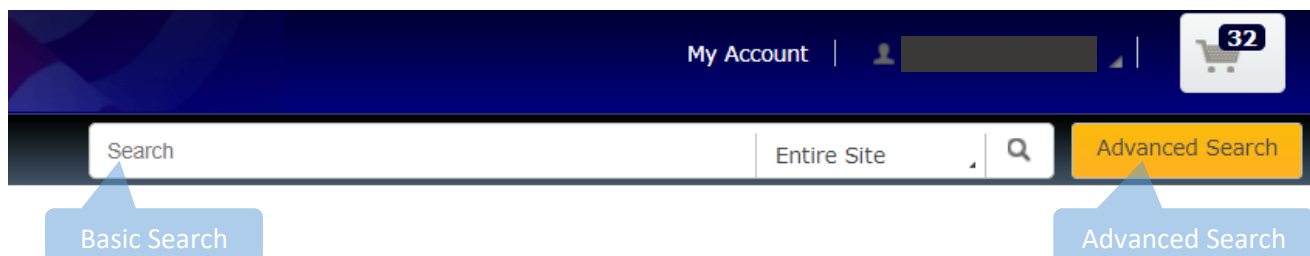


QUICK START GUIDE: FEDMALL SEARCH

Searching for Items within FedMall

There is more than one way to search for products within FedMall. Begin by signing in. You may use Basic Search by using the *Search* box at the top of the FedMall homepage, or access Advanced Search by clicking on the *Advanced Search* button (to the right of the Search box). After you have a list of search results, you may further refine your search using the facets on the left side of the search results.



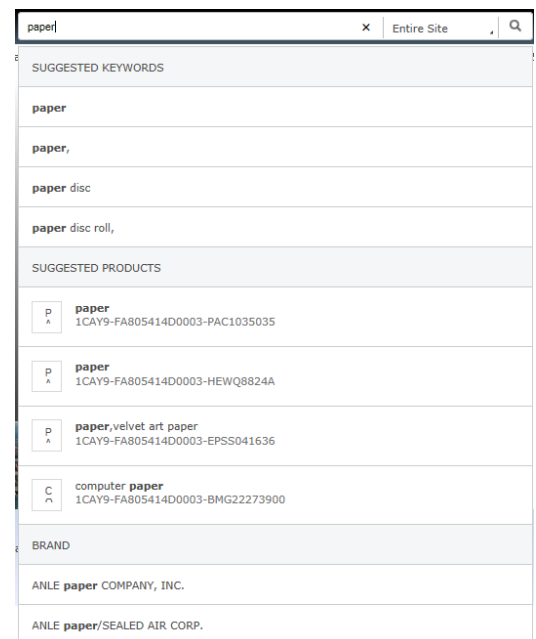
Basic Search

For ready access to quick searches from anywhere in FedMall, there is a search bar in the top-right corner of the homepage, where you can enter valid search criteria.

For example, if you wanted to search for a paper product, you could simply type in *paper* in the Search box. Depending on the term(s) you have entered, suggested keywords, products, and/or brands will populate in a drop-down menu as you are typing.

- Hit the *Enter* key on your keyboard or click the search (magnifying glass) icon to search for the word or phrase you have typed.
- Alternatively, click on any of the desired results that populate in the menu.

To search for an exact phrase, use double quotes around your term. For example, you might enter *"paper clips"* (with the double quotation marks) to ensure that you get results that include that exact phrase, and not just results that include both the word *paper* and the word *clips*.



QUICK START GUIDE: FEDMALL SEARCH

Advanced Search

In addition to using the basic Search bar on the FedMall homepage, you will also find an *Advanced Search* button to the right of the Search box. Clicking this will take you to the *Advanced Search* page, where you will be able to enter a product identifier or multiple search term(s), as shown below:

Advanced Search

Search either by an identifier (NSN, NIIN, etc.) or by one or more item attributes (name, supplier, etc.)

Enter a product identifier (use the radio buttons to select what to search by)

Identifier	<input type="text"/>	Enter part or all of the identifier; no need to include wild cards.
	<input checked="" type="radio"/> NSN or item ID	National Stock Number is a 13-digit number; commercial item ID is in the form CAGE-Contract-Part, e.g. 12345-SPMLW112A1234-XYZ999
	<input type="radio"/> NIIN	NIIN is a 9-digit number (corresponds to the last 9 digits of the NSN)
	<input type="radio"/> PGC	PGC is a 5-digit number to identify a Clothing & Textiles item

OR

Enter search term(s) in one or more of the boxes below

Product name	<input type="text"/>	Item nomenclature; if you include more than one word, then the product name must contain all of them.
Description	<input type="text"/>	Will search for matches in the short description; if you include more than one word, then the description must contain all of them.
Supplier name	<input type="text"/>	Legal business name of the supplier as listed in SAM.gov; if you include more than one word, then the supplier name must contain all of them.
Supplier CAGE code	<input type="text"/>	Contractor and Government Entity code is 5 letters and/or numbers
Contract number	<input type="text"/>	Enter letters and numbers only (no hyphens)

Only look in corridor

Number of records per page

QUICK START GUIDE: FEDMALL SEARCH

The first option allows you to search by one of the following product identifiers:

- NSN or Item ID
- NIIN
- PGC

The second option allows you to search by one or more of a set of parameters, which includes:

- Product Name (also known as Nomenclature)
- Description
- Supplier Name
- Supplier CAGE Code
- Contract Number

Additionally, you will have the option to select a specific corridor within FedMall to retrieve search results from.

You may also specify the number of records per page for your search results.

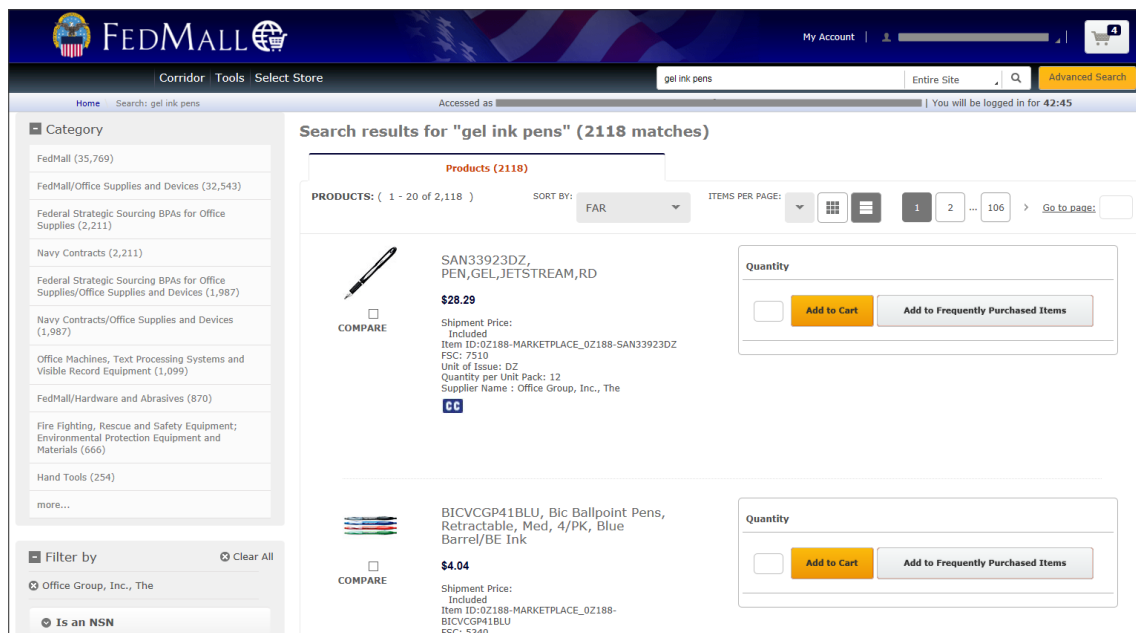
Once the identifier or parameter(s) have been set in the Advanced Search page, click on the *Search* button. You will be taken to a results page, where results are populated in a list view.

Filtering Items on Results Page

Once the results page has populated based on either a Basic or Advanced Search, there are multiple ways to filter items to narrow down the selection to the desired item.

There are two specific areas of the page in which you can select subcategories:

- Category
- Filter by



The screenshot shows the FedMall search results page for "gel ink pens". The page features a search bar at the top with the query "gel ink pens" and a search button. Below the search bar, there are navigation links for "Home", "Corridor", "Tools", and "Select Store". The main content area displays "Search results for 'gel ink pens' (2118 matches)". On the left side, there is a "Category" filter with a list of categories and their respective item counts, such as "FedMall (35,769)", "FedMall/Office Supplies and Devices (32,543)", and "Navy Contracts (2,211)". Below the category list is a "Filter by" section with a "Clear All" button and a selected filter for "Office Group, Inc., The". The main product listings are displayed in a grid view. The first listing is for "SAN33923DZ, PEN, GEL, JETSTREAM, RD" with a price of \$28.29. The second listing is for "BICVCGP41BLU, Bic Ballpoint Pens, Retractable, Med, 4/PK, Blue Barrel/BE Ink" with a price of \$4.04. Each listing includes a "COMPARE" button, a "Quantity" selector, and "Add to Cart" and "Add to Frequently Purchased Items" buttons. The page also shows a "Sort By" dropdown set to "FAR" and "Items per Page" set to 106.

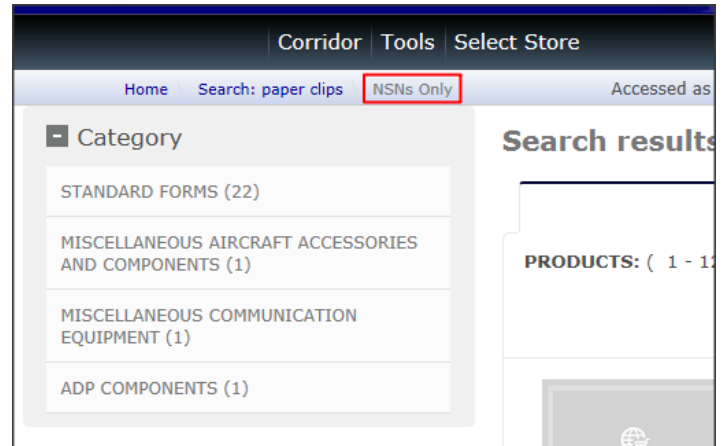
You can see these two options in the gray pane to the left of the search results.

QUICK START GUIDE: FEDMALL SEARCH

Narrowing Search Results by Category

The filters in the Category panel allow you to restrict search results to a single category. For example, a search for *paper clips* produces a set of matches. Within these matches, there are several categories that the results can be narrowed down to, such as “NSNs Only,” “Navy Contracts,” and various subcategories based on the first two characters of the product’s Federal Supply Class (FSC).

For example, if you were to click on the “NSNs Only” category, the page would only show those matches that are in that corridor. You will see this in the breadcrumb bar at the top of the page.



Narrowing Search Results using Filters

The *Filter by* section of the Results page allows you to filter the results by many characteristics. These options will vary depending on whether they apply to your search. Various filters include:

- Is the item an NSN?
- Can it be purchased using MILSTRIP?
- What is the price of the item?
- Can it be purchased using Credit Card (including GPC)?
- Is the item made in the USA?
- What category of products is the item in?
- Is the item a green product?
- What is the manufacturer?
- What is the FSC (Federal Supply Class) code?
- What is the contract type?
- Who is the supplier?
- Is the item MILSPEC?

Other facets in the *Filter by* section will populate in response the items being searched (i.e., Weapon System Names, Design Form, Mounting Type, Size Designation, etc.)

