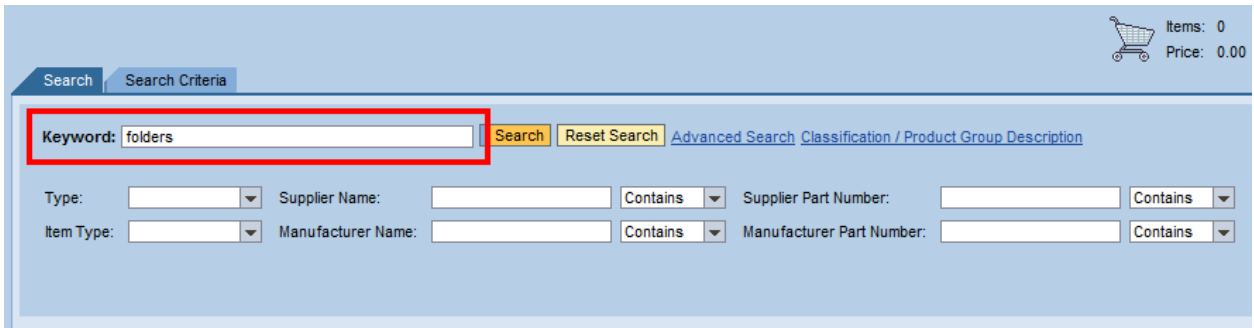
This feature will allow you to sort by pricing in all CCSD catalogs.

Log on to SAP. Create a shopping cart and add an item, **selecting** any CCSD catalog.

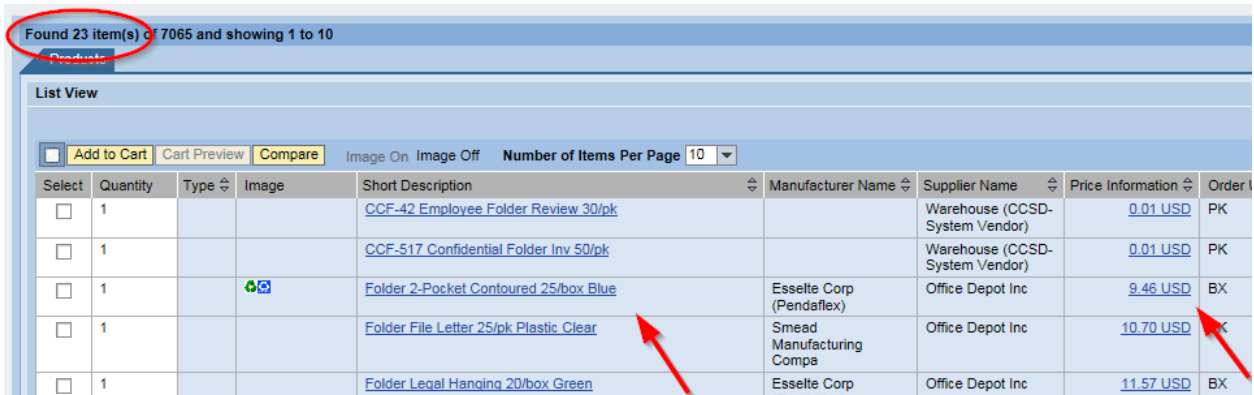


Narrow search by using Keywords

Note: Always search for items using the noun, for example, use ball instead of baseball.

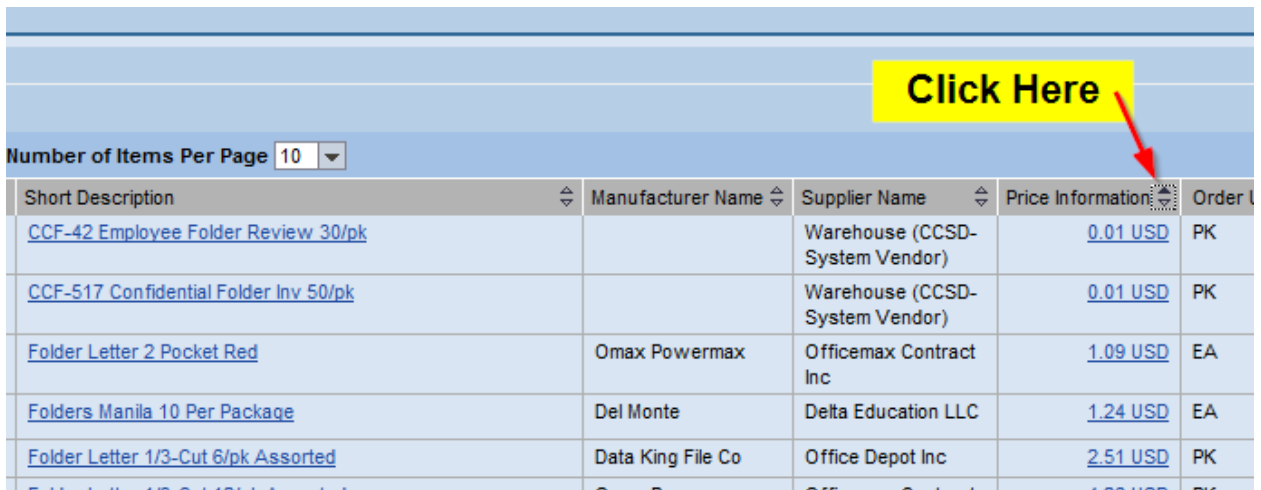


Search results show 23 items. The folders are listed alphabetically by short description with no consideration of price.



Catalog Price Sort Improvement Help Guide

By clicking the arrow in the Price Information column, items will be sorted from lowest price to highest price.



Number of Items Per Page

Short Description	Manufacturer Name	Supplier Name	Price Information	Order I
CCF-42 Employee Folder Review 30/pk		Warehouse (CCSD-System Vendor)	0.01 USD	PK
CCF-517 Confidential Folder Inv 50/pk		Warehouse (CCSD-System Vendor)	0.01 USD	PK
Folder Letter 2 Pocket Red	Omax Powermax	Officemax Contract Inc	1.09 USD	EA
Folders Manila 10 Per Package	Del Monte	Delta Education LLC	1.24 USD	EA
Folder Letter 1/3-Cut 6/pk Assorted	Data King File Co	Office Depot Inc	2.51 USD	PK

By clicking the arrow again, the Price Information will sort highest price to lowest price.



Number of Items Per Page

Short Description	Manufacturer Name	Supplier Name	Price Information	Order
Folder Paper Electric Friction Feed	Mbm	Ray Morgan Company	2,045.00 USD	EA
Folder Legal Classification 6 Fastener	Tops	Officemax Contract Inc	40.18 USD	BX
Folder Letter Classification 6 Fastener	Tops	Officemax Contract Inc	36.59 USD	BX
Folder Legal Classification 6 Fastener	Tops	Officemax Contract Inc	31.07 USD	BX
Folder Legal Classification 6 Fastener	Tops	Officemax Contract Inc	30.62 USD	BX