



Searching the GoCM Catalogue (Searching 100)

Prerequisites

Prior to starting this training, we recommend that you complete the following modules:

- GoCM Navigation (Navigation 100)
- My Settings (Settings 100)

These modules will provide some valuable tools and helpful suggestions to assist you in Searching in GoCM.

If you would like to take these modules before starting '*Searching the GoCM Catalogue*', please click on the '*All Modules*' link in the left hand navigation bar.

Module Overview

This module is designed to teach you the shopping cart component of GoCM. The numerical menu bar above this text indicates which section of the module you are in.

- 1 – Prerequisite, Overview and Module Objectives
- 2 – Step-by-Step process with screen shots and demonstrations
- 3 – Review and Try it Now
- 4 – Job Aids

While you can skip menu items, we recommend that you follow the natural progression of the module as it will help you better understand how to work in GoCM.

Objectives of this Module

Searching the GoCM Catalogue is designed to assist you in searching the GoCM catalogue through a variety of ways including using free text and a drop down menu.

Demonstrations are incorporated in this module to show you how the different search options are used in GoCM.

The objectives of this module are to allow users to:

- Search the GoCM catalogue by catalogue view
- Search the GoCM catalogue by free text
- Sort and refine search results based on refinable characteristics

Additional search tips are provided in the *Helpful Tips* section of this module. These include explanations on how to:

- Enter search terms for exact, fuzzy or linguistic text
- Compare characteristic values of several items side by side

Searching the GoCM Catalogue

The following scenario will be used throughout this module to help you learn how to search the GoCM catalogue:

You are searching the GoCM catalogue for a monitor. Follow the different approaches to searching the catalogue to find the monitor.

How to search the GoCM catalogue?

Go to the 'Go Shopping' tab.

Your GoCM Shopping Wizard will indicate that you are in the 'Select Goods/Services' or first section of the application.

In the screen below, you will notice a blue box identified as 'Step 1: Select Goods and Services' with 'My GoCM' and 'All GoCM' options. These two options display catalogue items in different ways.

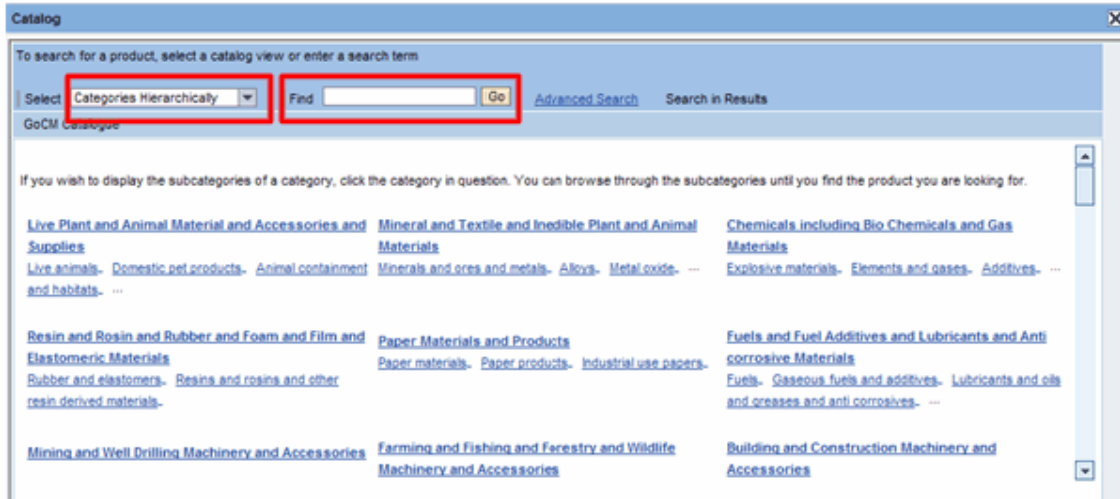
- 'My GoCM' displays items for GoCM registered users, specific to their department and region. This is a short-cut to the items in the catalogue that have been negotiated for you.
- 'All GoCM' displays all catalogue items for GoCM registered/non-registered users and for users who can purchase items on behalf of others.

Select either 'My GoCM' or 'All GoCM'.

The screenshot displays the GoCM Government of Canada Marketplace interface. At the top, there is a navigation bar with the Government of Canada logo and the text 'GoCM Government of Canada Marketplace'. Below this, there are tabs for 'Go Shopping', 'My Purchase Orders', and 'My Reports'. The 'Go Shopping' tab is active, and it contains sub-links for 'Search for Goods' and 'Check Order Status'. The main content area is titled 'Shop in 3 Steps' and shows a progress bar with three steps: 1. Select Goods/Service, 2. Shopping Cart (Empty), and 3. Complete and Order. Below the progress bar, there is a description of the steps: 'In this step, you can search for goods/services and add them to your shopping cart. In step 2, you can display your shopping cart and check it. In step 3, you can order your shopping cart.' The 'Step 1: Select Goods/Service' section is highlighted in blue and contains the following text: 'You can add items to the shopping cart using the following methods: Search in Individual Catalogs:'. Below this, there are two radio buttons: 'All GoCM (includes items outside your region/department)' and 'My GoCM'. Both radio buttons are selected, and they are highlighted with red boxes. Below the radio buttons, there is a link for 'Describe Requirement' and a 'Back' button.

A 'Catalogue' box opens as you can see in the image below. This is where you can search for catalogue items(s).

To search for a product, you can select a catalogue view or enter free text in the spaces provided.

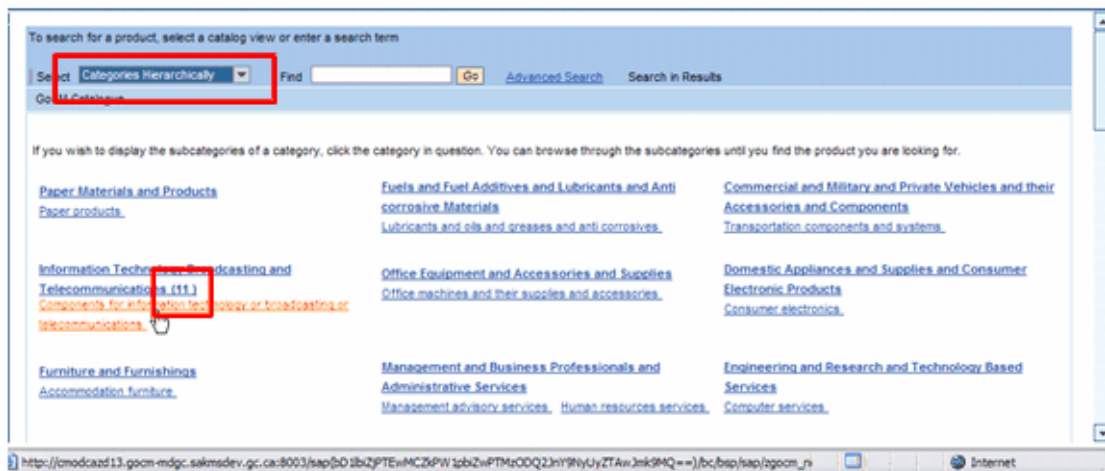


Searching by catalogue view

In the 'Select' field drop down menu, choose 'Categories Hierarchically' as demonstrated in the image below.

This view displays United Nations Standard Products and Services Code (UNSPSC) product and service categories to which catalogue items have been assigned.

You can search within subcategories by clicking on the category title. You can continue to drill-down until you find the product you are looking for.



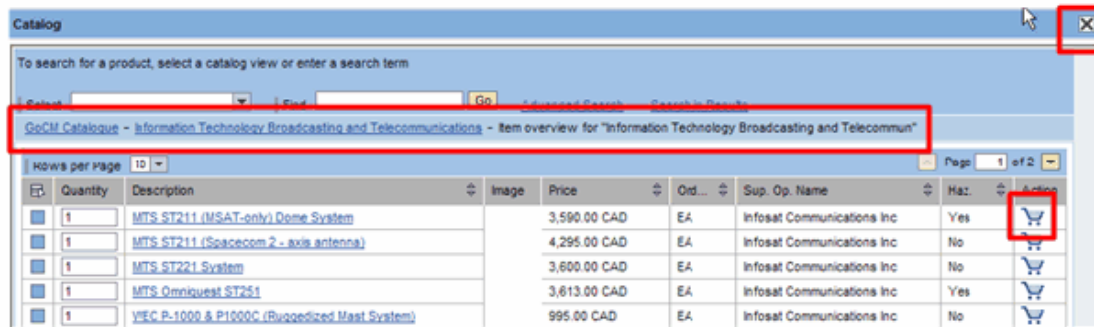
The image below shows the results of your search. You can identify the number of rows per page you would like your product information displayed.

The screenshot shows the search results page. At the top, there is a search bar and a dropdown menu set to '10' for 'Rows per Page'. The 'Page 1 of 2' dropdown is also highlighted with a red box. Below the search bar, there is a table of search results.

Quantity	Description	Image	Price	Ord...	Sup. Op. Name	Haz.	Action
1	MITS ST211 (MSAT-only) Dome System		3,590.00 CAD	EA	Infosat Communications Inc	Yes	
1	MITS ST211 (Spacecom 2 - axis antenna)		4,295.00 CAD	EA	Infosat Communications Inc	No	
1	MITS ST221 System		3,600.00 CAD	EA	Infosat Communications Inc	No	
1	MITS Omnisat ST251		3,613.00 CAD	EA	Infosat Communications Inc	Yes	
1	WEC P-1000 & P1000C (Ruggedized Mast System)		995.00 CAD	EA	Infosat Communications Inc	No	
1	WEC D-1000 Dispatc Mid-Gain Contoured Dome System		1,990.00 CAD	EA	Infosat Communications Inc	No	
1	WEC D-1000 (Spacecom 2-axis antenna)		3,895.00 CAD	EA	Infosat Communications Inc	No	
1	WEC D-1000M (3-axis antenna w/50ft cable)		6,595.00 CAD	EA	Infosat Communications Inc	No	
1	WEC F-100P Planar Antenna System		3,595.00 CAD	EA	Infosat Communications Inc	No	
1	Spacecom Antenna System 3-Axis		3,395.00 CAD	EA	Infosat Communications Inc	No	

Once you have found your product you can either add it to your shopping cart or drop the result and start another search.

- To add the results to your shopping cart, enter a quantity, if more than 1, and click on the shopping cart icon on the line of the item you need
- To drop the results and start a new search, click on the “X” on the right to close the catalogue window.

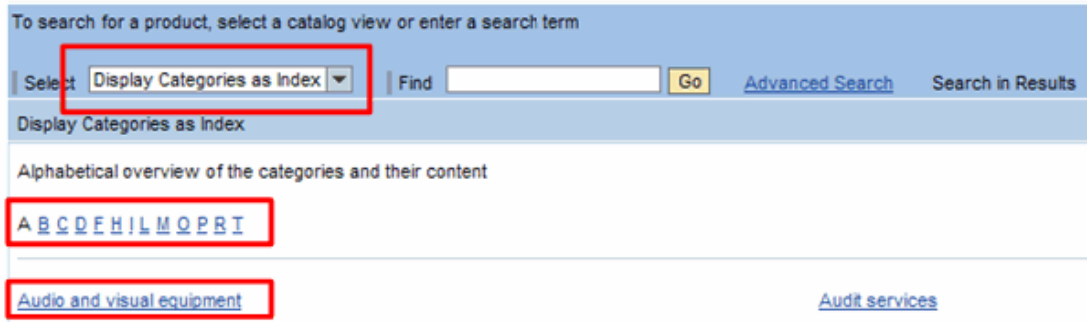


Warning: Never click on the browser's back button.

View demo of searching by 'Categories Hierarchically'

Now, in the 'Select' field drop down menu, choose 'Display Categories as Index'.

This view displays all letters in the alphabet where items exist within a subcategory. Click on a letter of the alphabet that contains the subcategory you are looking for, and then click on category title shown below for a listing of items.



The image below shows your search results.

The screenshot shows a search results table with a blue header. The text "To search for a product, select a catalog view or enter a search term" is at the top. Below it, there is a "Select" dropdown menu, a "Find" input field, a "Go" button, and links for "Advanced Search" and "Search in Results". Below the search bar, the text "Display Categories as Index - Item overview for 'Audio and visual equipment'" is shown. Below this, there is a "Rows per Page" dropdown menu set to "10" and a "Page" dropdown menu set to "1 of 2". The table has the following columns: Quantity, Description, Supplier Part Number, Price, Order, Hazardous, and Act. The table contains 10 rows of data.

Quantity	Description	Supplier Part Number	Price	Order	Hazardous	Act
1	System	9501500	145.99 CAD	EA	False	
1	Battery	BCG34HLD4L	20.77 CAD	EA	True	
1	Software	AW02004311	3,620.58 CAD	EA	False	
1	Non-Linear Editor	100804601	109,414.08 CAD	EA	False	
1	Monitor	100093202	2,952.40 CAD	EA	False	
1	System	9501500	146.48 CAD	EA	False	
1	Cable	245704499002	7.38 CAD	EA	False	
1	Software	515117163550	18,283.96 CAD	EA	False	
1	Software	AW02004311	3,600.58 CAD	EA	False	

To view the details of the item you desire, click description of the item.

The screenshot shows a catalog window titled 'Catalog'. At the top, there is a search bar with a dropdown menu, a 'Find' input field, and a 'Go' button. Below the search bar, there are links for 'Advanced Search' and 'Search in Results'. The main content area displays a table of search results for 'Audio and visual equipment'. The table has columns for Quantity, Description, Sup. Part No, Price, Order Unit, Sup. Op. Name, Haz, and Action. The 'Storage' item is highlighted with a red box.

Quantity	Description	Sup. Part No	Price	Order Unit	Sup. Op. Name	Haz	Action
1	Storage	AW02013311	143,999.99 CAD	EA	Infosat Telecommunications	No	
1	Storage	99001192300	961.38 CAD	EA	Infosat Telecommunications	No	
1	Storage	9501500	145.99 CAD	EA	Infosat Telecommunications	No	
1	Battery	BCG34HLD4L	20.77 CAD	EA	Infosat Telecommunications	Yes	
1	Cable	245704499002	7.53 CAD	EA	Infosat Telecommunications	No	
1	Software	515117163550	18,263.96 CAD	EA	Infosat Telecommunications	No	
1	Accessory	3880476301	613.43 CAD	EA	Infosat Telecommunications	No	
1	Projector	38VIV20102	17,186.40 CAD	EA	Infosat Telecommunications	No	
1	Software	AW02004311	3,620.58 CAD	EA	Infosat Telecommunications	No	
1	Non-Linear Editor	100804601	109,414.08 CAD	EA	Infosat Telecommunications	No	

The detailed results of your search may vary depending on the product you select:

- Class 1: The details describe the actual product that you can order. A link to the agreement document may be attached as well.

The screenshot shows a detailed product page for a 'Toner Cartridge -CLP-510/560 - BLACK'. The page includes a search bar at the top, a description of the product, and various fields for product details. The 'Attachments' section is highlighted with a red box, showing a link to a PDF copy of an agreement.

Quantity: 1

Attachments: [PDF copy of agreement](#)

Supplier URL: <http://www.kerrnorton.com/>

Description:	Toner Cartridge -CLP-510/560 - BLACK
Supplier Part Number	CLP-510D3K/SEE
Price	72.28 CAD
Order Unit	EA
Pkg Info	packed individually
Detailed Description	Toner Cartridge -CLP-510/560 - BLACK
Supplier Operating Name	KERR NORTON
Supplier Legal Name	1021076 ONTARIO INC.
Manufacturer Part Number	CLP-510D3K/SEE
Standing Offer Number	E60PS-040069/012/PS

OR:

- Class 3: The details describe the supply agreement tombstone information instead of the product information. In this case, a link to the actual agreement document is available.

To search for a product, select a catalog view or enter a search term

Select Find [Advanced Search](#) Search in Results

[GOCM PROCUREMENT](#) - [Furniture and Furnishings](#) - [Accommodation furniture](#) - [Furniture](#) - [Item overview for "Furniture"](#) - FURNITURE HOUSEHOLD

Description:	FURNITURE HOUSEHOLD	Quantity	<input type="text" value="1"/>
Price	0.00 CAD 0	Attachments:	Agreement
Order Unit	ST	Supplier URL:	C.E.V. Inc
Detailed Description	FURNITURE HOUSEHOLD		
Supplier Operating Name	C.E.V. Inc		
Supplier Legal Name	C.E.V. Inc		
Standard Offer Number	B4604-050001.001.CAL		

View demo of searching by Display Categories as Index

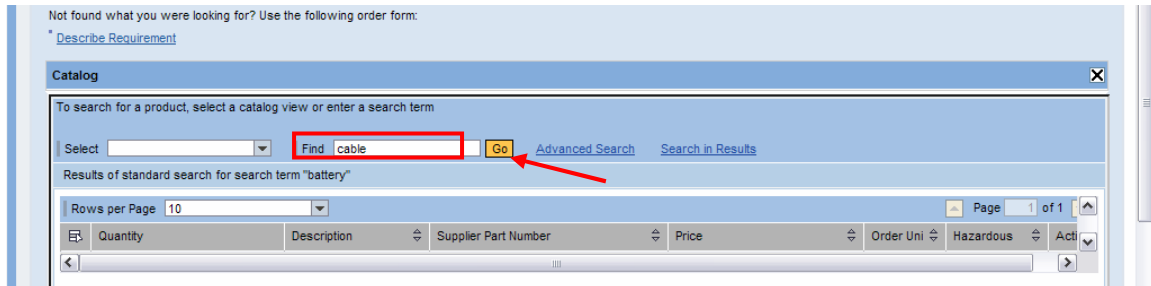
Searching by Free Text

The 'Find' field allows you to enter free text into the space provided. This includes entering one or more search items. If you enter more than one search term, this search field finds results that contain one or more of the terms you entered.

Search text that will provide product results include:

- Detailed description of the product (will not display if it is a standing offer)
- Supplier part number
- Picture description
- Short description of the product
- Supplier part number
- GSIN
- Manufacturer Name
- Procurement Business Number (PBN)
- Standing Offer Number
- Supplier Legal Name
- Supplier Operating Name
- UNSPSC

Once you have entered the search item, click 'Go'.



The screenshot shows a web application interface for searching a catalog. At the top, there is a message: "Not found what you were looking for? Use the following order form: [Describe Requirement](#)". Below this is a "Catalog" window with a search bar. The search bar contains the text "Find cable" and is highlighted with a red box. To the right of the search bar is a yellow "Go" button, also highlighted with a red box and a red arrow pointing to it. To the right of the "Go" button are two links: "Advanced Search" and "Search in Results". Below the search bar, the text reads "Results of standard search for search term 'battery'". At the bottom of the search results area, there is a table with columns: Quantity, Description, Supplier Part Number, Price, Order Uni, Hazardous, and Act. The table is currently empty. The interface also includes a "Rows per Page" dropdown set to 10 and a "Page 1 of 1" indicator.

Results of this search are exact, meaning that the search only finds an item(s) if the value of at least one of the item's characteristics contains a word that exactly matches the search term(s).

Not found what you were looking for? Use the following order form:
[Describe Requirement](#) Name of Area Step 1: Select Goods/Service

Catalog X

To search for a product, select a catalog view or enter a search term

Select Find [Advanced Search](#) [Search in Results](#)

Results of standard search for search term "cable"

Rows per Page: 10 Page 1 of 1

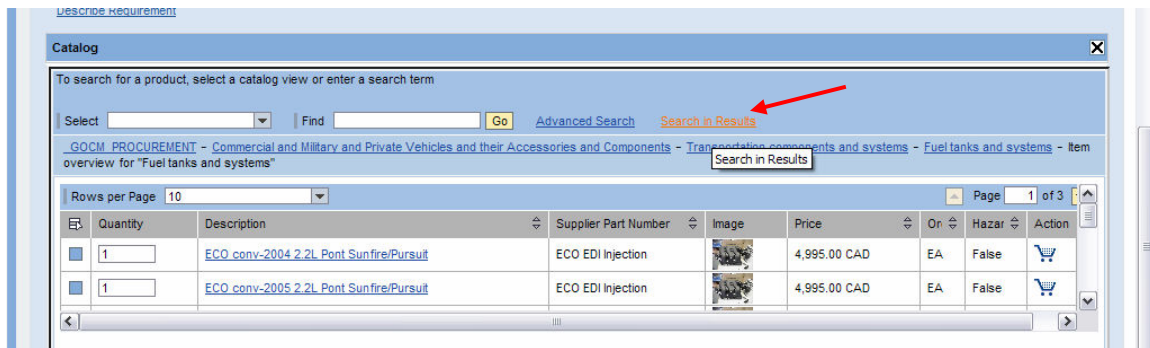
Quantity	Description	Supplier Part Number	Image	Price	Orn	Hazar	Act
<input type="text" value="1"/>	WEC D-1000M (3-axis antenna w/60ft cable)			6,595.00 CAD	EA	False	
<input type="text" value="1"/>	Cable	245704499002		7.38 CAD	EA	False	

View demo of search by Free Text

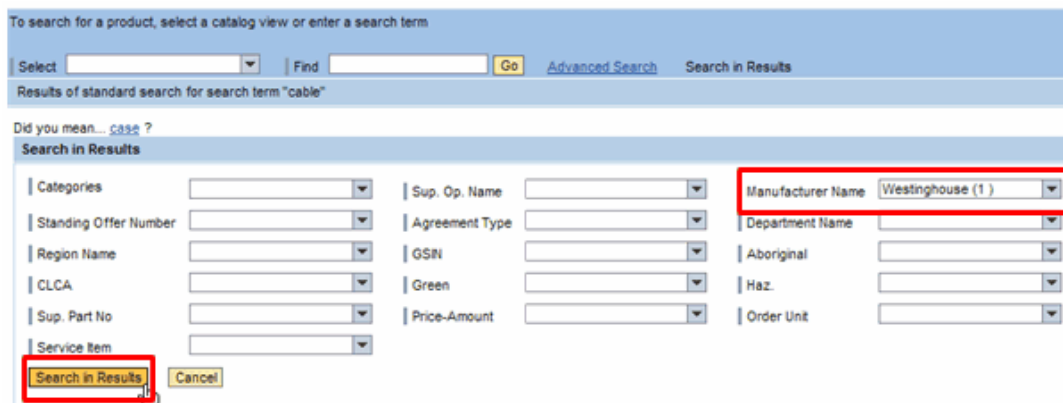
Refining your search

If you found a large number of items in your original search, either by selecting a category or using text search, you can refine the results by searching the results again.

The image below shows your initial search results, click on the 'Search in Results' link to refine your search.



A box will open below providing further search parameters for you to use. Once you have specified your refinement criteria, click on the 'Search in Results' button. Your filtered results will appear below this box. The following image demonstrates your findings.



View demo of Refining your search

Review and Try it Now

In this module you learned how to search the GoCM catalogue two ways: by catalogue view and free text search.

You also learned how to refine your search if you found too many items in your original search.

Additional training tips on GoCM Searching can be found in the next section – ‘*Helpful Tips and Other Job Aids*’.

The next module will discuss how to take the products that you found and added to a shopping cart to create a GoCM shopping cart.

Try it Now

You now have the option to complete a series of exercises related to Searching the GoCM Catalogue.

Log on to GoCM to complete this exercise

Exercises:

#1 You are searching the GoCM catalogue for a battery. Follow the different approaches to searching the catalogue to find the battery. Search by categories hierarchically for this item.

- In the 'Go Shopping' tab, select 'My GoCM'
- In the Select field, choose 'Categories Hierarchically' from the drop down menu
- Scroll down and click on the 'Consumer Electronics' subcategory
- Click on the 'Audio and visual equipment' link
- Look down the list and find 'Battery', add this to your shopping cart

#2 You are searching the GoCM catalogue for a battery. Follow the different approaches to searching the catalogue to find the battery. Search by index view for this item.

- In the 'Go Shopping' tab, select 'My GoCM'
- In the 'Select' field, choose 'Display Categories as Index' from the drop down menu
- Click on the 'A' for 'Audio and visual equipment' and select this link
- Look down the list and find 'Battery', add this to your shopping cart

#3 You are searching the GoCM catalogue for a battery. Follow the different approaches to searching the catalogue to find the battery. Search for this item using the free text.

You need to further refine your search for a battery. Find the battery with Supplier Operating Name 'CEV inc.'.

- In the 'Go Shopping' tab, select 'My GoCM'
- In the 'Find' field, enter 'Battery' and click 'Go'
- From your search results, click on the 'Search in Results' button
- Find the 'Supplier Operating Name' field and click on the drop down arrow

- Select 'CEV inc.' from the list, and click the 'Search in Results' button
- Your result(s) will show up. You may have to scroll down to the bottom of the screen. Select your item and add it to your shopping cart.

Helpful Tips and other Job Aids

The following are several job aids that relate to the content of this module. These are additional materials to assist you with other topics not covered in this module around searching the GoCM catalogue. Feel free to read through the material if you wish; otherwise, you may access this content in the training help section in the main menu.

How to complete an [advanced search](#)

How to [compare characteristic values of several items side by side](#)

How to [search using free text](#)

How to [access catalogues](#)

Other helpful tools (links):

Demos presented in this module

FAQs related to searching

Printable user guide for Searching the GoCM Catalogue

Glossary of Terms

Quick Cards on Searching