

Catalog Help Guide

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Overview

1. Log on and create a shopping cart.
2. Change Default Settings, e.g., Account Assignment.

Change Default Settings

Your data will be transferred to all new items. Items already in the shopping cart will be unchanged.

Item Basic Data | **Account Assignment** | Internal Note

You can see who bears the costs and, if necessary, you can distribute the cost to several cost centres

Cost Distribution | Percentage | Details

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account
0001		100.00	Cost Center	1010001070	

3. Click Add item and select the CCSD catalog needed.

Add Item | Copy | Paste | Duplicate

- Free Text
- CCSD Catalog - Custodial Services
- CCSD Catalog - General
- CCSD Catalog - Maintenance
- Library Books
- Pre-owned Textbooks & Workbooks
- Textbook Catalog

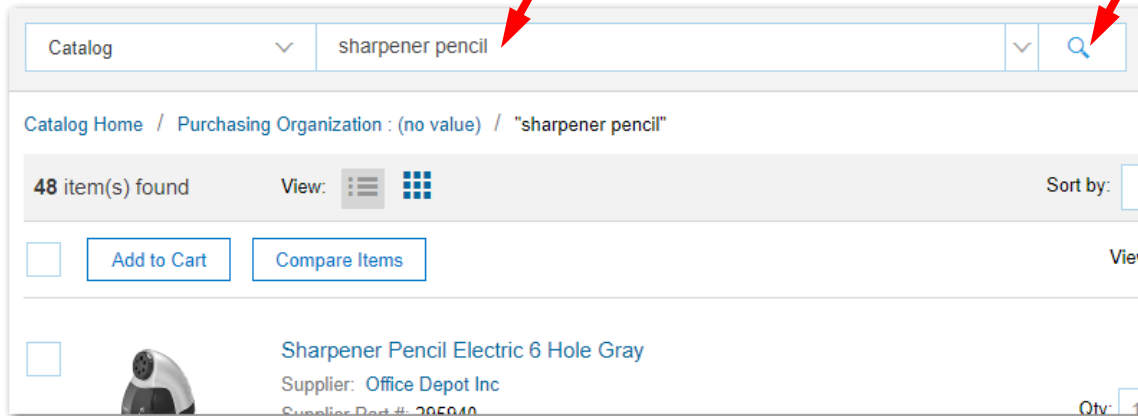
The first time you use a CCSD Catalog, you will be asked to acknowledge you read and accept the terms of the Ariba Privacy Statement and the Ariba Cookie Notice. Mark the checkbox and click OK. (Ariba is the maker of the CCSD catalog system.) Any Note in the catalog will also be displayed.

Using the Catalog

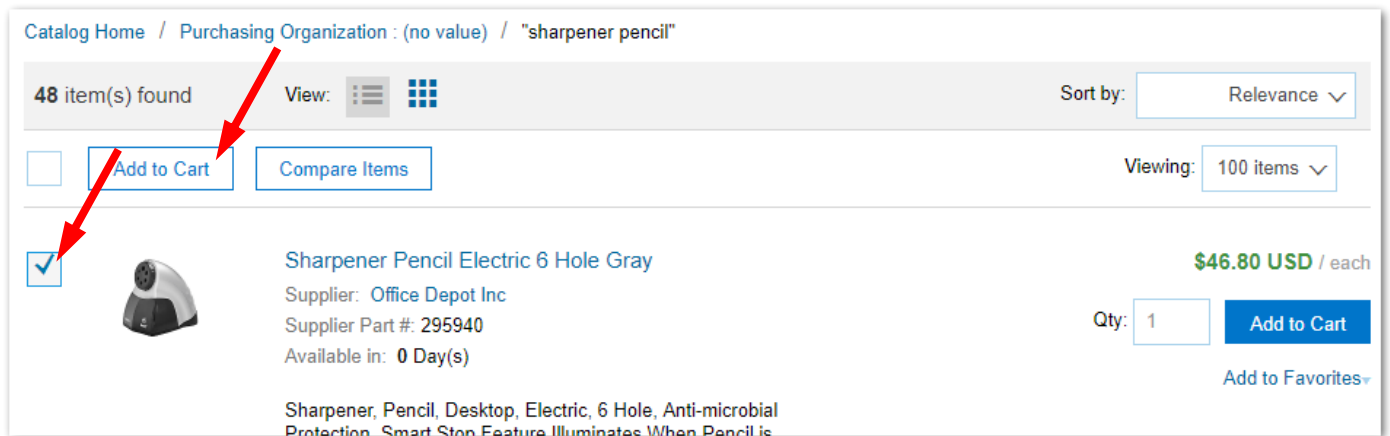
- Search for items
- Select items and Add to Cart (Catalog)
- Review Cart
- Checkout (Transfer Items from Catalog Cart to SAP Shopping Cart)
- Order SAP Shopping Cart

Catalog Help Guide

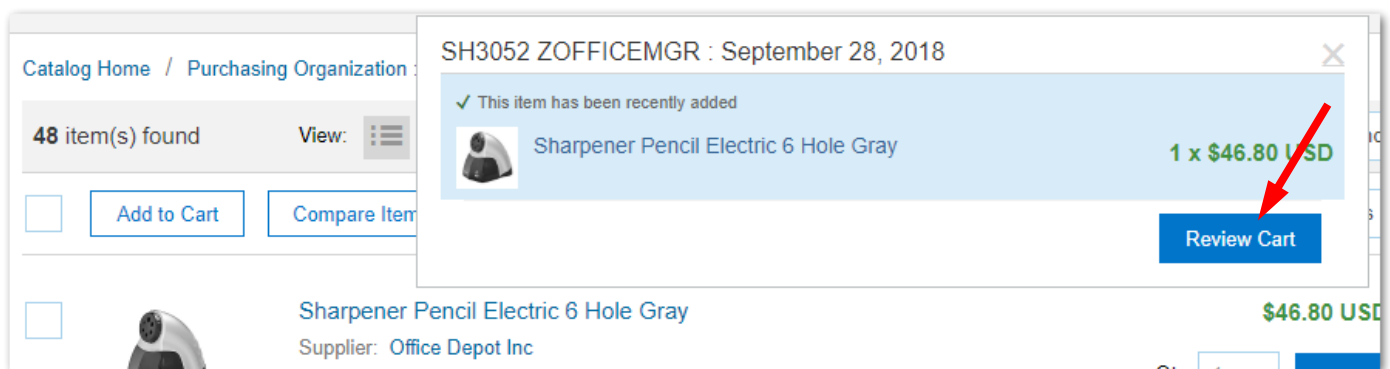
1. Search for items



2. Select items and Add to Cart (Catalog)



3. Review Cart



If you are not ready to review the cart, click outside of the Review Cart pop-up window to continue shopping.

Catalog Help Guide

4. Cart Review Screen – allows for verifying and editing before checking out

Shopping Cart SH3052 : ZOFFICEMGR : September 28, 2018

Print [Close Cart](#) [Continue Shopping](#) [Checkout](#)

1 Item Total [Show Details](#)

No.	Type	Description	Qty	Unit	Price	Amount
1		Sharpener Pencil Electric 6 Hole Gray	1	each	\$46.80 USD	\$46.80 USD

[Edit](#) [Delete](#) [Update Total](#)

Print [Close Cart](#) [Continue Shopping](#) [Checkout](#)

Cart Summary

Office Depot Inc (1)	\$46.80 USD
Subtotal (1 item)	\$46.80 USD

5. If you made changes, click Update Total once editing is complete

6. Click Continue Shopping to add more items before checking out

Shopping Cart SH3052 : ZOFFICEMGR : September 28, 2018

Print [Close Cart](#) [Continue Shopping](#) [Checkout](#)

1 Item Total [Show Details](#)

No.	Type	Description	Qty	Unit	Price	Amount
1		Sharpener Pencil Electric 6 Hole Gray	1	each	\$46.80 USD	\$46.80 USD

[Edit](#) [Delete](#) [Update Total](#)

Print [Close Cart](#) [Continue Shopping](#) [Checkout](#)

Cart Summary

Office Depot Inc (1)	\$46.80 USD
Subtotal (1 item)	\$46.80 USD

7. Checkout: Transfer Items from the catalog cart to your SAP Shopping Cart

Shopping Cart SH3052 : ZOFFICEMGR : September 28, 2018

Print [Close Cart](#) [Continue Shopping](#) [Checkout](#)

2 Items Total [Show Details](#)

No.	Type	Description	Qty	Unit	Price	Amount
1		Sharpener Pencil Electric 6 Hole Gray	1	each	\$46.80 USD	\$46.80 USD
2		Paper 11x17 Offset 60lb White	1	ream	\$10.69 USD	\$10.69 USD

[Edit](#) [Delete](#) [Update Total](#)

Print [Close Cart](#) [Continue Shopping](#) [Checkout](#)

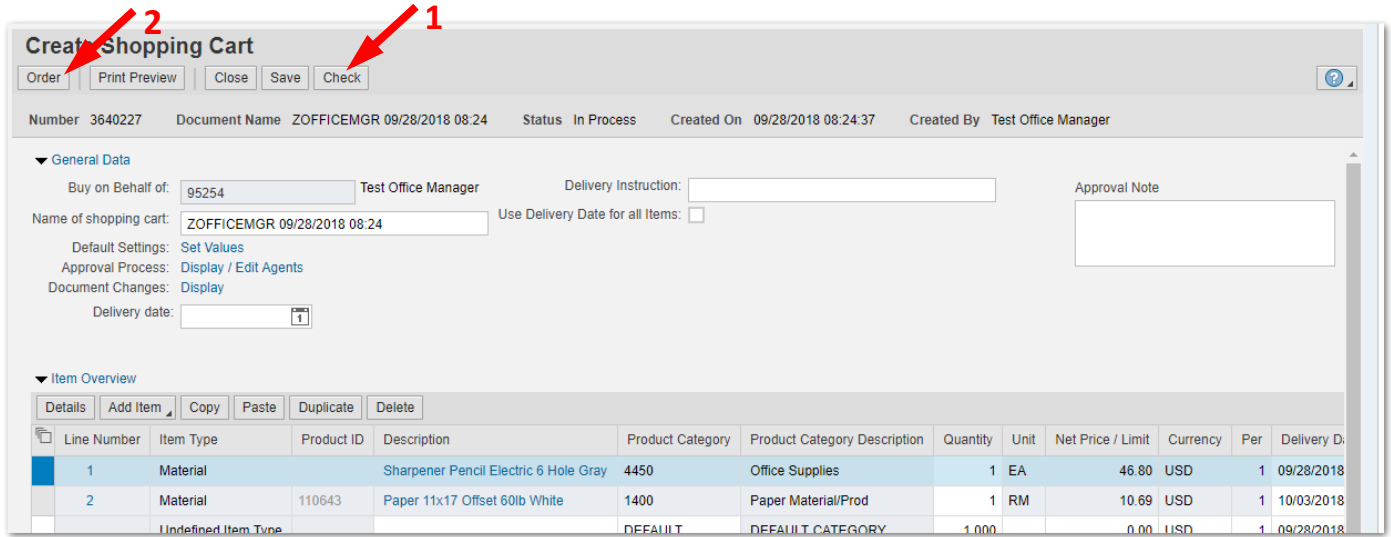
Cart Summary

Not A Vendor(CC... (1)	\$10.69 USD
Office Depot Inc (1)	\$46.80 USD
Subtotal (2 items)	\$57.49 USD

Catalog Help Guide

8. Process and Order Shopping Cart

Always 1) Check your shopping cart before you 2) place your order.



Create Shopping Cart

Order | Print Preview | Close | Save | **Check**

Number: 3640227 | Document Name: ZOFFICEMGR 09/28/2018 08:24 | Status: In Process | Created On: 09/28/2018 08:24:37 | Created By: Test Office Manager

General Data

Buy on Behalf of: 95254 Test Office Manager | Delivery Instruction: | Approval Note:

Name of shopping cart: ZOFFICEMGR 09/28/2018 08:24 | Use Delivery Date for all Items: ☐

Default Settings: [Set Values](#)
Approval Process: [Display / Edit Agents](#)
Document Changes: [Display](#)

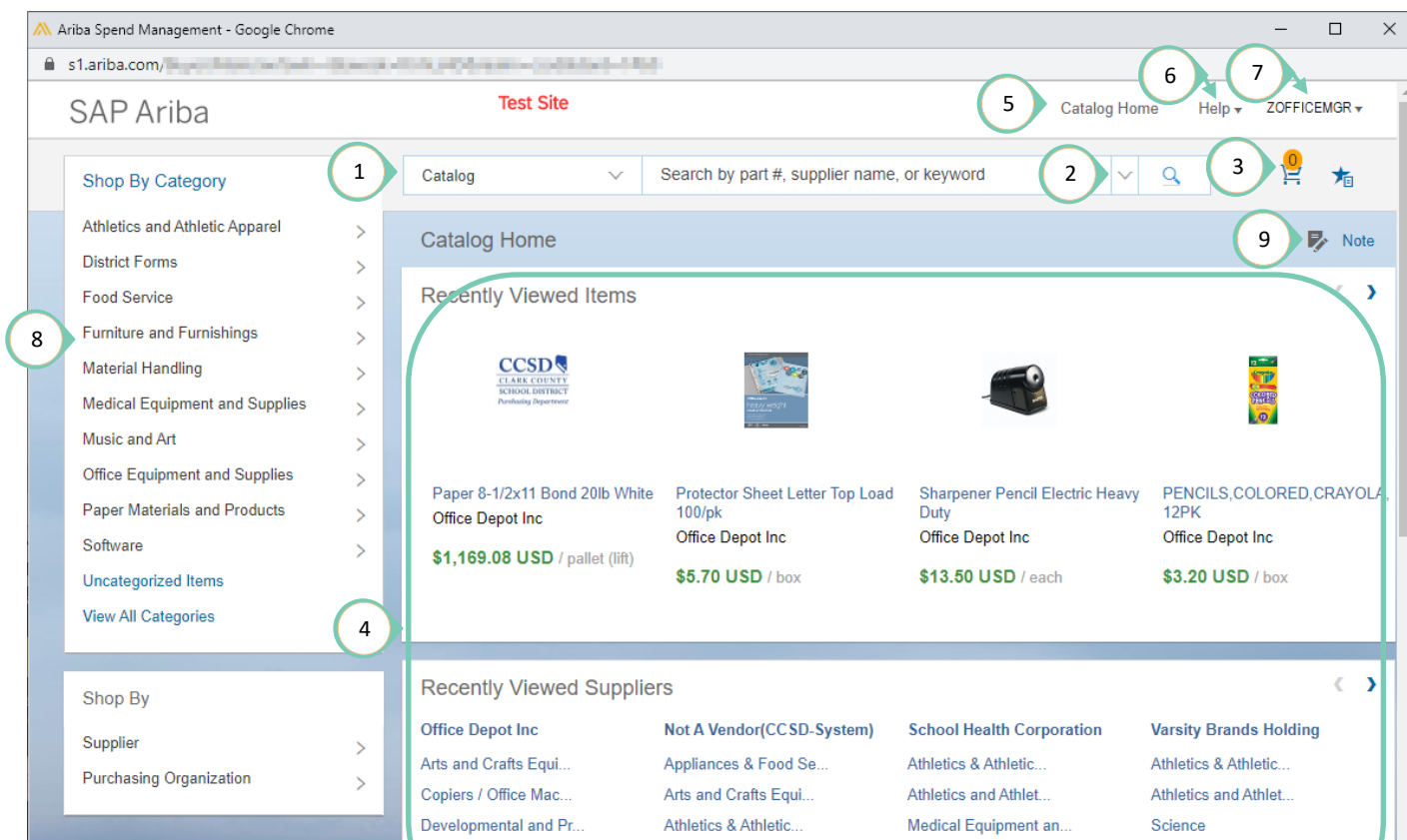
Delivery date:

Item Overview

Details	Add Item	Copy	Paste	Duplicate	Delete						
Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency	Per	Delivery D.
1	Material		Sharpener Pencil Electric 6 Hole Gray	4450	Office Supplies	1	EA	46.80	USD	1	09/28/2018
2	Material	110643	Paper 11x17 Offset 60lb White	1400	Paper Material/Prod	1	RM	10.69	USD	1	10/03/2018
	Undefined Item Type			DEFAULT	DEFAULT CATEGORY	1.000		0.00	USD	1	09/28/2018

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Catalog Format



- 1 Search through all categories by part #, supplier name, keyword, or product ID, etc.
- 2 The search pull-down menu lets you save the current search and shows your previously saved searches.
- 3 Icons let you review or check out the cart  or manage your favorites .
- 4 Provides quick access to common items. Use the arrows   to page through the contents of each section:
 - Recently Viewed Items shows the 12 catalog items you viewed most recently. Click an item to open it.
 - Recently Viewed Suppliers shows 12 suppliers whose items have been viewed most recently. Click a supplier or supplier category to see the items offered.
 - Favorites shows up to 12 folders of items you marked as favorites. Click a folder to see the items in it. The Favorites section is displayed only if you have items marked as favorites.
 - Categories with the Most Items shows the 12 categories that contain the most items. Click a category to display the items offered
- 5 Return to the catalog home.
- 6 Ariba Help is not used at CCSD.
- 7 User menu lets you
 - Exit the catalog and return to the SAP shopping cart
 - Change the theme (Dark Theme, Light Theme, Black Theme, or SAP Blue Theme)
- 8 You can shop by category or supplier.
- 9 Click the Note icon  or [Note](#) to display information.

Catalog Search Results

The screenshot shows a catalog search results page. The breadcrumb trail at the top (1) reads: Catalog Home / Purchasing Organization : (no value) / Favorite : Pictures. Below the breadcrumb, the search results summary (2) shows 32 item(s) found. The view toggle (3) is set to 'View: List'. The sort by dropdown (4) is set to 'Relevance'. The viewing options (5) show 20 items per page, with page 1 of 2. The first item (6) is 'Computer Laptop MacBook Air 13' by Apple Inc, priced at \$1,199.00 USD. The second item (7) is 'Stand Scanner Hands-free Adjustable' by American Barcode, priced at \$14.89 USD. The third item is 'Scanner Bar Code Library Wireless' by Follett School Solutions, priced at \$1,199.00 USD. The left sidebar contains filters for Keyword, Supplier, Manufacturer, Price, Contract ID, and Contract Line Item.

- 1 Shows your catalog search navigation path as a breadcrumb trail. Click a link in the breadcrumb trail to return to the search results from an earlier point in the path or go back to Catalog Home.
- 2 Indicates the number of items found.
- 3 View results in a list or a grid.
- 4 Sort by relevance, price, item name, or best selling items.
- 5 Change how many items are displayed on one page.
- 6 Page through the results. Maximum of 500 items will be displayed.
- 7 Icons represent item attributes. For example, a star ★ indicates that the item is a favorite item.

Click the image or item description to see more details.

The detailed view shows a product listing for 'Sharpener Pencil Electric 6 Hole Gray'. The product image is on the left, and the text on the right includes the product name, supplier (Office Depot Inc), supplier part number (295940), and availability (0 Day(s)). A red arrow points to the product image, and another red arrow points to the product name.

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Item details

[Back](#) | [Catalog Home](#) / [Purchasing Organization : \(no value\)](#) / [Office Equipment and Accessories and Supplies](#) / [Office Supplies -](#)


[Enlarge](#)

Sharpener Pencil Electric 6 Hole Gray

Supplier: [Office Depot Inc](#)
Supplier Part #: 295940
Manufacturer: [Elmers Product Inc](#)
Manufacturer Part #: 1612
Available in: 0 Day(s)

\$46.80 USD / each

Qty: [Add to Cart](#) [Add to Favorites](#)

Product Description

Sharpener, Pencil, Desktop, Electric, 6 Hole, Anti-microbial Protection, Smart Stop Feature Illuminates When Pencil is Sharp, Safe Start Feature Prevents Sharpening if Receptacle is Removed, Manufacturer 8 Year Limited Warranty on Cutters, Gray

Product Specifications

Price:	\$46.80 USD
Supplier:	Office Depot Inc
Supplier Part #:	295940
Manufacturer:	Elmers Product Inc
Manufacturer Part #:	1612
Available in:	0 Day(s)
Contract ID:	4600000974
Contract Line Item:	1
Grouping:	PROCUREMENT
Manufacturer ID:	901348
Product Category:	4450
Product Category Description:	Office Supplies

SAP Ariba

ZOFFICEMGR (ZOFFICEMGR) last visit 9/28/2018 8:48 AM | Clark County School District - TEST | C98_UI3

[Security Disclosure](#) [Privacy Statement](#) [Cookie Statement](#)

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Search Techniques

1. Search for items on Standards items using the search text box

List items which are part of a CCSD standard school configuration.. You can display the list by searching for *ccsdstandard*.

Catalog

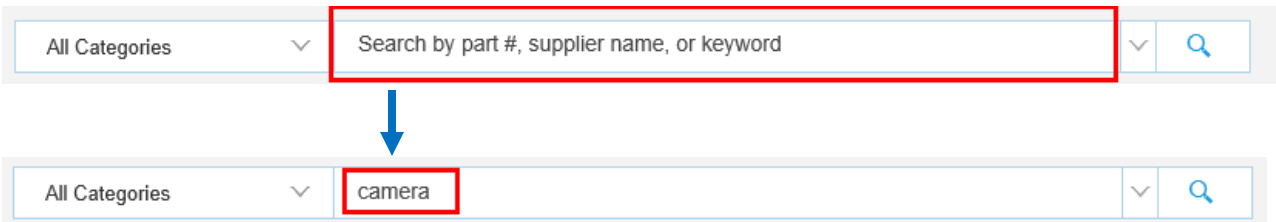
[Catalog Home](#) / [Purchasing Organization : \(no value\)](#) / ["ccsdstandard"](#)

928 item(s) found View:  

Catalog Help Guide

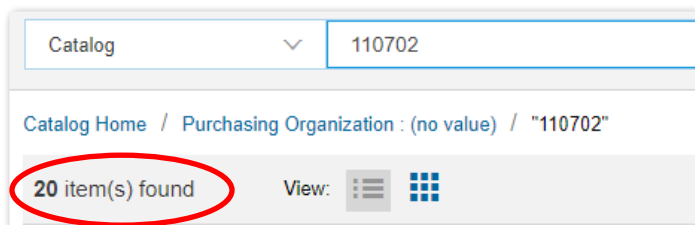
2. Search for items using the search text box

The search text box allows you to enter specific text strings to search. You can search by keyword, supplier, part number, and so on.



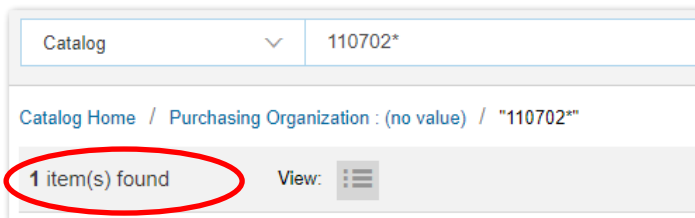
The diagram illustrates the search process. The top search bar shows the placeholder text "Search by part #, supplier name, or keyword". A blue arrow points down to a second search bar where the word "camera" has been entered.

If you type in a word or number, the search results will return items that match **and** items that are close. For example, if you type in product ID 110702, the results will include items with product IDs 110702, 110722, 110709, etc.



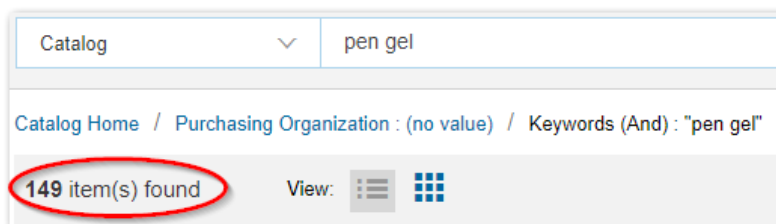
The screenshot shows the search results for the product ID "110702". The search bar displays "Catalog" and "110702". The results bar shows "20 item(s) found" circled in red.

If you want an exact match for a single word or number, put a character, such as an asterisk (*), after the item you are searching for, for example, 110702*.



The screenshot shows the search results for the product ID "110702*". The search bar displays "Catalog" and "110702*". The results bar shows "1 item(s) found" circled in red.

If you search for multiple words, the results will include items with all the words anywhere in the item. The words do not have to be next to each other. For example, search for *pen gel*.



The screenshot shows the search results for the keywords "pen gel". The search bar displays "Catalog" and "pen gel". The results bar shows "149 item(s) found" circled in red.

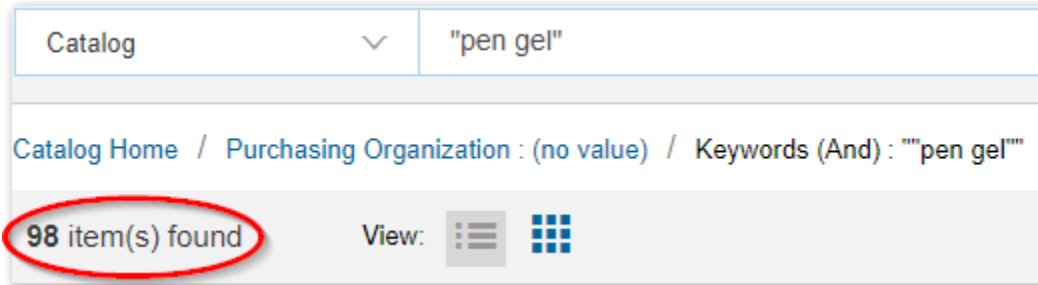


SHARPIE GEL 0.5MM 12OS BLACK
Supplier: [Office Depot Inc](#)
Supplier Part #: 8012436
Available in: **1 Day(s)**

Sharpie S-Gel, Gel Pens, Fine Point (0.5mm), Black Ink Gel Pen, 12 Count

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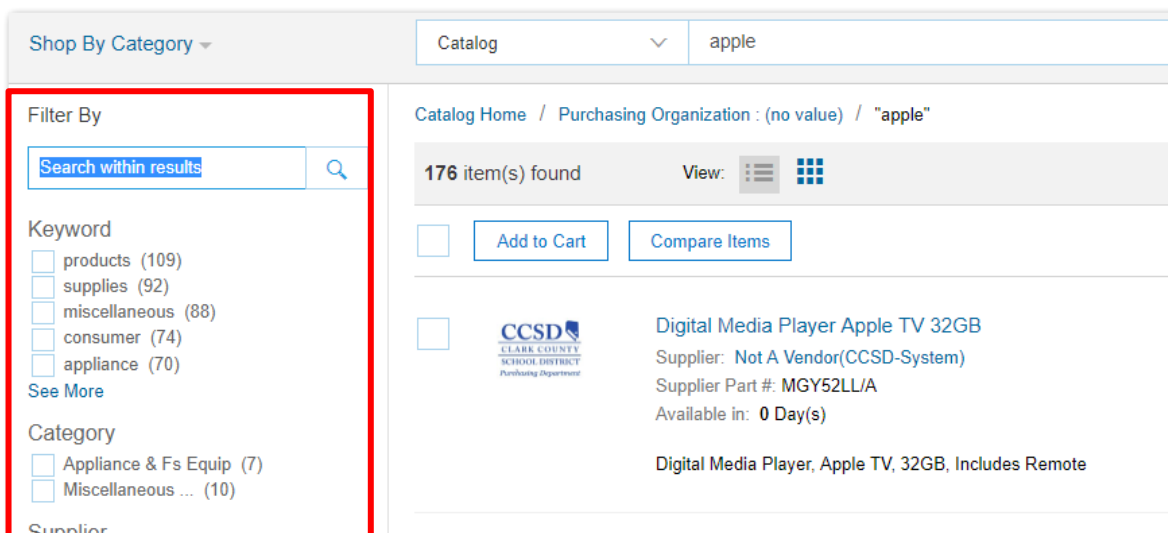
If you search for words with quotes, the results will only include items with the exact match.



Punctuation in search strings is treated as white space. This includes punctuation marks such as commas, dashes, and parentheses, as well as special characters such as asterisks and percent signs. There is no wildcard character for searches.

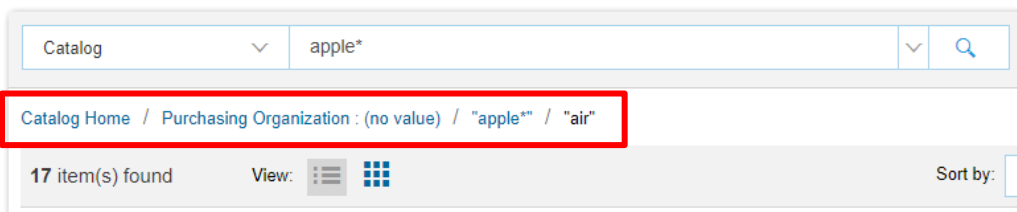
3. Refine the Search

If the catalog search has results, use the **Filter By** section to the left of the results. You can filter by clicking a link, or entering text in the **Filter By** text box.



4. Using Breadcrumbs

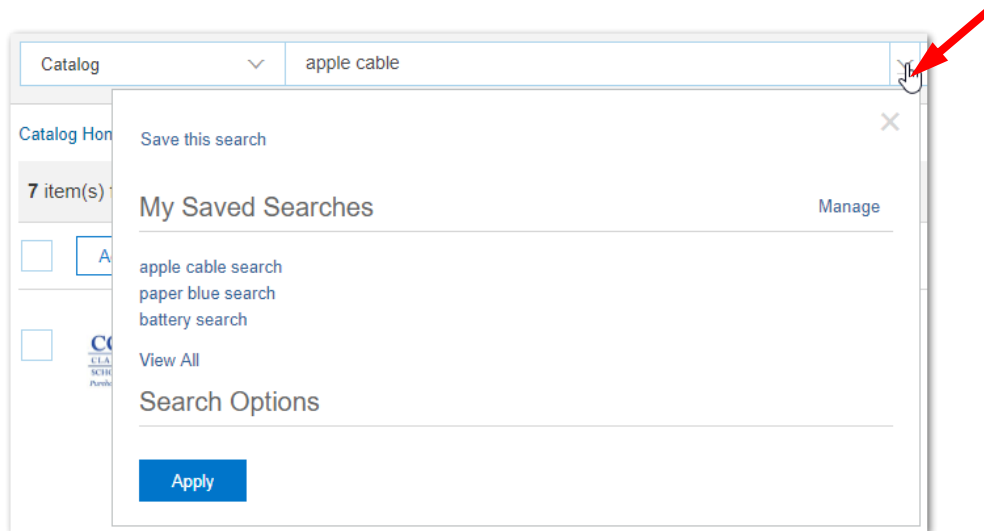
When you search for items and refine the results, your catalog search navigation path is displayed as a breadcrumb trail. Click a link in the breadcrumb trail to return to the search results from an earlier point in the path. Click Catalog Home to start your search over.



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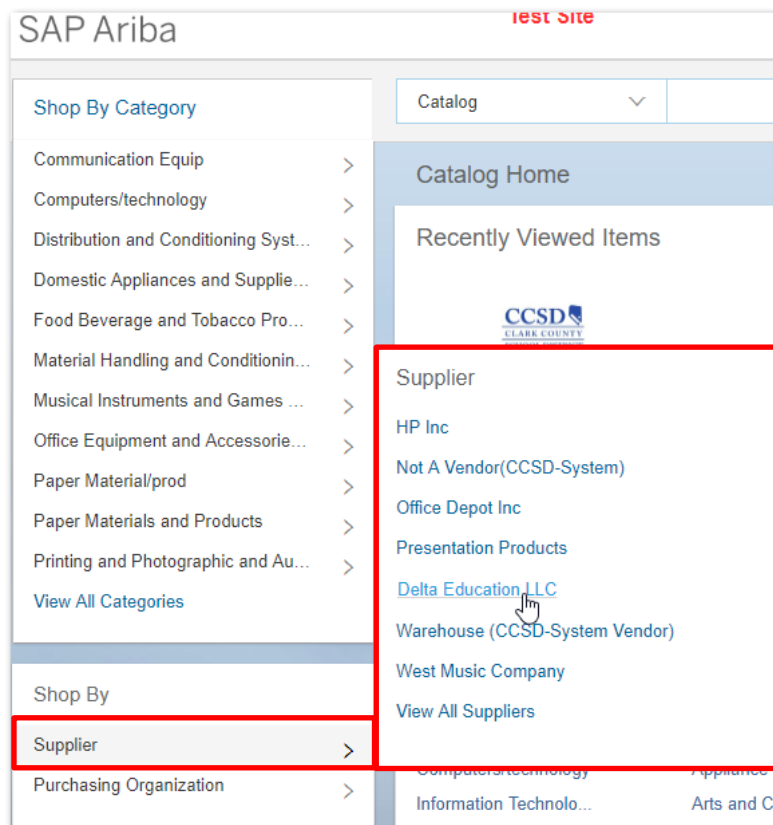
5. Saved Searches

Click the search pull-down menu to display or manage saved searches. Search Options is not used.



6. Search by **Supplier Name**. The Supplier is who we buy the product from.

Hover over Supplier then select from the Supplier menu.



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7. Sort

Sort by relevance, price, item name, or best selling items.

Catalog Home / Purchasing Organization : (no value) / "laptop"

19 item(s) found View:  

Sort by:

Relevance ✓
Relevance
Price - Ascending
Price - Descending
Best selling
Name - Ascending
Name - Descending

☐ Add to Cart Compare Items

☐  **Computer Laptop Mobile Workstation/Dockk**
Supplier: HP Inc
Supplier Part #: B900524
Available in: 0 Day(s)

Computer, Laptop, Mobile Workstation, ProBook 650 G3, UltraSlim Docking Station, 15in Screen, Intel Core i7 7600U

8. Compare Feature

Select up to 3 items to compare, then click Compare Items:

19 item(s) found View:  

☐ Add to Cart

☒  **Computer Laptop Mobile Workstation/Dockk**
Supplier: HP Inc
Supplier Part #: B900524
Available in: 0 Day(s)

Computer, Laptop, Mobile Workstation, ProBook 650 G3, UltraSlim Docking Station, 15in Screen, Intel Core i7 7600U Processor 2.80GHz, 32GB DDR4 SDRAM, Intel HD Graphics, 256GB SSD, Camera, Windows Professional OS, Warranty 5 Year on Laptop 1 Year on Dock

☒  **Computer Laptop Standard**
Supplier: HP Inc
Supplier Part #: B901278
Available in: 0 Day(s)

Computer, Laptop, Standard, ProBook 440 G5, 14in LED

Result of Compare:

Compare

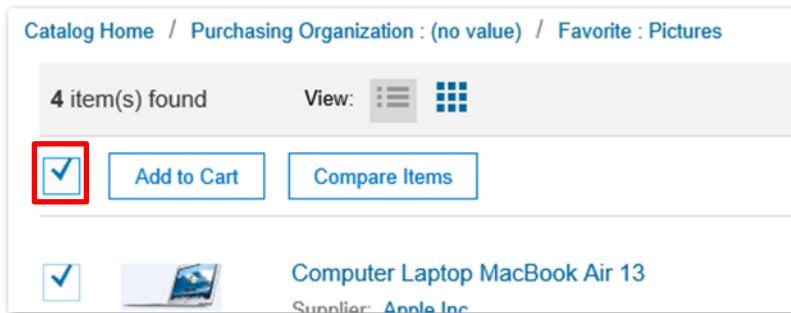
Catalog Home / Purchasing Organization : (no value) / "laptop" / Compare [Continue Shopping](#)

	Computer Laptop Mobile Workstation/Dockk	Computer Laptop Standard
	 Enlarge	 Enlarge
	\$1,416.58 USD / each Qty: Add to Cart	\$593.00 USD / each Qty: Add to Cart
Price	\$1,416.58 USD	\$593.00 USD
Product Description	Computer, Laptop, Mobile Workstation, ProBook 650 G3, UltraSlim Docking Station, 15in Screen, Intel Core i7 7600U Processor 2.80GHz, 32GB DDR4 SDRAM, Intel HD Graphics, 256GB SSD, Camera, Windows Professional OS, Warranty 5 Year on Laptop 1 Year on Dock	Computer, Laptop, Standard, ProBook 440 G5, 14in LED Display, Intel Core i3 7100U 2.4GHz, 8GB DDR4 SDRAM, Intel HD Graphics, 128GB SSD, WiFi, Bluetooth, Camera, Windows Professional OS, 5 Year Warranty
Supplier	HP Inc	HP Inc

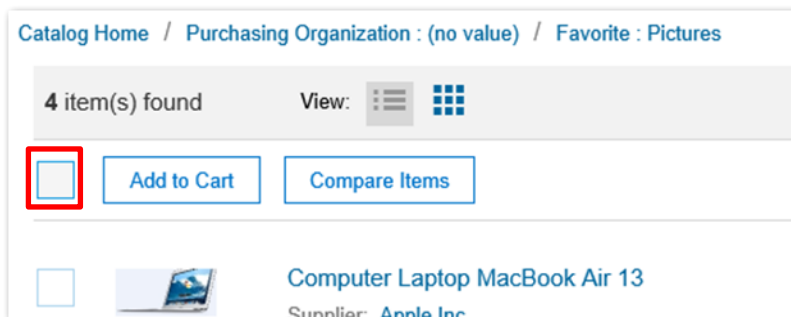
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9. Select All

Check the checkbox above the list to select all items on the current page. If there are multiple pages of items, only the items on the current page will be selected.

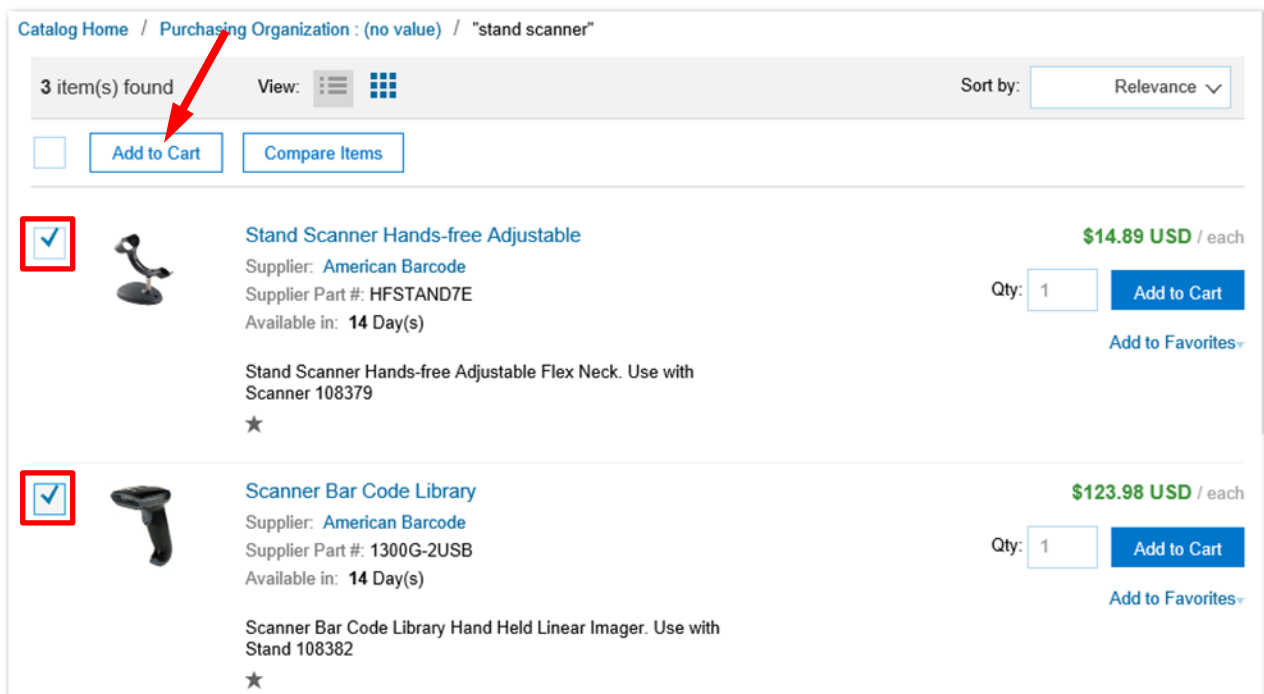


Uncheck the checkbox to deselect the items on the current page.



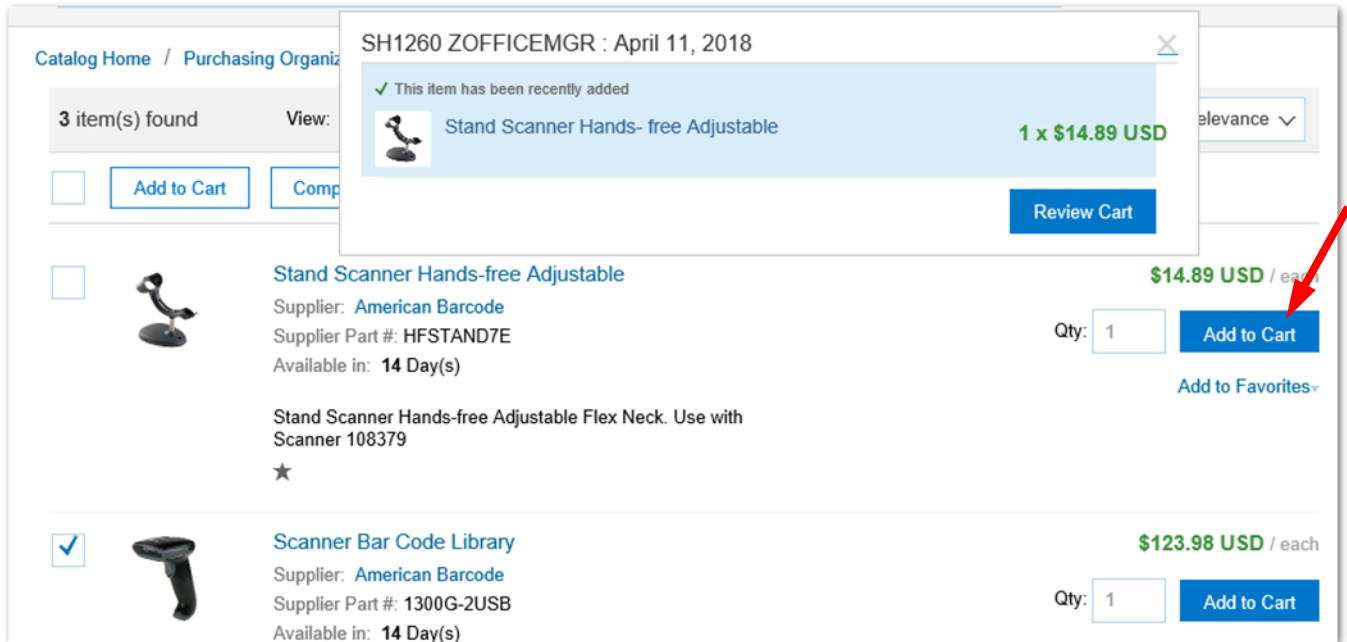
10. Add to Cart

a. Add all selected items to the Cart



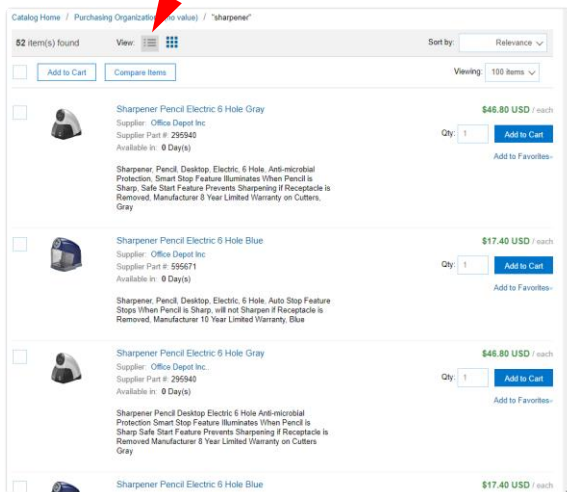
Catalog Help Guide

b. Add only this item to the Cart. (Ignore select checkboxes)

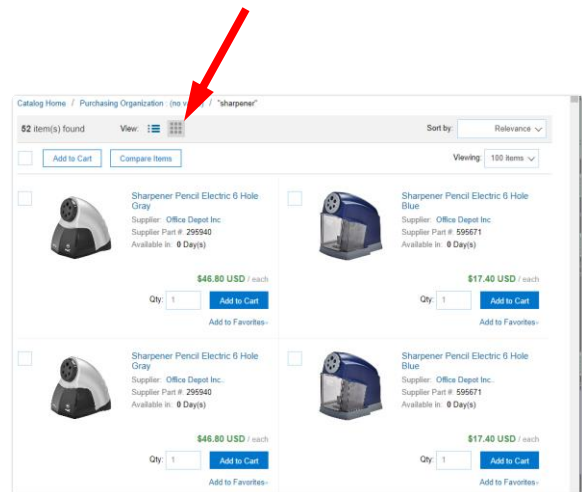


11. View Options

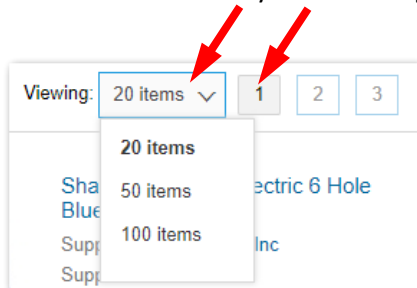
a. List View



b. Grid View



c. Choose how many items to display on a page. Click the page number to move from page to page.

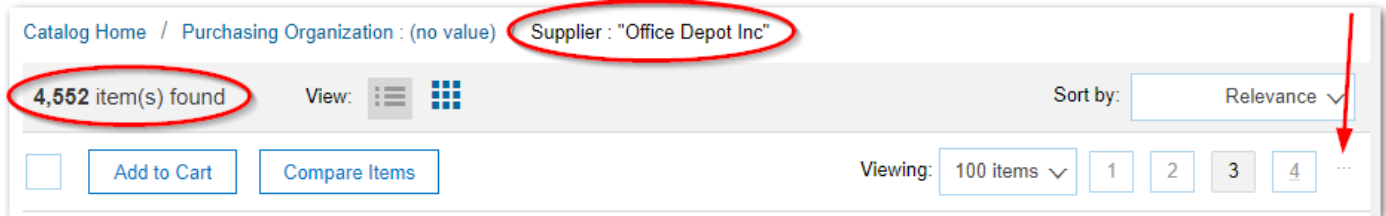


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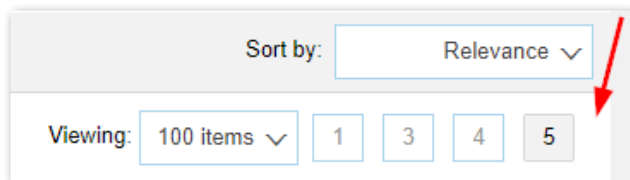
Search Limitations

The catalog will only display a maximum of 500 items, even if the search returns more items. For example, select Shop By Supplier and choose Office Depot. Although 4,552 items are found, only 500 will be displayed.

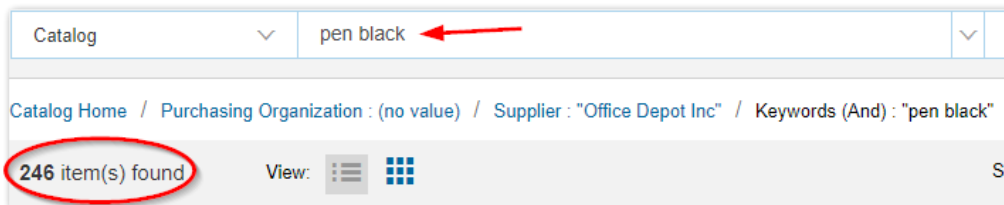
The dots after page 4 indicate there is another page of items to be displayed.



There are no dots and no more pages to display after page 5.



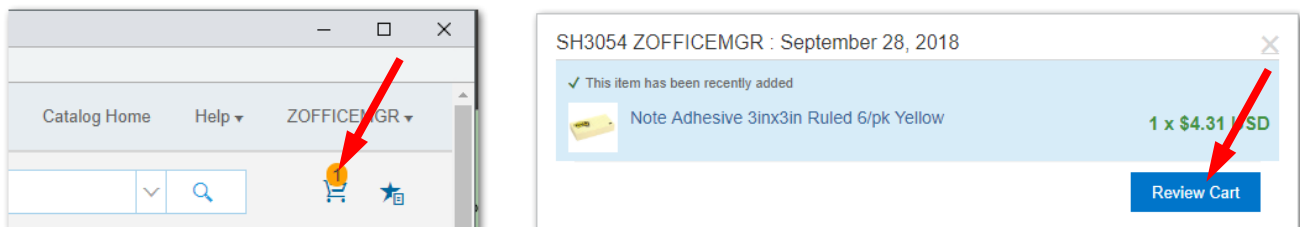
Narrow the search by using Filter By on the left or by adding additional search criteria in the search box.



Review Catalog Cart

In the catalog, a cart is a holding area for the items you have selected for purchase. When you checkout a cart, you transfer the items to the SAP shopping cart, and that catalog cart goes away.

To view the contents of the current cart, click the Cart icon  and then click Review Cart.



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Review Cart

The screenshot shows the SAP Catalog Shopping Cart interface. Numbered callouts indicate the following functions:

- 1: Shopping Cart Name field (ZOFFICEMGR : April 18, 2018)
- 2: Edit button
- 3: Delete button
- 4: Quantity field (Qty)
- 5: Update Total button
- 6: Show Details button
- 7: Print button
- 8: Close Cart button
- 9: Continue Shopping button
- 10: Checkout button

The cart contains one item: Note Adhesive 3inx3in Ruled 6/pk Yellow, with a quantity of 1, unit price of \$4.31 USD, and a total amount of \$4.31 USD. The Cart Summary shows a Subtotal of \$4.31 USD.

1. Change the catalog cart name (will not change the SAP shopping cart name)
2. Select and Edit an item, changing Quantity only
3. Select and Delete an item
4. Change the Quantity (Qty)
5. Update Total after you have made changes
6. Show Details, more information for each item
7. Print*. This only prints the items in the current catalog cart. It does not show items that have already been transferred to the SAP Shopping Cart.
8. Close Cart, with additional options
 - a. **Return** to the current cart without closing it
 - b. **Delete** the current cart and go to the Catalog Home page
9. Continue Shopping
10. Checkout, transfer items to the SAP Shopping Cart

* Result of Print:

The print only shows items in the current catalog cart. It does not show items that have already been transferred to the SAP Shopping Cart. It only shows items you **might** transfer to the SAP Shopping Cart.

The screenshot shows a SAP Requisition printout for a paper purchase. The requisition number is SH2393, issued on Tuesday, June 5, 2018 PDT, created by ZOFFICEMGR. The supplier is Kelly Paper Company, and the total amount is \$10.69 USD. The requisition details show one line item: Paper 11x17 Offset 60lb White, 22054A, 1 ream, with a unit price of \$10.69 USD and a total amount of \$10.69 USD. The requisition is in the COMPOSING status.

NO.	DESCRIPTION	PART NUMBER	QTY	NEED-BY DATE	UNIT PRICE	AMOUNT
1	Paper 11x17 Offset 60lb White	22054A	1 ream	-	\$10.69 USD	\$10.69 USD

Full Description: Paper, 11in x 17in, Offset, 60lb, 250 sheets/ream, White

NOT VALID PO: *** NOT VALID PO *** NOT VALID PO *** NOT VALID PO *** NOT VALID PO *** NOT VALID PO

TOTAL AMOUNT
\$10.69 USD

Preview of Approvals
No Approval Requests

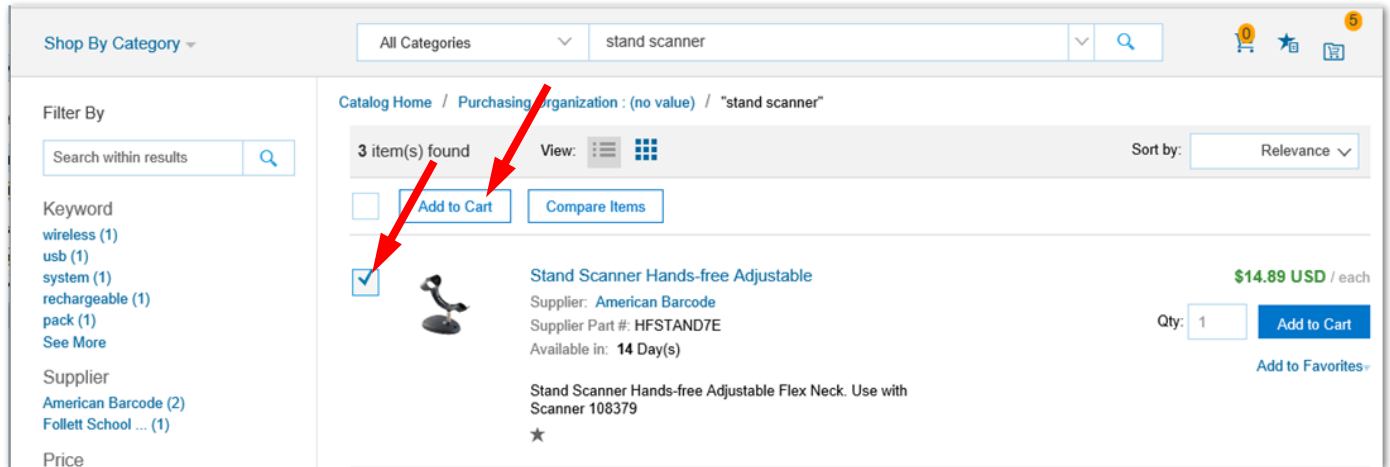
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Tips and Tricks

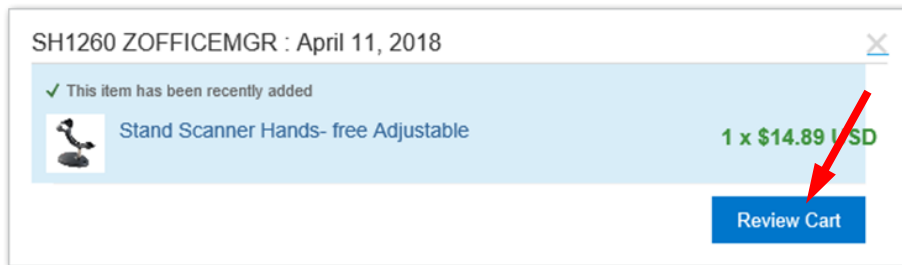
1. 15 minute rule

If SAP is idle for 15 minutes, it times out. When you are working in the catalog, SAP is idle. If you are in the catalog more than 15 minutes, SAP will time out underneath. To avoid this:

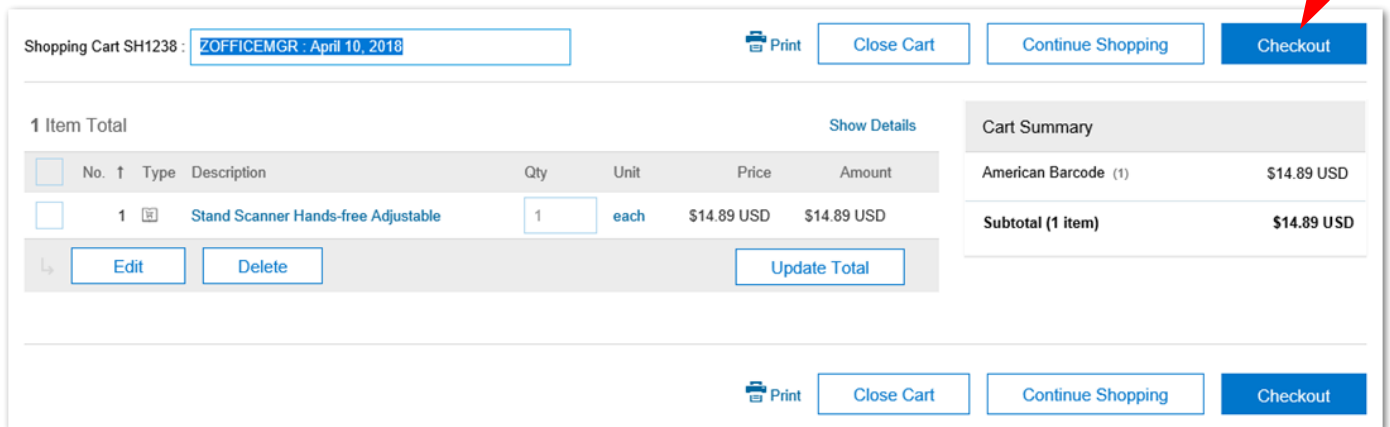
- When working in the catalog, be sure to Review Cart and Checkout (transfer items) every 5 minutes. Save the SAP shopping cart, then Edit it and go back to the catalog for more items. This will help keep the system active and avoid sessions timing out. Checkout and Save your work if you are interrupted.
- Select items and Add to Cart.



c. Review Cart



d. Checkout (Transfer items) from Catalog Cart every 5 minutes



Catalog Help Guide

- e. **Checkout (transferring items) allows you to Order, Save, or continue shopping from the catalog. Always 1) check your shopping cart before you 2) place your order.**

Edit Shopping Cart

Buttons: [Order](#) [Read Only](#) [Close](#) [Print Preview](#) [Save](#) [Check](#) [Delete](#)

Number: 3910438 Document Name: ZOFFICEMGR 06/25/2020 15:24 Status: Saved Created On: 06/25/2020 15:24:53 Created By: Tester Office Manager

General Data

Buy on Behalf of: 104743 Tester Office Manager Delivery Instruction: Approval Note:

Name of shopping cart: ZOFFICEMGR 06/25/2020 15:24 Use Delivery Date for all Items: ☐

Default Settings: [Set Values](#)

Approval Process: [Display / Edit Agents](#)

Document Changes: [Display](#)

Delivery date:

Item Overview

Buttons: [Details](#) [Add Item](#) [Copy](#) [Paste](#) [Duplicate](#) [Delete](#) [Process All Items](#)

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
1	Material	108382	Stand Scanner Hands-free Adjustable	4300	Computers/Technology	1	EA	14.89	USD
	Undefined Item Type			DEFAULT	DEFAULT CATEGORY	1.000		0.00	USD

- f. **Save the SAP shopping cart, then Edit it and go back to the catalog for more items. You can edit a shopping cart Awaiting Approval until it receives the first approval.**

New Features

The following applies for most users.

Favorites Folders or Saved Searches can be viewed, no matter which catalog you are working with. However, the items in the folders or searches are associated with specific catalogs and can only be used when you are working with that catalog.

For example, the name of a favorites folder of items from the Custodial catalog can be seen when you are working in the General catalog, but the custodial items in it cannot be used. You can only use those items when you are working in the Custodial catalog. Note: you can see all folders and items when you manage favorites folders.

Favorites Folders

You can use catalog favorite folders to organize favorite items in up to 12 different folders. For example, you might have a favorites folder for office supplies that you order frequently.

When working with favorite folders, you can:

- Add items directly to a folder
- Add the contents of a folder to the cart
- Manage favorites folders

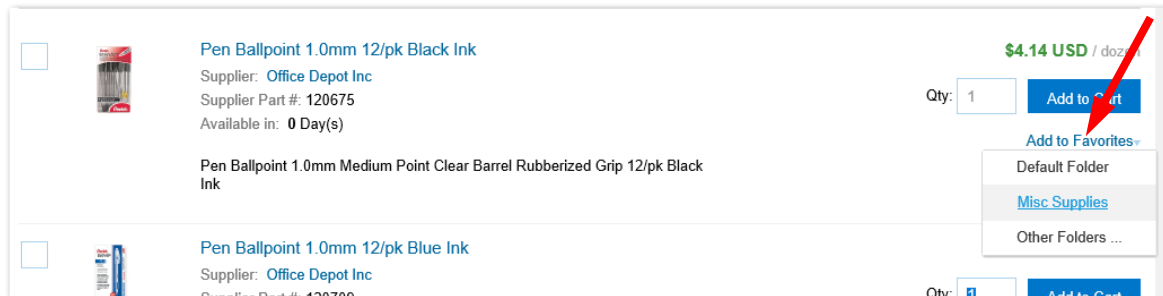
Note: You do not have permissions to share your favorites folders with other users.

Catalog Help Guide

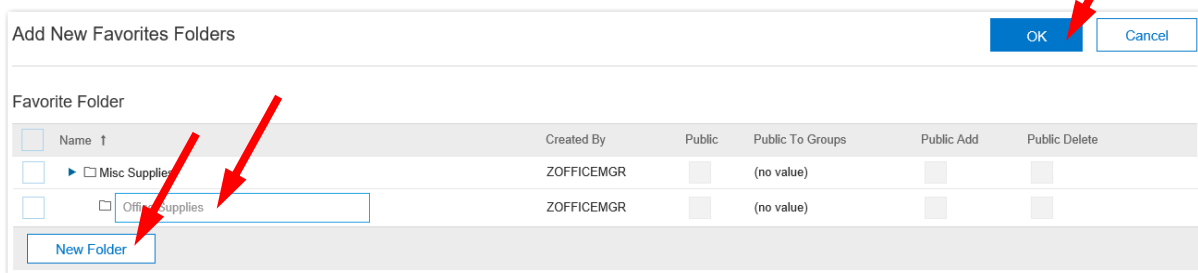
Add items to a folder

On the catalog search results page, click the Add to Favorites link for the item.

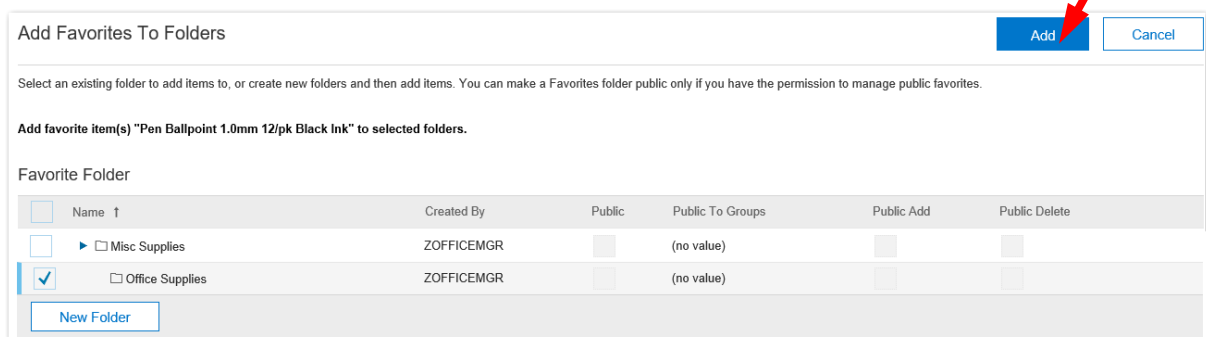
Click Default Folder to add the item to the default favorites folder, or click the name of the folder to which you want to add the item or click Other Folders to add item to a new folder.



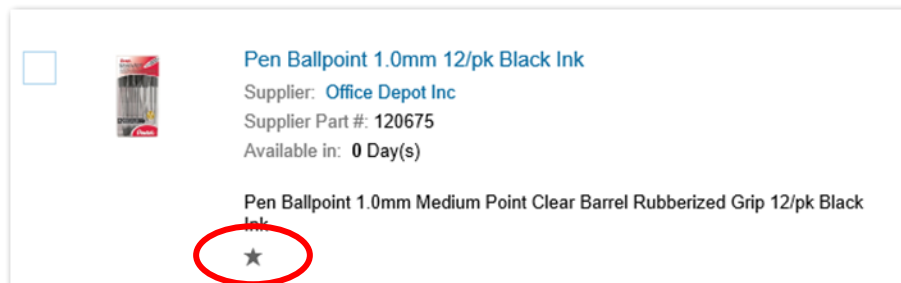
Click Other Folders, and then click New Folder, name the folder, and click OK.



Click Add.



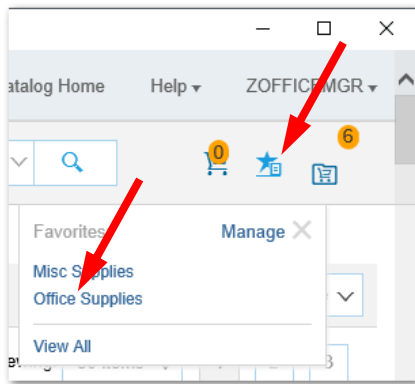
After an item has been added to a favorites folder, it will have a star ★ below the description.



Catalog Help Guide

Add the contents of a folder to the cart

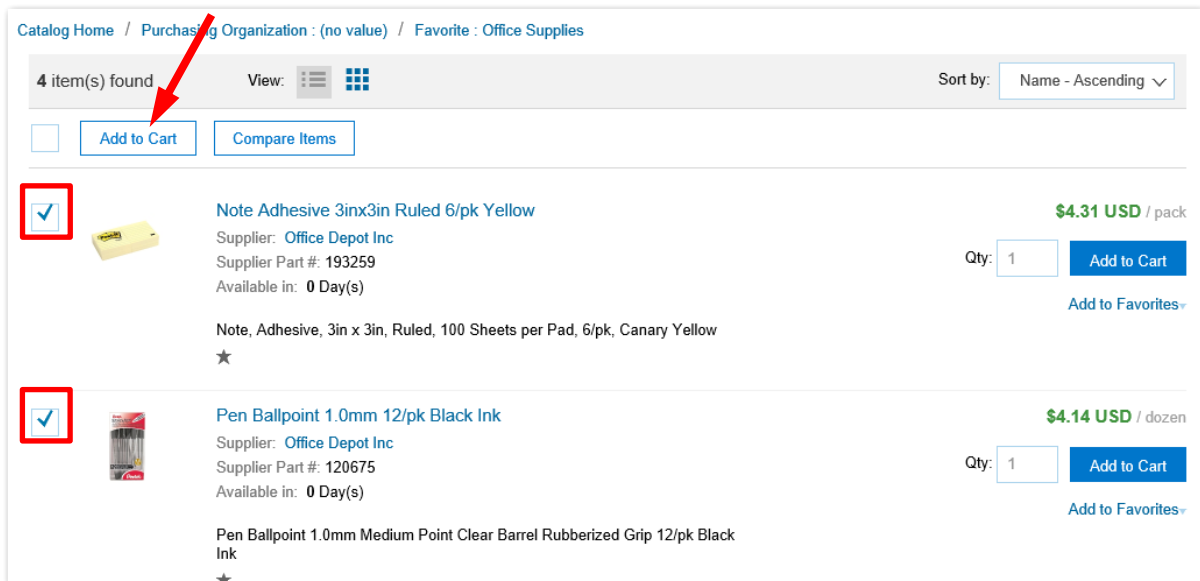
Click the Favorites icon  in the upper right corner and select a folder.



You can also click the favorites folder in the Favorites area on the Catalog Home page



Select the items you want and click Add to Cart.



Managing Favorites Folders

1. In the catalog, click the favorites icon  on the toolbar.
2. Click Manage.

The Organize Favorites page opens.

Catalog Help Guide

3. Perform any of the following actions:
 - To edit a folder, select its check box, click Edit Folders, make the changes, and click OK.
 - To delete a folder, select its check box and click Delete.
 - To delete an item from a folder, select its check box and click Delete.
 - To create a new folder, click New Folder, enter a name for the folder, select the desired options, and click OK.
 - To move an item from one folder to another, drag the item from its current location to its new folder.
4. To close the Organize Favorites page and return to the catalog, click Done.

Note: If an item's description or price has changed since it was added as a favorite, it is updated with current information when you add it to the cart.

Organize Favorites

Done

Create, modify, or delete Favorites folders. Delete items from Favorite folders, or move items among folders by dragging the items. You can make a folder public only if you have the permission to manage public favorites.

Favorite Folder

☐	Name ↑	Created By	Public	Public To Groups	Public Add	Public Delete
☐	► ☐ Misc Supplies	ZOFFICEMGR	☐	(no value)	☐	☐
☐	► ☐ Office Supplies	ZOFFICEMGR	☐	(no value)	☐	☐

↳

Edit Folders

Delete

New Folder

Save Searches

You can save catalog search criteria in order to repeat the same search later.

Search for an item

In this example, Shop by Category > Office Products > Miscellaneous Office Products, then enter battery in the search bar. The search returned 62 items.

Office Products ▼

battery

Catalog Home / Purchasing Organization : (no value) / Office Products / Miscellaneous Office Products / "battery"

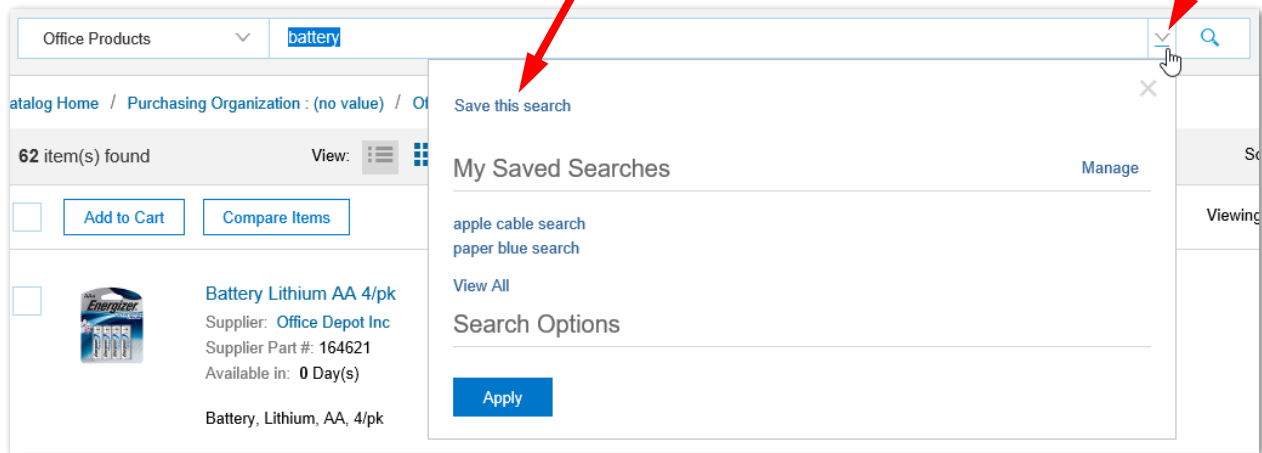
62 item(s) found

View:  

Catalog Help Guide

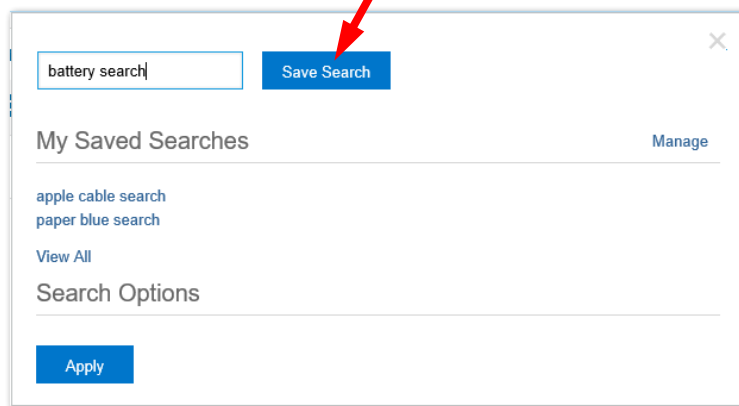
Save the search

Click the search pull-down menu, then click Save this search



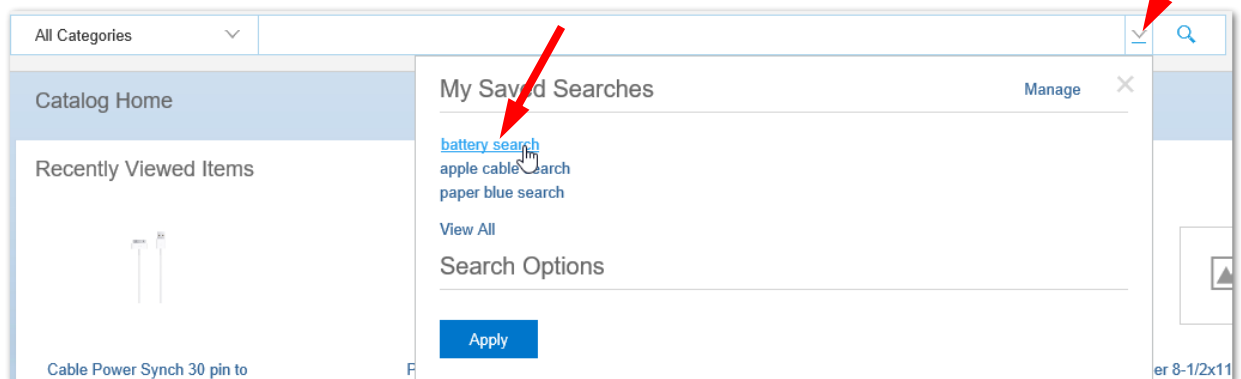
You can rename the search or use the default name.

Click Save Search.



Using a Saved Search

Click the search pull-down menu, then click the desired search name

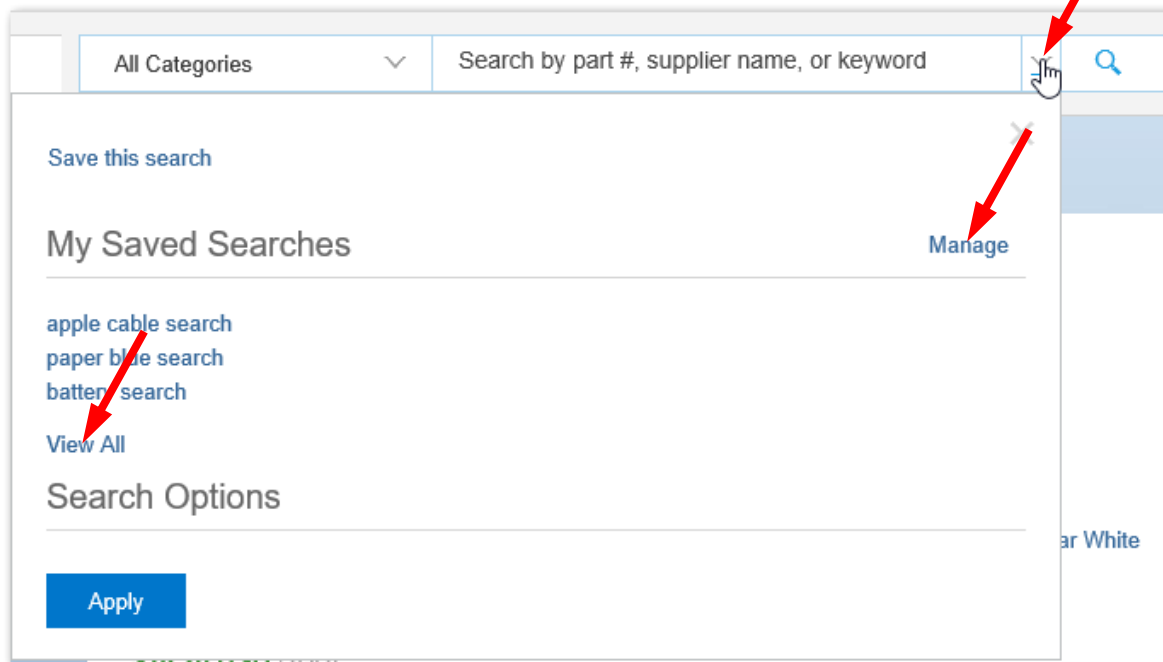


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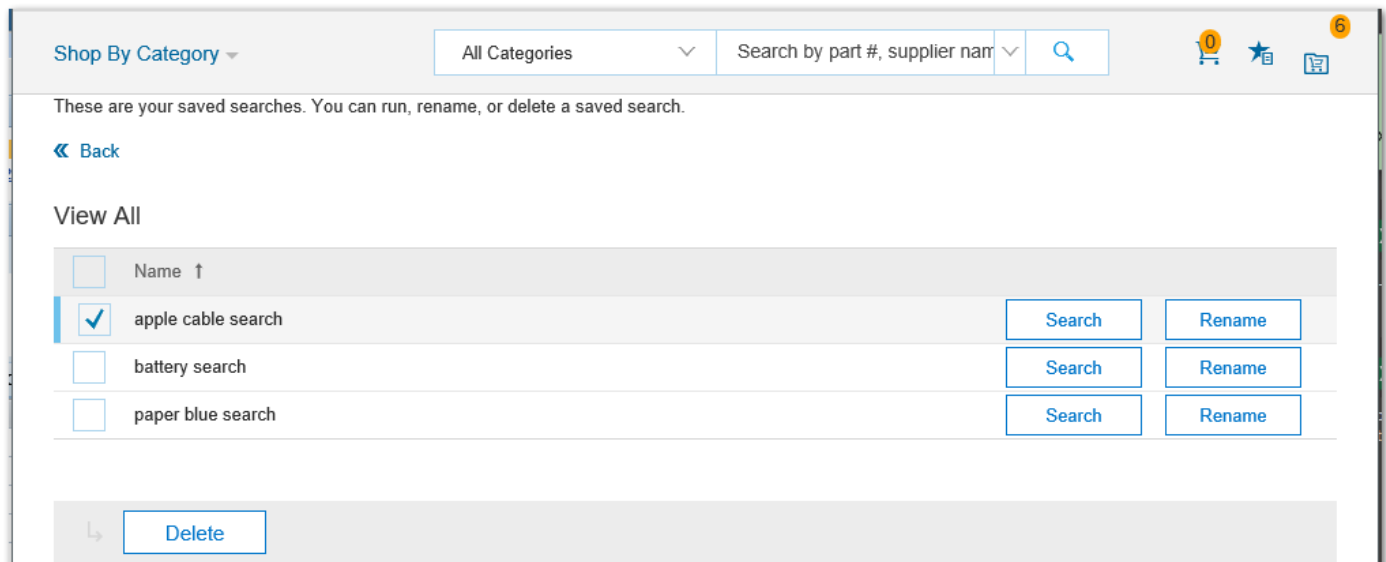
Manage Saved Searches

Click the search pull-down box menu

Click Manage or View All. Both go to the same view.



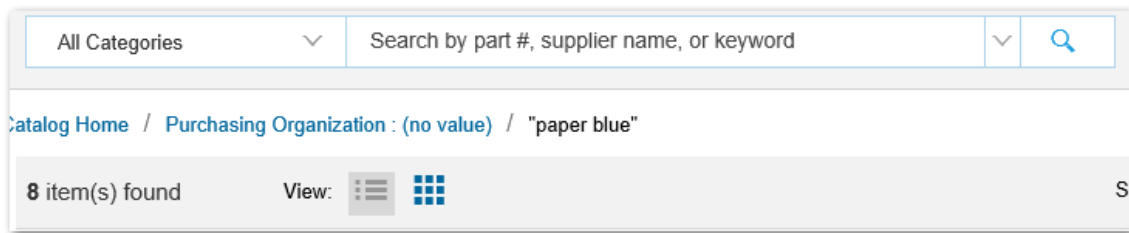
You can use a saved search, rename it, or delete it.



Select a search then click [Delete](#).

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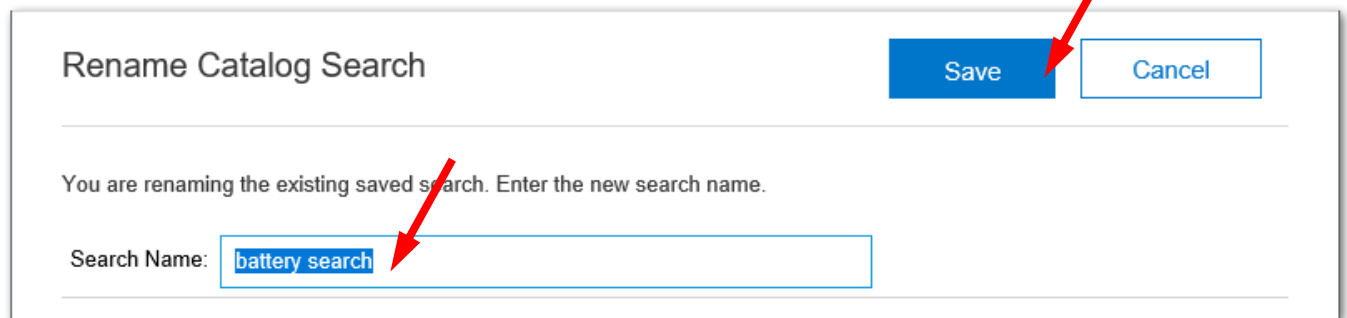
Click [Search](#) to use the saved search.



The screenshot shows the top of a catalog interface. At the top, there is a search bar with a dropdown menu set to 'All Categories' and a search input field containing 'Search by part #, supplier name, or keyword'. Below this, a breadcrumb trail reads 'Catalog Home / Purchasing Organization : (no value) / "paper blue"'. A status bar indicates '8 item(s) found' and provides a 'View:' option with icons for list and grid views.

Click [Rename](#) to rename the saved search.

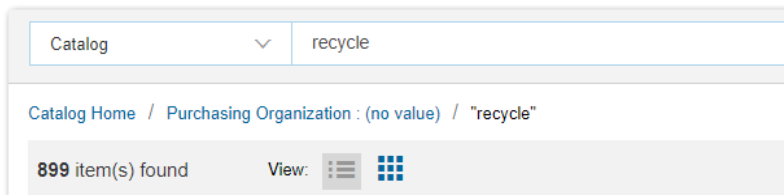
Change the name, then click Save.



The screenshot shows a 'Rename Catalog Search' dialog box. It has a title bar and two buttons: 'Save' and 'Cancel'. The main text says 'You are renaming the existing saved search. Enter the new search name.' Below this, there is a text input field labeled 'Search Name:' containing the text 'battery search'. A red arrow points to the 'Save' button, and another red arrow points to the 'battery search' text in the input field.

Search for Recycled or Recyclable Items

You will find many items if you only search for the word “recycle”.

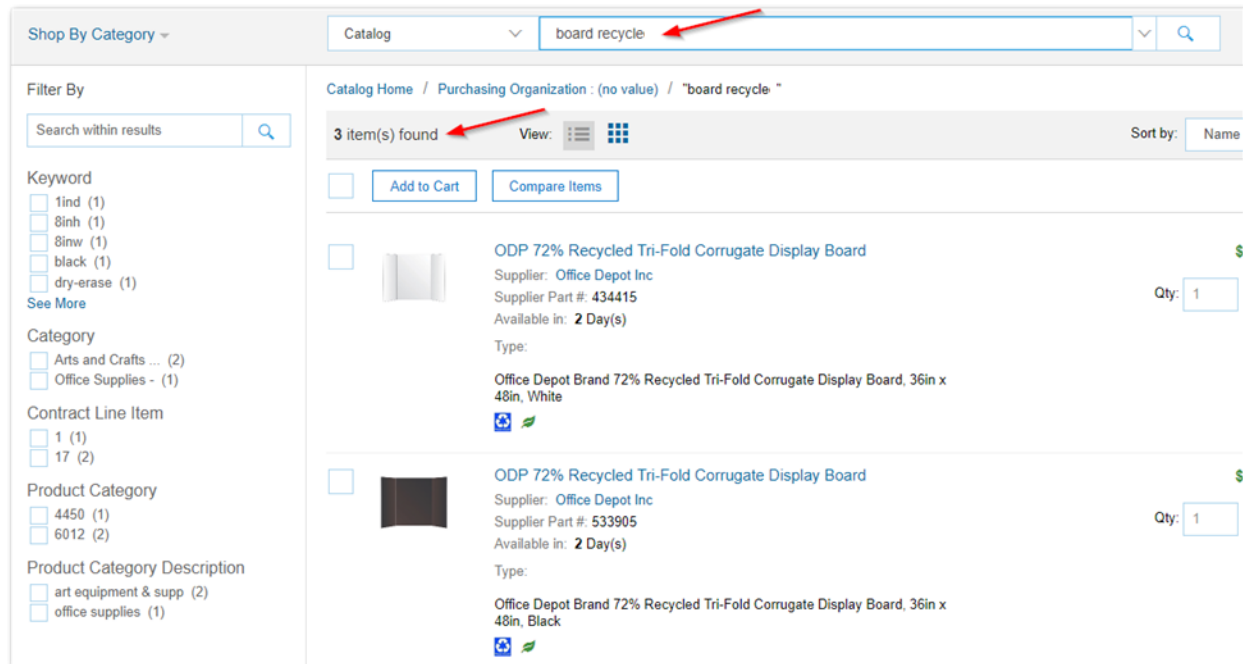


The screenshot shows the top of a catalog interface. At the top, there is a search bar with a dropdown menu set to 'Catalog' and a search input field containing 'recycle'. Below this, a breadcrumb trail reads 'Catalog Home / Purchasing Organization : (no value) / "recycle"'. A status bar indicates '899 item(s) found' and provides a 'View:' option with icons for list and grid views.

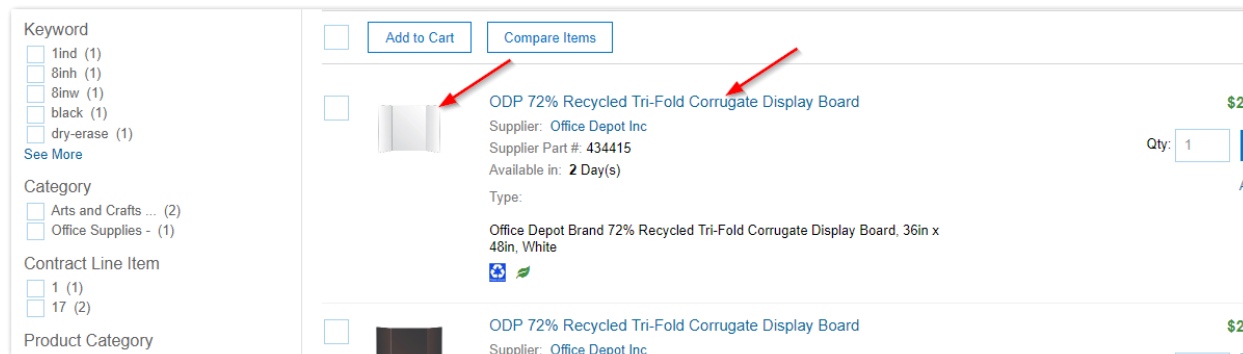
Narrow your search by combining the name of an item with the word “recycle”, for example, search for “paper recycle” or “board recycle”.

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Three (3) items were found in this example.



Click on the description or image to see more details.



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The Product Description will provide more details on the amount of post-consumer content. Some suppliers provide additional information through a link identified by Information from Supplier.

The screenshot shows a product page for 'ODP 72% Recycled Tri-Fold Corrugate Display Board'. The page includes a breadcrumb trail, a product image with an 'Enlarge' link, and a table of product details. Two red arrows point to specific links: one to the 'Office Depot Brand 72% Recycled Tri-Fold Corrugate Display Board, 36in x 48in, White' description, and another to the 'Information from Supplier' link at the bottom of the details table.

Shop By Category ▾ Catalog ▾ board recycled ▾ 🔍

« Back | [Catalog Home](#) / [Purchasing Organization : \(no value\)](#) / [Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies](#) / [Developmental and Professional Teaching Aids and Materials and Accessories and Supplies](#) / [Arts and Crafts Equipment and Accessories and Supplies](#)

ODP 72% Recycled Tri-Fold Corrugate Display Board

 [Enlarge ▾](#)

Supplier: [Office Depot Inc](#)
Supplier Part #: 434415
Manufacturer: [Office Depot](#)
Manufacturer Part #: 434415
Available in: 2 Day(s)

Price: **\$2.50 USD** / each

Qty: [Add to Cart](#) [Add to Favorites ▾](#)

Product Description

Office Depot Brand 72% Recycled Tri-Fold Corrugate Display Board, 36in x 48in, White

Product Specifications

Price:	\$2.50 USD
Supplier:	Office Depot Inc
Supplier Part #:	434415
Manufacturer:	Office Depot
Manufacturer Part #:	434415
Available in:	2 Day(s)
Green:	☒
Contract ID:	4600000974
Contract Line Item:	17
Grouping:	DEVPROCUREMENT
Price Per:	1
Product Category:	6012
Product Category Description:	Art Equipment & Supp
Recycle:	☒
Supplier ID:	10001799
Supplier Name:	Office Depot
Information from Supplier:	https://b2b.officedepot.com/rest/ODServices/api/product/display?sku=434415

Some suppliers have added these logos to items.



Items with 20% or more Post-Consumer Recycled content



Items that are Recyclable



Items that are both 20% or more Post-Consumer Recycled content and Recyclable