



Procurement
Government Services

Getting Started Search and Browse Guide

May 2009

Please note that this document is a general guide to getting started on smartbuy®.



Table of Contents

GETTING STARTED	3
WHAT IT EQUIPMENT DO I NEED TO PARTICIPATE IN SMARTBUY®?	3
GETTING HELP	3
ACCESSING THE SMARTBUY® WEBSITE	4
LOGGING INTO SMARTBUY®	4
SMARTBUY® SEARCH & BROWSE WELCOME PAGE.....	5
NAVIGATION BAR	5
LOGON INFORMATION	6
QUICK NAVIGATION BAR.....	6
BULLETIN BOARD	6
COMMAND BUTTONS	6
CONTRACTS MENU	7
SEARCH AND BROWSE GOODS AND SERVICES	8
CONTRACTS SEARCH	8
QUICK SEARCH	11
ADVANCED SEARCH	13
PRODUCT COMPARISON	15
ORDER TEMPLATES.....	17
BROWSING SUPPLIER INFORMATION	18
SEARCH AND BROWSE CATALOGUES.....	21
SEARCH AND BROWSE NSWBUY CATALOGUE.....	22
NSWBUY CATALOGUE HOME PAGE	23
SEARCH AND BROWSE GOODS	23
KEYWORD SEARCH	23
CATEGORY FILTERS SEARCH.....	23
GREENBUY - SUSTAINABLE CATALOGUES	24
COMPLETION.....	24



Getting Started

smartbuy® is an electronic procurement system hosted by the NSW Procurement.

Once your organisation has registered for access to smartbuy® you will be notified via email of your login.

This guide is to assist you to Search & Browse goods and services covered by NSW State Contracts.

For further information about smartbuy® please visit <http://www.nswprocurement.com.au>

What IT equipment do I need to participate in smartbuy®?

The minimum recommended PC configuration for a smartbuy® end user is Pentium III 400MHZ, 64Mg of RAM, running at least Microsoft Windows 95. The Web Browser needs to be Internet Explorer 5.5 or above.

Getting Help

If you require HELP when using smartbuy® the NSW Procurement Client Support Centre can assist with your enquiry.

The NSW Procurement Client Support Centre can be contacted on 1800 NSWBUY (1800 679 289) or email nswbuy@services.nsw.gov.au. This service is available 08:30 to 17:00 Monday to Fridays (excluding public holidays).

Please note the email address should be used for general enquiries. Technical difficulties should be reported by phone.



Accessing the smartbuy® website

Go to: <http://www.nswprocurement.com.au/buy-online.aspx>

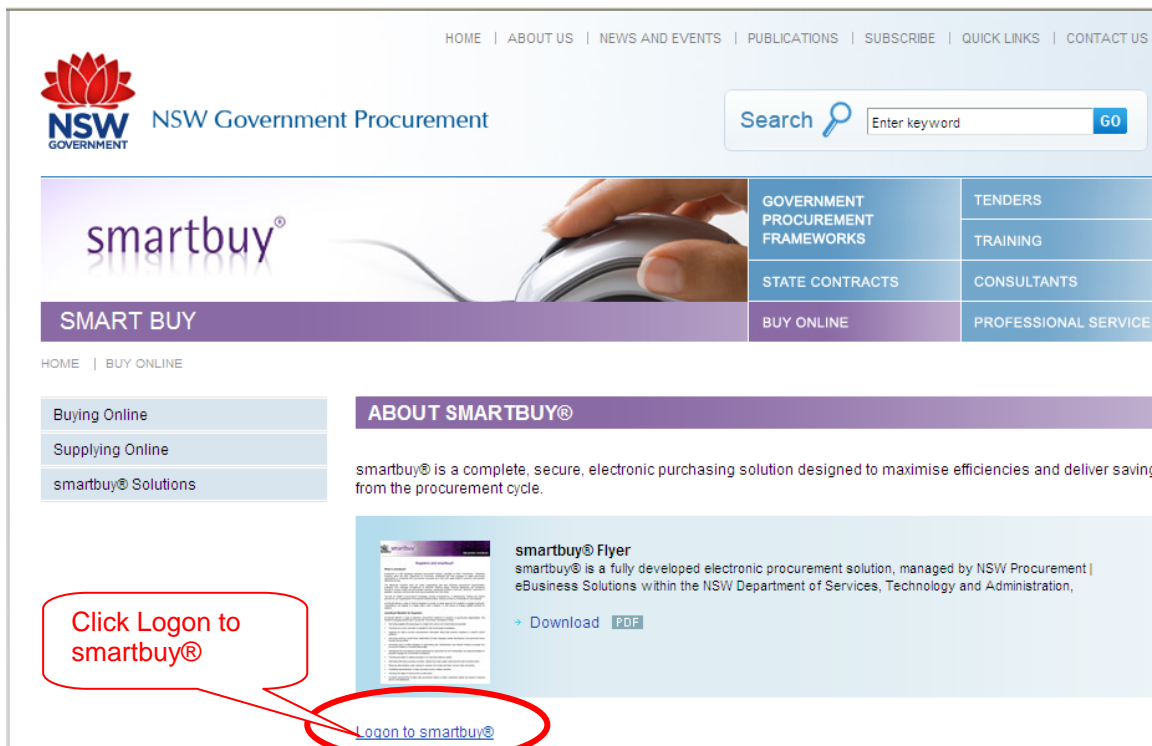


Figure 1

Note: For easy access, bookmark the smartbuy® URL in your Internet browser Favourites.

Logging into smartbuy®

From the smartbuy® Logon screen,

Type your:

Username eg: brownb
Password eg: 2ezi4M?
Organisation eg: Browse

Click **Logon**

The screenshot shows the smartbuy® Logon screen. At the top, there is the smartbuy® logo and the text 'NSW Government e-Marketplace'. Below this is a heading 'Please enter your name, password and the name of your organisation to logon.' The form consists of three input fields: 'Name:', 'Password:', and 'Organisation:'. Below the 'Organisation:' field are two buttons: 'Logon' and 'Reset'. A red arrow points from the 'Logon' text in the previous block to the 'Logon' button. Another red arrow points from the 'Username eg: brownb' text to the 'Name:' field. A third red arrow points from the 'Password eg: 2ezi4M?' text to the 'Password:' field. A fourth red arrow points from the 'Organisation eg: Browse' text to the 'Organisation:' field.

Figure 2

Note: logon details are case sensitive. Reset clears all fields.

You are required to change your initial password.

You will be asked to set two authentication questions and answers.

Your password MUST have at least 6 characters.

You are responsible for ensuring the security of your password.



smartbuy® Search & Browse Welcome Page



Figure 3

Each time that you login to smartbuy® the period is called a session. A user's session is terminated by smartbuy® if the system does not receive any user request within 20 minutes (session timeout period). If a session times out, you will need to log into smartbuy® again.

Navigation Bar

The Navigation Bar at the left-hand side of the screen remains in constant view while a user is logged in (Figure 3). The Navigation Bar will vary depending on the access role of the user who is logged on.

The following will be listed in your Navigation Bar if you have search and browse access only (Agency Guest Account).

Contracts	Lists current State Contracts Control Board Contracts (SCCB) and Agency Specific Contracts (as requested by your organisation).
Catalogues	NSWBUY Catalogue – An externally hosted catalogue that contains some SCCB Contracts. Other External Catalogues (as requested by your organisation). greenbuy – Sustainable Catalogues. A user can search for sustainable products.
Suppliers	A user can search for supplying organisations to obtain general, contact information and their relationship with the contract.
Order Templates	A user can save selected products on a template for re-use at a later time (products from External Catalogues can't be added).
Product Comparison	A user can select items and/or accessories to be compared; up to a maximum of 5 items (products from External Catalogues can't be added).
Bulletin Board	A user can view all messages that have been posted on the Bulletin Board.
Advanced Search	A user can perform advance searching using filters and free text searching of all items listed in Contracts (does not search items in External Hosted Catalogues).
Quick Search	A user can perform a simple search of all items listed in Contracts (does not search items in External Hosted Catalogues)

Note: You cannot create requisitions or initiate purchasing activities online with this access in smartbuy®.



Logon Information

Displays your name, your access role, the organisation that you have been grouped to, the date and time you last logged in and your last failed attempt. (Figure 3)

Quick Navigation Bar

Figure 4



The Quick Navigation Bar (Figure 4) on the top right of the screen permits quick access to basic navigation functions.

Home	This button will take the user back to the home page of smartbuy®.
My Profile	This button will display the users general details name, e-mail, phone.
Help	Allows the user to select from the various Help Guides.
Support	Provides an email notification option for users to report any problems they encounter.
LogOff	Will take the user back to the logon screen for smartbuy®.

Bulletin Board

Displays important information for smartbuy® users. Click on **View All Messages** or **Bulletin Board** on the Navigation Bar for full details of messages.

Command Buttons

The table below lists the Command Buttons commonly used in smartbuy®.

Buttons	Definition	Explanation
	Apply	Click APPLY to save changes or submit a transaction.
	Add	Click ADD to add the changes you have made.
	Back to List	Click BACK TO LIST to return to the previous list view.
	Reset	Click RESET to discard any changes you have made. All previous data is re-read from the server and loaded into the form.
	Delete	Click DELETE to delete the current item.
	Cancel	Click CANCEL to terminate the current activity. The system will return you to the previous view.
	New	Click NEW to create a new object. A dialog will be displayed, where you have to provide needed information.
	OK	Click OK to proceed with your actions.
	Find	Click FIND to search for strings that match the specified search criteria.



Contracts Menu

Click **Contracts** from the Navigation Bar to view the list of available contracts. A list of all currently available SCCB Contracts will display in ascending order (Figure 5).

Select Contracts →

Enter Text →

Contract Name Hyperlink →

Purchasable Contracts Start / End Dates →

Contract Details Information →

Contract ID	Contract Name	Products Purchasable	Start Date	End Date	Details
DETBUY1	DETBUY CATALOGUE SCCB Contract DETBUY1	Yes	01-02-2009	28-02-2015	Details
F801	FOOD SUPPLIES SCCB Contract F801	No	01-04-2008	31-03-2011	Details
MS264	MEDICAL SUPPLIES-WOUND CARE PRODUCTS SCCB Contract MS264	Yes	01-01-2008	31-12-2009	Details
NSWBUY	NSWBUY CATALOGUE NEW smartbuy® Catalogue	Yes	28-03-2008	31-03-2011	Details
OMEH	OFFICEMAX (OSTORES)-EXTERNALLY HOSTED CATALOGUE SCCB Contract OMEH	Yes	21-05-2006	20-05-2010	Details
QP681	RENTAL OF MOTOR VEHICLES SCCB Contract QP681	Yes	01-01-2007	31-12-2009	Details
UFM1	UTILITIES & FACILITIES MANAGEMENT SERVICES SCCB Contract UFM1	Yes	01-01-2008	31-12-2010	Details

Figure 5

To locate a contract by name, enter text into Find Contracts field (eg. Medical), click Find. If more than one contract contains the word 'medical' a list will display. Simply click on the Contract Name hyperlink for your selection.

A **Products Purchasable** (Figure 5 and 6) field is listed next to each contract. This field indicates whether orders can be placed online against products contained in the contract. This feature is only relevant to agencies that are approved to purchase through smartbuy®. A **Start and End Date** field is also displayed for each Contract. Please note: all Contracts can be browsed.

Details (Figure 5) button against each Contract contains relevant information on Contract Number, Name, Start/End Date, Contract Notes, Supplier and Reseller Information by selecting the relevant tab at the top of the screen.

Select relevant Tab for information about each Contract →

Contracts > DENTAL CONSUMABLES & SUNDRY ITEMS - General

General Supplier Contact Info Additional Content Attributes

NAME: DENTAL CONSUMABLES & SUNDRY ITEMS Online

ID: 252

Contract Type: SCCB

Start Date: 01-11-2006

End Date: 30-04-2010

Description: SCCB Contract 252

Contract Notes: Effective 15/08/2008, Dental Products Australia Pty Ltd novated their items to Ozdent Pty Ltd.

Products Purchasable: Yes

Figure 6



Search and Browse Goods and Services

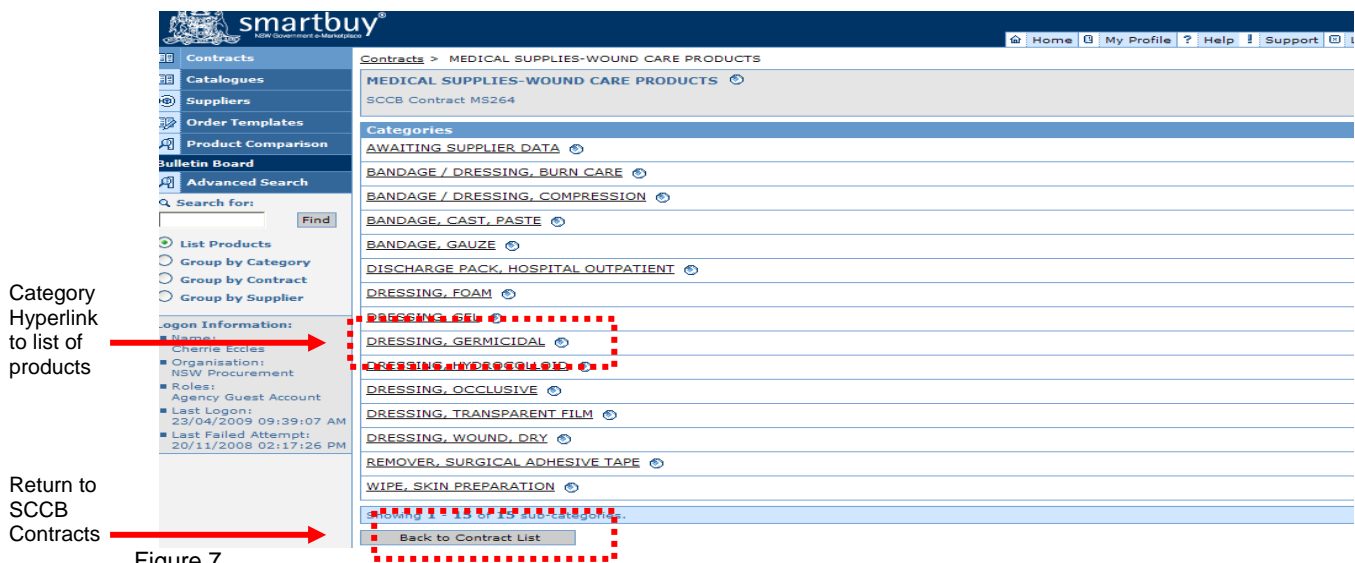
You can find products in smartbuy® through a variety of ways.

Contracts Search

Products are contained in Contracts that are organised into categories and sub-categories.

To browse via a Contract, choose **Contracts** from the Navigation Bar and click on the Contract Name (eg MEDICAL SUPPLIES-WOUND CARE PRODUCTS).

A list of categories under that contract, containing products will display. To view the contents of categories, click on the Category Hyperlink (eg DRESSING, GERMICIDAL) (Figure 7).



To return to the full listing of SCCB Contracts click **Back to Contract List** or **Contracts** from the Navigation Bar.

Continue browsing by clicking into the category structure until you reach the required level. When the lowest level of a category branch has been reached, you will see a list of products assigned to that category, with product information such as Qty, Product Name, Product ID, Supplier, Manufacturer, Price and Discount.

Note: The breadcrumb trail: Contracts > Medical Supplies-Wound Care Products > Dressing, Germicidal

The Breadcrumb trail is located at the top of the page. You can click on any hyperlink in the breadcrumb trail and go directly to that page (Figure 8).



Breadcrumb Trail →

Further Filter options →

Identifies that product is purchasable online →

Product Hyperlink →

Item Record →

Find →

Reseller →

Page Record →

Back →

Select	Qty	Name	Product ID	Primary Supplier	Manufacturer	Price (excl. GST)	Order Unit	Dis
<input type="checkbox"/>	1.0	DRESSING, GERMICIDAL, Iodine Sheet, 40 x 60mm, Sterile, Pack 5, Iodosorb	66051330	SmithNephewMtWvrlly		\$ 55.55	Pack/Package	
<input type="checkbox"/>	1.0	DRESSING, GERMICIDAL, Iodine Sheet, 80 x 100mm, Sterile, Pack 2, Iodosorb	66051360	SmithNephewMtWvrlly		\$ 86.78	Pack/Package	
<input type="checkbox"/>	1.0	DRESSING, GERMICIDAL, Manuka Honey, Sterile, Broad Spectrum Barrier Resistant, Box 12, Actilite	CR3830	StatinaHealthcare		\$ 75.38	Box	
<input type="checkbox"/>	1.0	DRESSING, GERMICIDAL, Manuka Honey/Mesh/Manuka Oil, 100mm x 200mm, 3 Ply, Sterile, Non Adhesive/Atraumatic, Broad Spectrum Barrier Resistant, Box 10, Actilite	CR3852	StatinaHealthcare		\$ 74.87	Box	
<input type="checkbox"/>	1.0	DRESSING, GERMICIDAL, Manuka Honey/Mesh/Manuka Oil, 100mm2, 3 Ply, Sterile, Non Adhesive/Atraumatic, Broad Spectrum Barrier Resistant, Box 10, Actilite	CR3849	StatinaHealthcare		\$ 44.72	Box	

Showing 11 - 16 of 16 items.

Back to Contract Back

Figure 8

You can further filter this list of products by using the drop down menus (Attributes) at the top of the screen to focus in on specific criteria relevant to that product list. Select **Find** to preview the filtered list.

Note 1: The icon is displayed within the Primary Supplier column, to highlight resellers. By clicking onto the icon, a list of nominated reseller suppliers will be displayed.

Note 2: An Item/Page record count is displayed at the bottom of the page. Click onto the page number to move forward/backward (Figure 8)

To return to the Category List, click on the **Breadcrumb Trail** or **Back** button (to take you back a screen).

To view the individual item click on the product hyperlink.



The screenshot shows the smartbuy website interface. The main content area displays product details for 'DRESSING, GERMICIDAL, Iodine Sheet, 40 x 60mm, Sterile, Pack 5, Iodosorb'. Red dashed boxes and arrows highlight specific fields:

- Contract Name:** Points to the 'Contract Name' field, which contains a hyperlink to 'MEDICAL SUPPLIES-WOUND CARE PRODUCTS'.
- Primary Supplier:** Points to the 'Primary Supplier ID' field, which contains a hyperlink to 'Smith & Nephew Pty Ltd'.
- Reseller:** Points to the 'Reseller' field, which contains a hyperlink to 'Smith & Nephew Pty Ltd' and the text 'There are 1 resellers for this item.'
- Price Information:** Points to the 'Lowest Current Pricing' table, which shows 'From Quantity' (1.0), 'Price (excl. GST)' (\$ 55.55), and 'Lowest Until' (31-12-2009).

The 'Lowest Current Pricing' table is as follows:

From Quantity	Price (excl. GST)	Lowest Until	Type
1.0	\$ 55.55	31-12-2009	Price Scale

Figure 9

Once a product has been selected, by clicking on the product hyperlink, information on the individual product is displayed on the Item Screen. The Item Screen has various links that you can access by clicking the relevant hyperlink. (Figure 9) The details are:

Contract Name: hyperlink to Contract Description, Suppliers and their associated Resellers, Contact details for relevant personnel at State Procurement.

Primary Supplier: hyperlink to General Information, Contact Details, Supplier Contracts List – Displays the relationship the Supplier has against all SCCB Contracts.

Accessories: Have been added to some products. To drill down to see the accessories click on the hyperlink where applicable.

Reseller: Indicates whether resellers have been nominated by the Primary Supplier

Note: 1 - You can add Items/Accessories to the Product Comparison or Order Template – refer to Product Comparison/Order Template section.

Note: 2 - If you would like to look at additional items from the search list. Simply scroll to the bottom of the screen and select First, Previous, Next or Last. The record count eg 11 of 65 located left-hand side will display where you are currently located.



Quick Search

Quick search is the most simple search option and can be used to search across all products in all categories.

*Note: 1 - When entering criteria into the Quick Search field it will allow you to enter up to 256 characters and the placement of * wildcard (Shift+8) to accommodate a partial word. (e.g. fridge* will bring up information on all fridges and refrigerators).*

Note: 2 - This search will look for the search string in Product ID, Product Name or Manufacturer

From the Navigation Bar enter search details in the field under Search For: eg television 106cm

Click on **FIND**

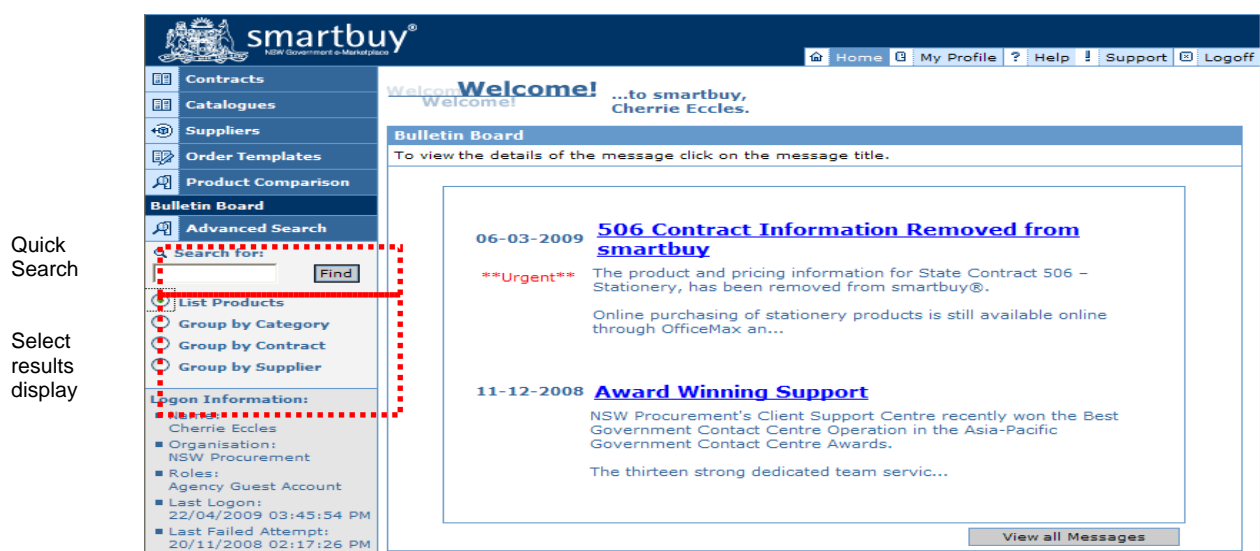


Figure 10

You can display results by selecting:

- List Products
- Group by Category
- Group by Contract
- Group by Supplier

*Note 1: Selecting “**Group by Category**” will give you a further option for refining your search by using the filters located at the top of the list of items retrieved.*

Note 2: When searching for items use the singular. The use of plurals restricts the number of matches as items are generally catalogued as a singular rather than a plural.

Products meeting the search criteria will then be displayed in a list (Figure 11).



Sort Products

Product Hyperlink

Select Products to add to Template or Product Comparison

Back to Search

Select	Qty	Name	Product ID	Contract	Primary Supplier	Manufacturer	Price (excl. GST)	Order Unit	Discounts
<input type="checkbox"/>	1.0	Digital Tuner, 1020 x 610 x 89mm, 26kg, TH-42PH11AK, Panasonic	42PH11AK	278	PanasonicAust2	PANASONIC	\$ 1,048.54	Each	
<input type="checkbox"/>	1.0	PLASMA SCREEN, 106cm/42in, 1024 x 768 Pixels, Gloss Black, Integrated HD Digital Tuner, 1029 x 661 x 105mm Without Stand, 26Kg Without Stand, TH-P42X10A, Panasonic	TH-P42X10A	278	PanasonicAust2	PANASONIC	\$ 1,393.95	Each	
<input type="checkbox"/>	1.0	TELEVISION, LCD, 106cm (42in) Diagonal, PAL/SECAM/NTSC, BLACK, 1032.8 x 670.1 x 92 mm (W/Out Stand), LG	42LG30D	278	ElectroboardSoluti	LG	\$ 1,159.00	Each	
<input type="checkbox"/>	1.0	TELEVISION, Plasma, 106cm (42in) diagonal, Black, 1040 x 731.3 x 308mm (W/Out Stand), LG	42PQ20D	278	ElectroboardSoluti	LG	\$ 1,211.93	Each	
<input type="checkbox"/>	1.0	TELEVISION, Plasma, 42in, 107cm, W/HD Tuner, 1055 x 750 x 316mm, Samsung	PS42A410	278	ABrighterImage	SAMSUNG	\$ 1,263.00	Each	

Figure 11

You then have the option to:

- Scroll through the list
- Sort the list by Name, Product Id, Contract, Supplier, Manufacturer
- Drill further into the item, by clicking onto the hyperlink
- Select products from this list or from the Item to Add to Comparison or Template
- Click Back to Advanced Search to expand or refine previously entered criteria
- Continue browsing by selecting Contracts from the Navigation Bar.



Advanced Search

Advanced search is based on a detailed search mask that is used to refine search criteria and determine the presentation of search results. You can combine any of these criteria to locate exactly the products you need (see Figure 12 next page).

Search results can be sorted by selecting by Product Name, Product ID, Contract, Supplier, Manufacturer or Price in ascending or descending order.

When searching for items use the singular. The use of plurals restricts the number of matches as items are generally catalogued as a singular rather than a plural.

The Advanced Search feature allows you to perform searches on particular fields. By expanding the search criteria you will be able to refine your search.

Name, Product Id, Manufacturer, Supplier

will allow you to enter up to 35 characters using full text search engines to commonly provide a way of matching words

Description Keywords

will allow you to enter up to 256 characters using full text search engines to commonly provide a way of matching words

Wildcards

a wildcard is represented as an asterisk (Shift+8)

the placement of the wildcard can be at the start or in the middle of a word, there must be a minimum of three characters provided other than the wildcard

wildcard searches will not be performed automatically but if a * is included at the end of a word it will search for words beginning with the text.

Phrase Searching “Double Quotes”

by inserting “inverted commas” around a phrase, only records that contain that group of words together will be retrieved for example “white paper”

Boolean Search Keyword in full text search fields

Operators or Keywords such as AND, OR NOT can be used to refine searches for example
Paper AND Blue will return all records that contain the words Paper and Blue
Paper OR Blue will return all items that have the word Paper or Blue (in any order).
Paper NOT Blue will return all items that are Paper and eliminate items that are Blue.

From the Navigation Bar click on **Advanced Search**

For further tips, click **Search Tips**

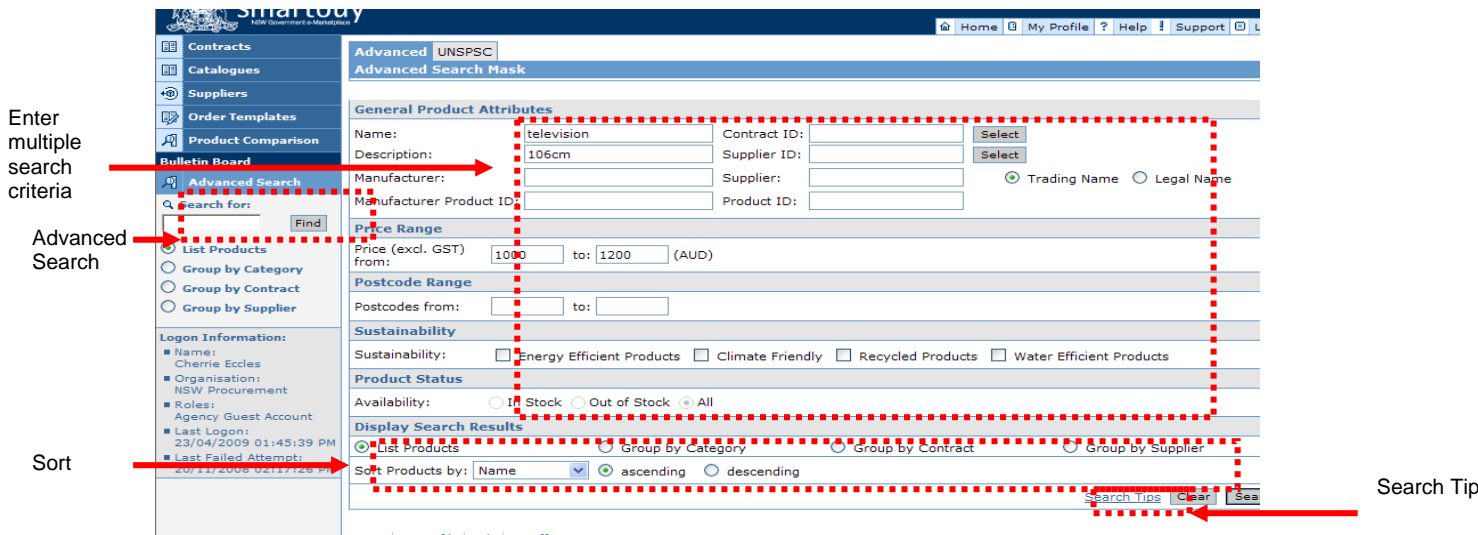


Figure 12

Enter search criteria into relevant fields on the Advanced Search Page and use the Sort field to display the list.

Note: The Clear button removes all text. To remove text from a specific field, highlight the text with your cursor either press delete on your keyboard or (Ctrl+X).

Click on **Search** (Example for expanding your search criteria) and Products meeting the search criteria will be displayed.

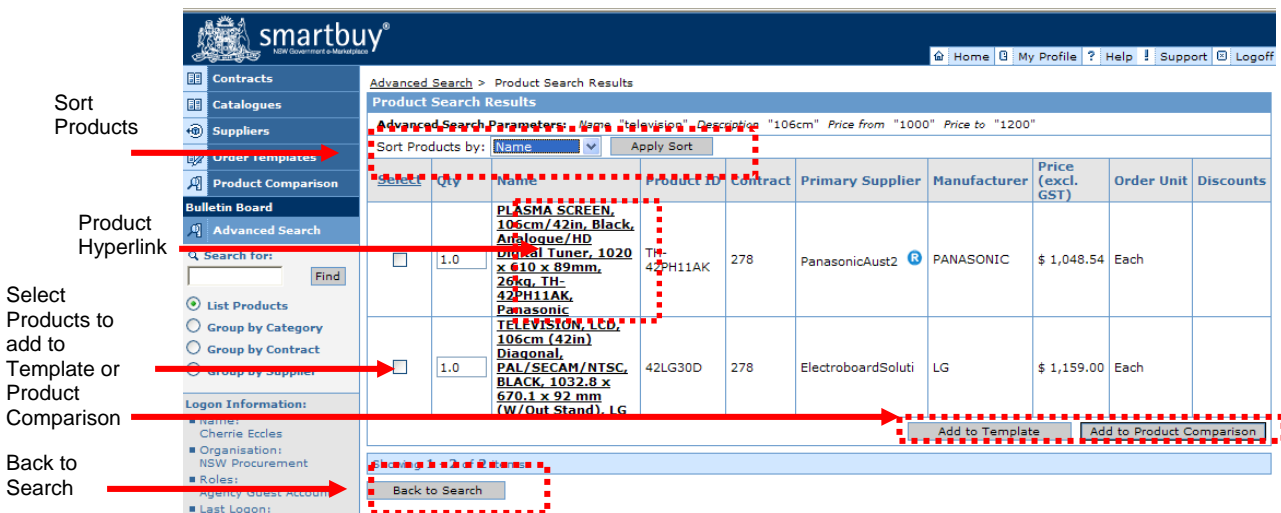


Figure 13

You then have the option to:

- Drill further down into the item
- Re-sort the list
- To requalify your search, click onto the Back to Search button and expand your search criteria
- Select products from this list to Add to the Product Comparison or Template
- Continue browsing by selecting Contracts from the Navigation Bar
- To return to the smartbuy® welcome page, click Home.



Product Comparison

Comparing products (Items and Accessories) in smartbuy® is a simple process. Firstly, a search is performed to retrieve products. You can perform a Contracts Search, Quick Search or Advanced Search. eg cash register

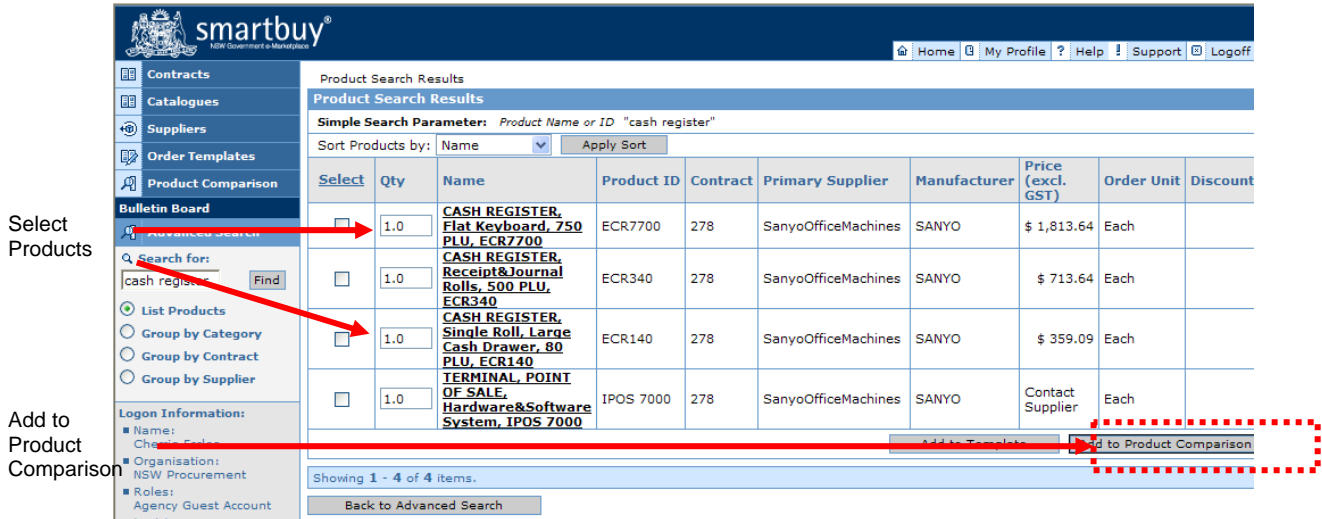


Figure 14

Select one or more products to be compared by ticking the check box adjacent to the product and scroll to bottom of screen click on **Add to Product Comparison** (Figure 14)

*Note: If an item does not have a check box displayed at the category level, click onto the product hyperlink to retrieve the Item. Scroll to the bottom of the screen and click on **Add to Product Comparison**. (Figure 15).*

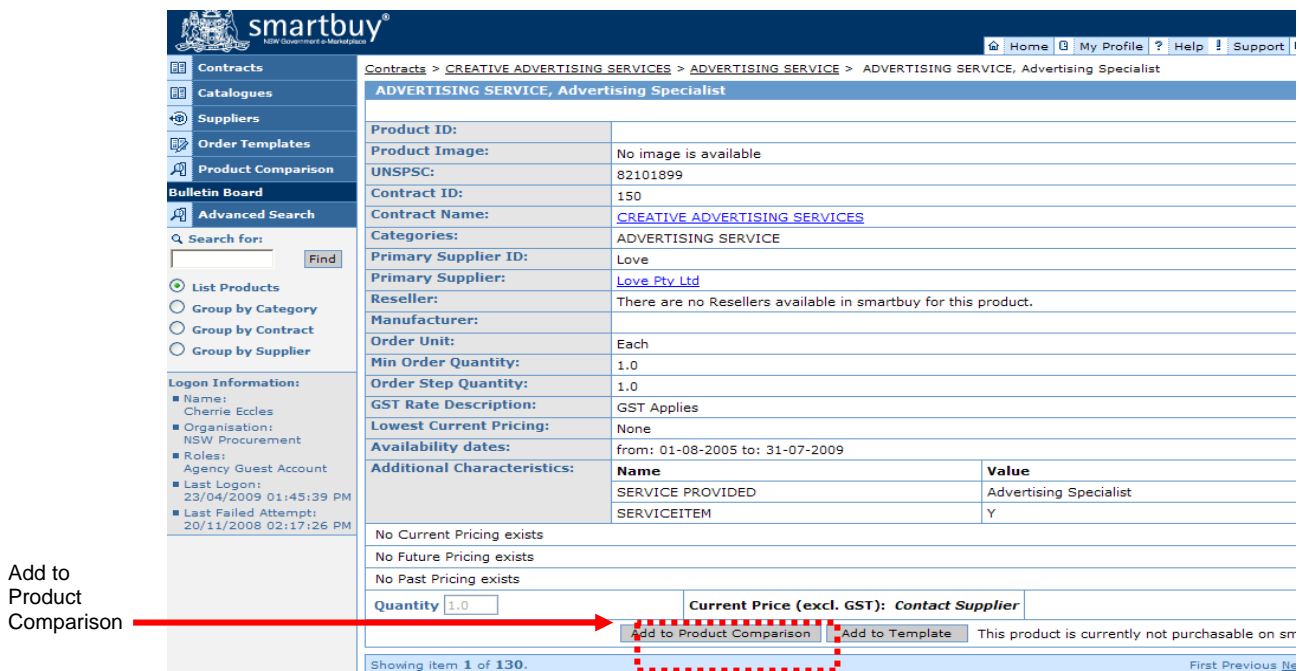


Figure 15

As displayed above, Items/Accessories have been added to the Product Comparison Screen for use in Product Comparison (Figure 16)



Name:	TERMINAL POINT OF SALE, Hardware&Software System, IPOS 7000.	CASH REGISTER, Flat Keyboard, 750 PLU, ECR7700.	CASH REGISTER, Receipt&Journal Rolls, 500 PLU, ECR340.	CASH REGISTER, Single Roll, Large Cash Drawer, 80 PLU, ECR140.
Product ID:	IPOS 7000	ECR7700	ECR340	ECR140
Price (excl. GST):	Contact Supplier	1,813.64	713.64	359.09
Order Unit:	Each	Each	Each	Each
Supplier:	Sanyo Office Machines Pty Ltd	Sanyo Office Machines Pty Ltd	Sanyo Office Machines Pty Ltd	Sanyo Office Machines Pty Ltd
Manufacturer:	SANYO	SANYO	SANYO	SANYO
Contract:	278	278	278	278
Additional data:	Modular Stock Management&Sales Marketing Software	72 1 Touch Departments	10/40 Departments	5/10 Departments
Model number:	IPOS 7000	ECR7700	ECR340	ECR140
Drawer data:		Flat Keyboard		Large Cash Drawer
Keypad data:				
Memory capacity:		750 PLU	500 PLU	80 PLU
Type:	Hardware&Software System		Receipt&Journal Rolls	Single Roll
Quantity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Printer Version"/> <input type="button" value="Remove from Comparison"/> <input type="button" value="Clear Comparison"/>				

Select Product (by ticking checkbox)

Remove from Comparison

Figure 16

Clear Comparison

To remove a product from the Comparison, tick the Select check box (located below Quantity) and click on **Remove from Product Comparison**.

The screen will refresh to display a comparison between the remaining products.

To remove all products from the Comparison window click on **Clear Comparison**.

Note 1: If the Product Comparison is not cleared, these products will appear on the next product comparison the user carries out. To view what is held in Product Comparison go to the Navigation Bar and select Product Comparison.

Note 2: A maximum of 5 items / accessories can be held in the Product Comparison.

*Note 3: To print, click on the **Printer Version** to view what will be printed, click on Print or Cancel. The page set-up may need to be changed to Landscape.*



Order Templates

Order Templates can be used to record products that are regularly searched for and saved so you can retrieve at a later session.

From the Navigation Bar click on **Order Templates**

Click on **New** to create a new Order Template (Figure 17)

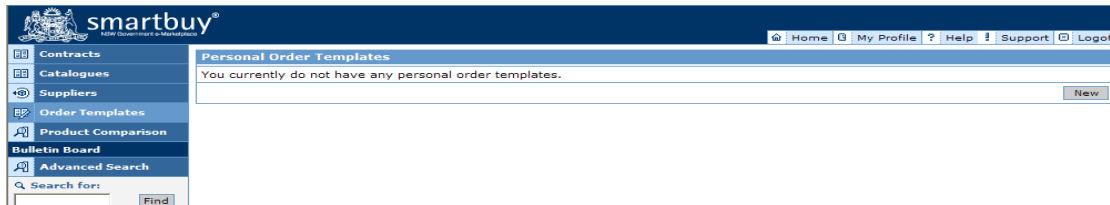


Figure 17

Enter a Name and Description for your Order Template (Figure 18)

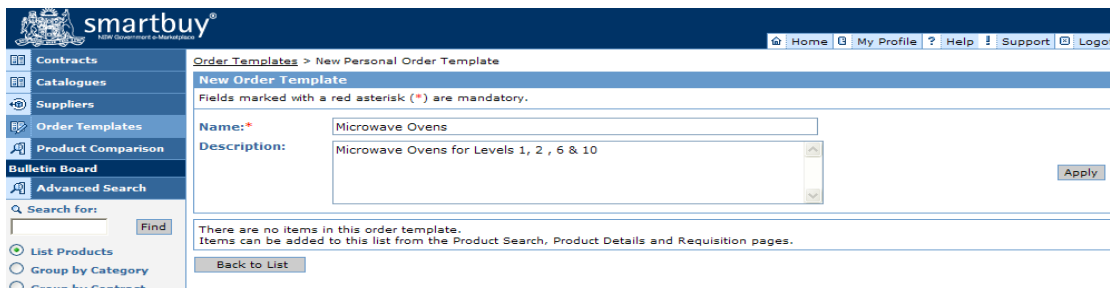


Figure 18

Click on **Apply** to save the Order Template.

Note: At this point, there are no products in your Order Template.

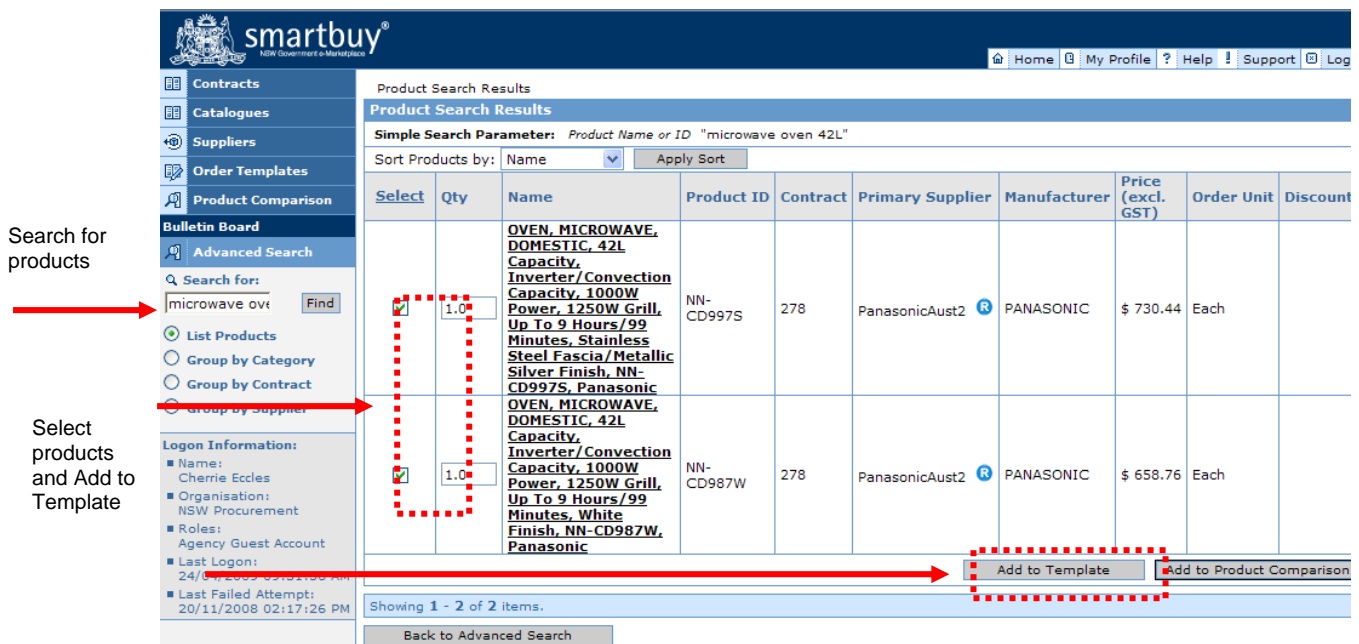


Figure 19

To add products to your order template, simply click on **Add to Template** when you have selected an item during after performing a search (Figure 19).

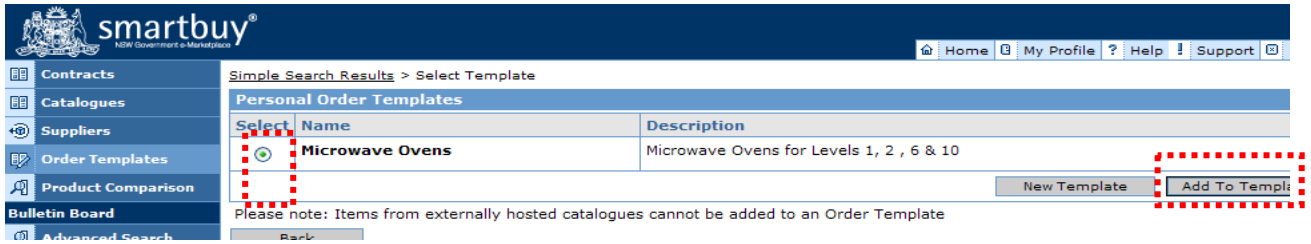


Figure 20

Select the Order Template to which the product is to be added by clicking on the radio button beside the template name and click **Add to Template** (Figure 20).

Note: You can also create an Order Template “at any time” from this point by clicking New Template adding Name and Description and Apply.

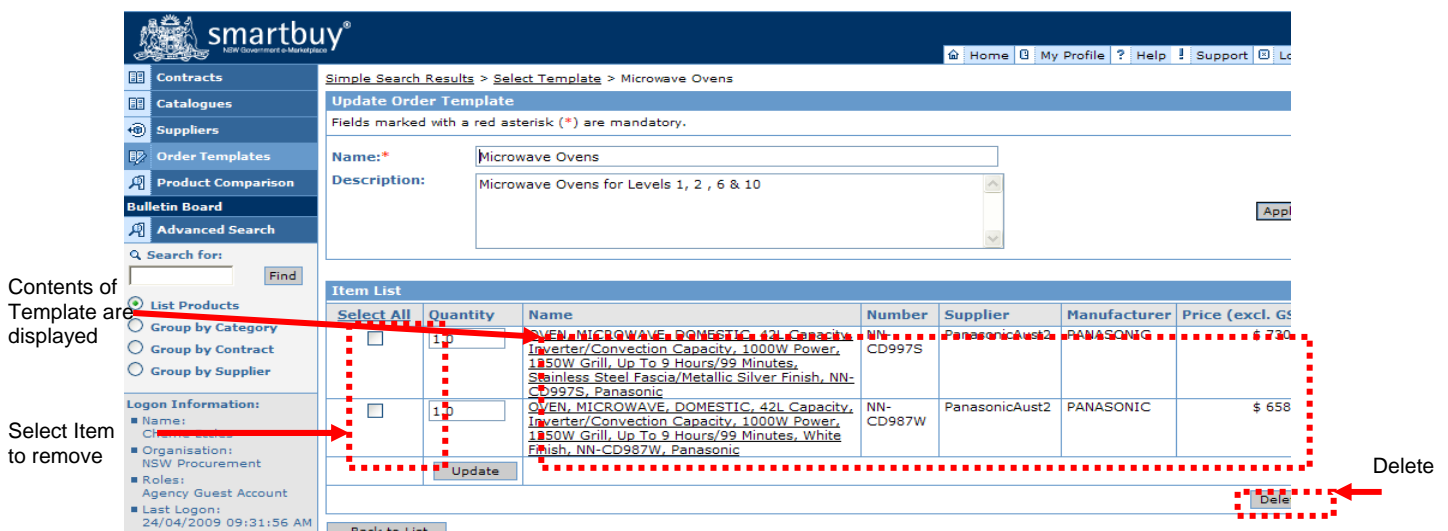


Figure 21

Note: The contents of the specified order template are then displayed (Figure 21)

To remove specific Items from the Order Template select the check box and click on **Delete** (Figure 21)

To remove an Order Template select the check box and click on **Delete** (Figure 22)



Figure 22

To return to the smartbuy® welcome page, click Home.

Browsing Supplier Information

Clicking onto Suppliers from the Navigation Bar and Suppliers will be listed in alphabetical order. At the top of the screen you can search for Supplying Organisations by entering criteria into the relevant search fields (Figure 23).

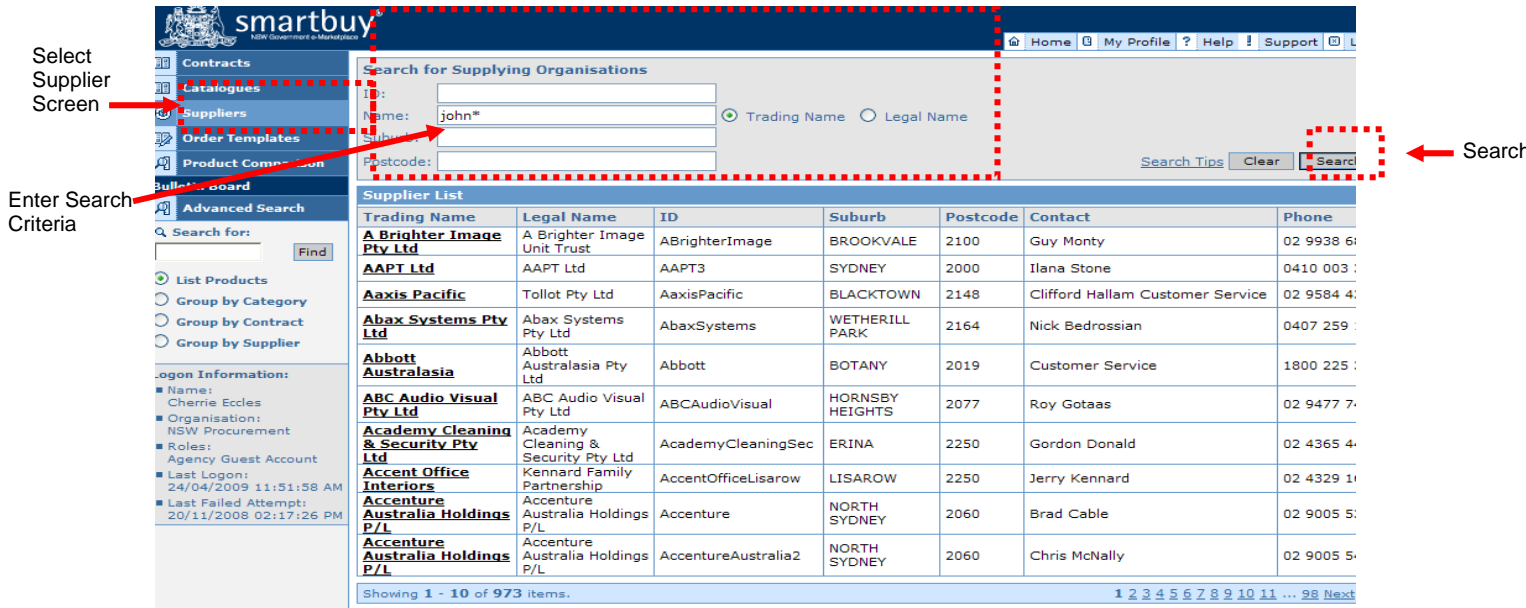


Figure 23

Click on **Search**

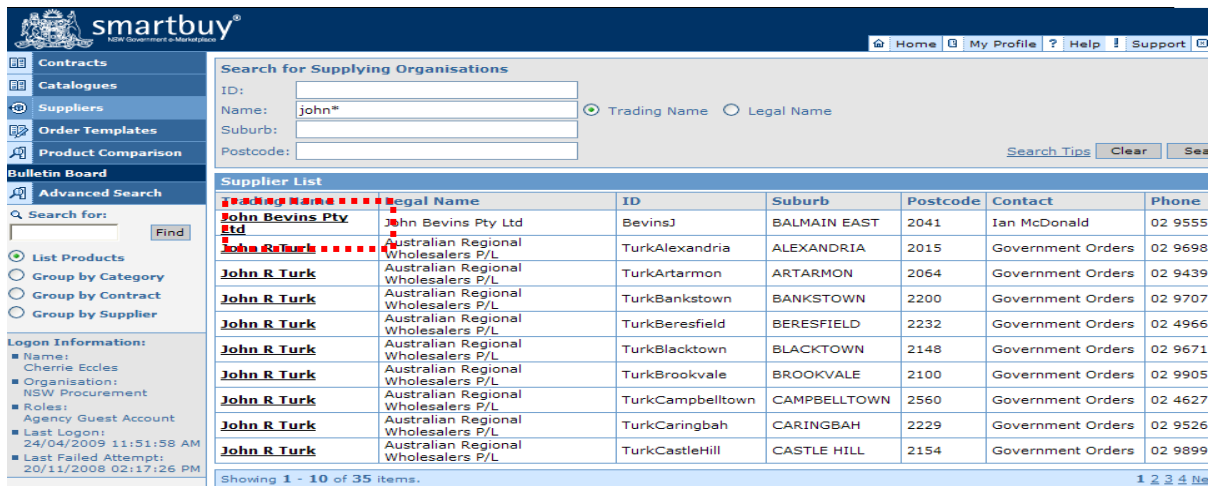


Figure 24

Click on the hyperlink **Trading Name** (Figure 24)

To access the relevant information about the Supplier, click onto the following Tabs (Figure 25)

General – Listing delivery and discount information in regards to the Supplier and its contractual information.

Contact Info – Listing Postal and Street Address as well as general contact numbers and contact person.



Supplier Contracts List – Displays the relationship the Supplier has against all Contracts in smartbuy® as a Catalogue Owner or Reseller.

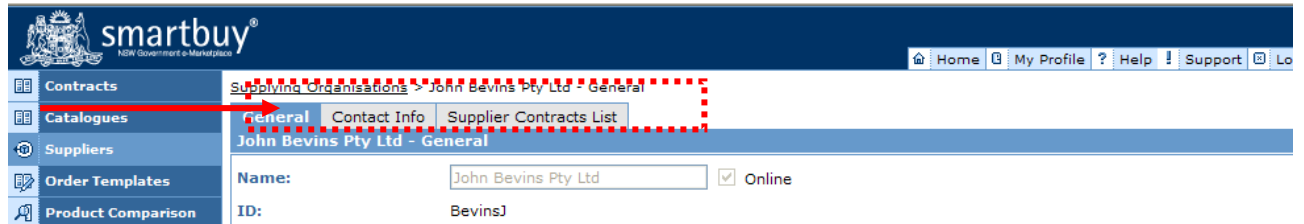


Figure 25

You then have the option:

- To select a different Supplier, click **Back to Supplier List**, then remove text and add in new search criteria.
- To search for a Supplier and to see what products they have on contract, select **Advanced Search** from the Navigation Bar.

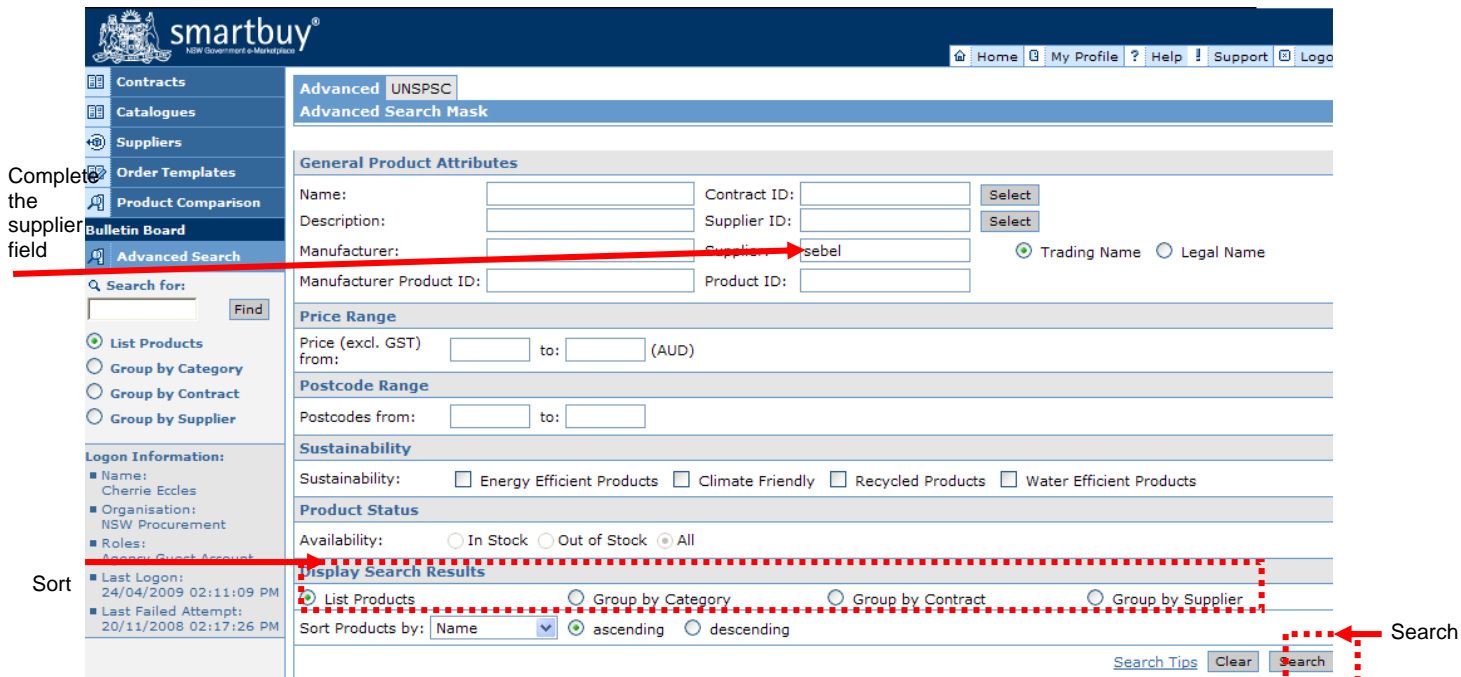


Figure 26

Click on **Search**

The Supplier Search Screen will display a list of all suppliers if there are more than one to choose, select the radio button beside the Supplier Name and click **Select** or alternatively the list of products will display (Figure 27).



Advanced Search > Product Search Results

Product Search Results

Advanced Search Parameters: Supplier Trading Name "sebel"

Sort Products by: Name

Select	Qty	Name	Product ID	Contract	Primary Supplier	Manufacturer	Price (excl. GST)	Order Unit	Disco
<input type="checkbox"/>	<input type="text" value="1.0"/>	ACCESSORY / PART, COMPUTER, Positioning Arm, VDU Platform, Gaslift		123	SebelFurniture		Contact Supplier	Each	
<input type="checkbox"/>	<input type="text" value="1.0"/>	BENCH, WORK, Heat Treatment Shield, 1095L x 645W x 360H mm, M-13	M-13-Metropolitan	1250	SebelFurniture	SEBEL	\$ 110.84	Each	
<input type="checkbox"/>	<input type="text" value="1.0"/>	BENCH, WORK, Heat Treatment Shield, 1095L x 645W x 360H mm, M-13	M-13-Country	1250	SebelFurniture	SEBEL	\$ 122.19	Each	
<input type="checkbox"/>	<input type="text" value="1.0"/>	BENCH, WORK, Heat Treatment/Welding, 1095L x 645W x 855H mm, B-84	B-84-Metropolitan	1250	SebelFurniture	SEBEL	\$ 331.65	Each	
<input type="checkbox"/>	<input type="text" value="1.0"/>	BENCH, WORK, Heat Treatment/Welding, 1095L x 645W x 855H mm, B-84	B-84-Country	1250	SebelFurniture	SEBEL	\$ 358.35	Each	

Figure 27

Drill further into the item through the Product Hyperlink

Select products from this list or from the Item to Add to Product Comparison or Template

Click **Back to Search** to expand or refine previously entered criteria

To continue browsing, select the **Contracts** option from the Navigation Bar.

To return to the smartbuy® welcome page, click **Home** or use the Navigation Menu.

Search and Browse Catalogues

Click the **Catalogues** menu in the Navigation Bar.

A host of external supplier catalogues may be linked to your smartbuy® account.

Select the relevant Catalogue Link (Figure 28).

- Blackwoods
- Corporate Express
- Moore Business Systems
- OfficeMax (QStores)

Click on any of the links to be re-directed to the supplier site. The system will take you to an externally hosted catalogue. Each supplier has an individualised website and all allow you to search and browse products within that catalogue.

External Catalogues		
Contract ID	Contract Name	External Catalogue Name
500	CONSTRUCTION, ELECTRICAL & INDUSTRIAL HARDWARE SCCB Contract 500	Blackwoods Blackwoods Externally Hosted Catalogue
506	OFFICE SUPPLIES CATALOGUE SCCB Contract 506	Corporate Express Catalogue Moore Business Systems Moore Business External Catalogue
NSWBUY	NSWBUY CATALOGUE SCCB Contract NSWBUY	NSWBUY Catalogue Food Supplies
OMEH	OFFICEMAX (QSTORES) - EXTERNALLY HOSTED CATALOGUE SCCB Contract OMEH	OfficeMax (QStores) External Catalogue

Figure 28



After browsing catalogues you may wish to return to smartbuy®

- Blackwoods - Select **LOGOUT**
- Corporate Express – Select **View Order, Cancel, Return Cart**
- Moore Business Systems – Select **Return to Mooresource**
- OfficeMax (QStores) – Select **log out**

The **NSWBUY Catalogue** – is an externally hosted catalogue that will contain SCCB Contract information. Contracts are being migrated from the Contracts menu in the Navigation Bar and the other supplier externally hosted catalogues into the **NSWBUY Catalogue**.

Contract 801 – Food Services is currently contained in the **NSWBUY Catalogue**.

The following Contracts are being migrated in the near future:

Contract 1006	Workplace Supplies
Contract 352	Lubricating Oils & Greases
Contract 349	LPG – Non Automotive Gas
Contract 2007	Personal Computers, Notebook Computers & Associated Services
Contract 2390	Imaging Devices & Document Solution
Contract 500	Construction, Electrical & Industrial Hardware
Contract 682	Sanitary Napkins & Nappy Waste Disposal – Hire, Maintenance & Service
Contract 841	Apple Computers & Associated Services
Contract 293	Fire Extinguishers, Inspection, Maintenance & Supply
Contract 2921	Fire Fighting Equipment – Ladders, Storz Items, Nozzles, Hose & Generators
Contract 252	Dental Consumables & Sundry items
Contract 278	Electrical, Gas & Other Appliances

Soon after Contract 1006 and 500 are migrated to **NSWBUY Catalogue**, the supplier externally hosted catalogue links will disappear.

When searching for items that are covered by a Contract in the **NSWBUY Catalogue**, you must search for those items only after entering the **NSWBUY Catalogue**. Using the Contracts Search, Quick Search or Advanced Search in smartbuy® will not display items that are contained in Catalogues.

Search and Browse NSWBUY Catalogue

Click the **Catalogues** menu in the Navigation Bar.

Select the **NSWBUY Catalogue** Link



NSWBUY Catalogue Home Page

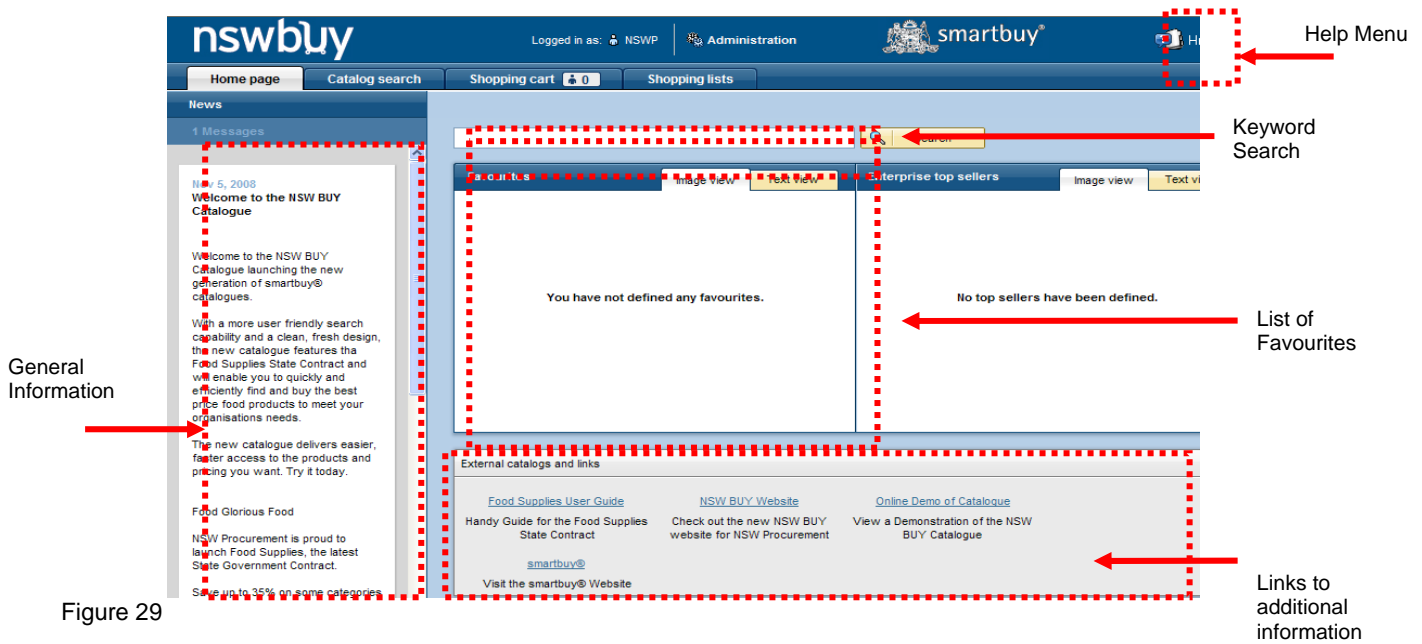


Figure 29

Search and Browse Goods

You can find products in **NSWBUY Catalogue** through a variety of ways.

Keyword Search

Keyword search is the most simple search option and can be used to search across all products in all categories.

Simply enter search criteria in the keyword search fields on the **Home page** or **Catalog search** tabs and select **Search**

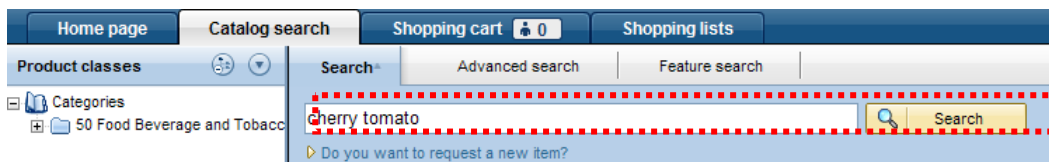


Figure 30

*Note: Products will be displayed and you can then choose to view **Image View** or **Text View**.*

Category Filters Search

This search methodology uses a filter function to search for particular words within categories.

Click on **Catalog search**

Click on the **Product Class Filtering Button** (the filtering box will appear)

Type in the item you wish to search for eg. Tea

The categories containing that item will then appear.

Click the required category to display those items only eg. Leaf tea



Product Class Filtering Button

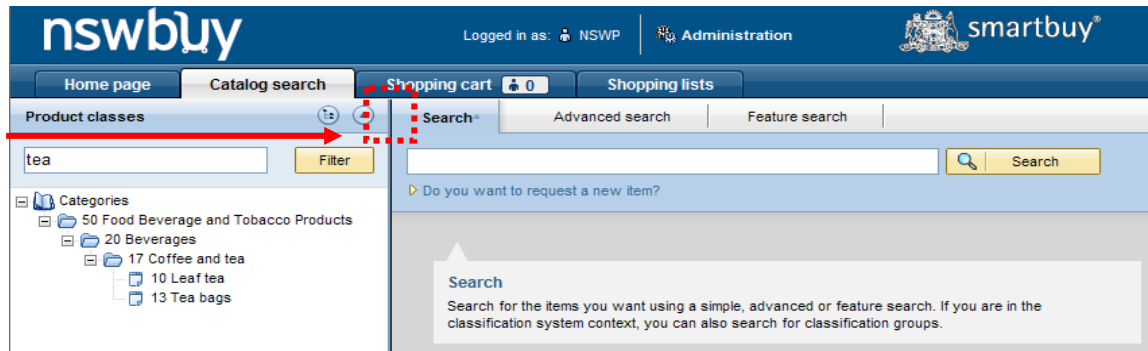


Figure 31

After browsing the NSWBUY Catalogue you may wish to return to smartbuy®
Select **Shopping cart**, **Cancel**

greenbuy - Sustainable Catalogues

Click the **Catalogues** menu in the Navigation Bar.

A list of all currently available sustainable catalogue links will be displayed (see Figure 32).

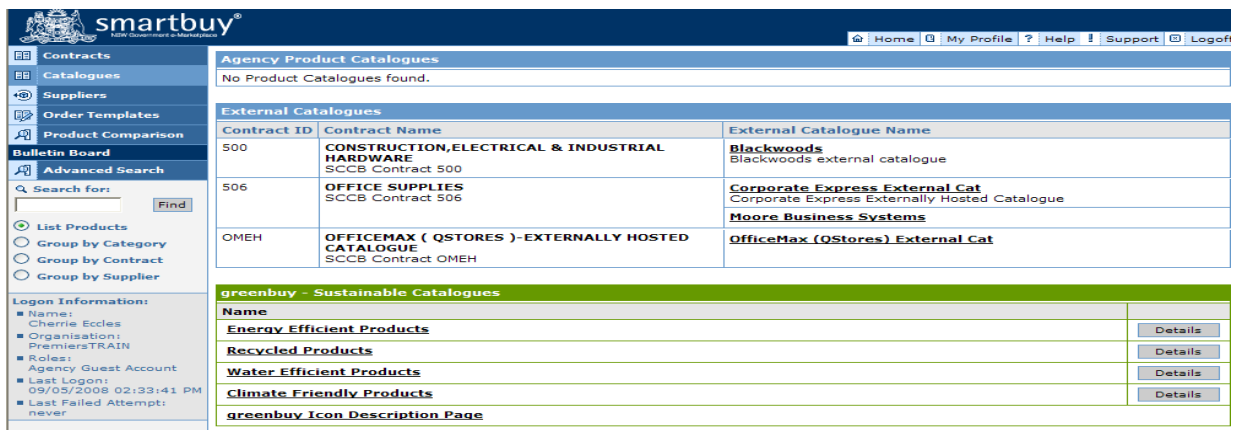


Figure 32

Select the relevant Catalogue name eg. Recycled Products.

Select the Contract Name Hyperlink

Select a Category and the sustainable items within that category will display.

Note: View the greenbuy Icon Description Page for the Icon Descriptions

Completion

Congratulations you have now completed the Search and Browse Guide.

Your comments regarding the content, structure and presentation of this elearning experience would be appreciated. Please direct your comments to the NSW Procurement Learning and Change Management Team via email to eb_s_training@services.nsw.gov.au.