

Browsing and Searching in **Guided BU**ying



Supplier Catalogs in **Guided BUYing**

Punch-Out Catalog

- Supplier catalog searchable in **Guided BUYing**.
- Requisitioners search for supplier and punch out directly to the supplier catalog to find specific products or services negotiated for BU requisitioners.

Level-2 Catalog

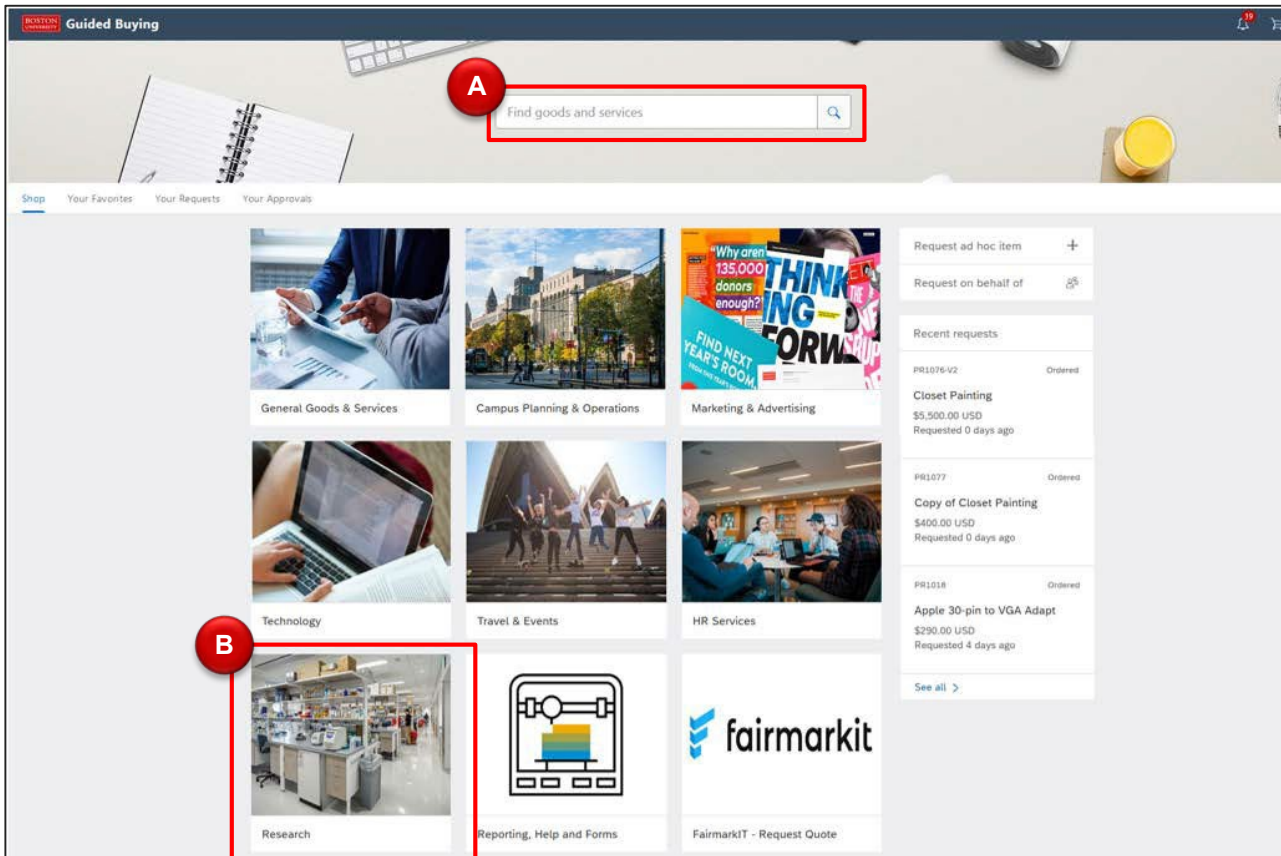
- Products or services searchable in **Guided BUYing**.
- Requisitioners search for product/service and punches out to the supplier catalog to purchase that specific product/service.

Hosted Catalog

- Products or services available for purchase directly in **Guided BUYing**.
- Requisitioners search for product or service in **Guided BUYing**.

Browsing and Searching in Guided **BU**ying

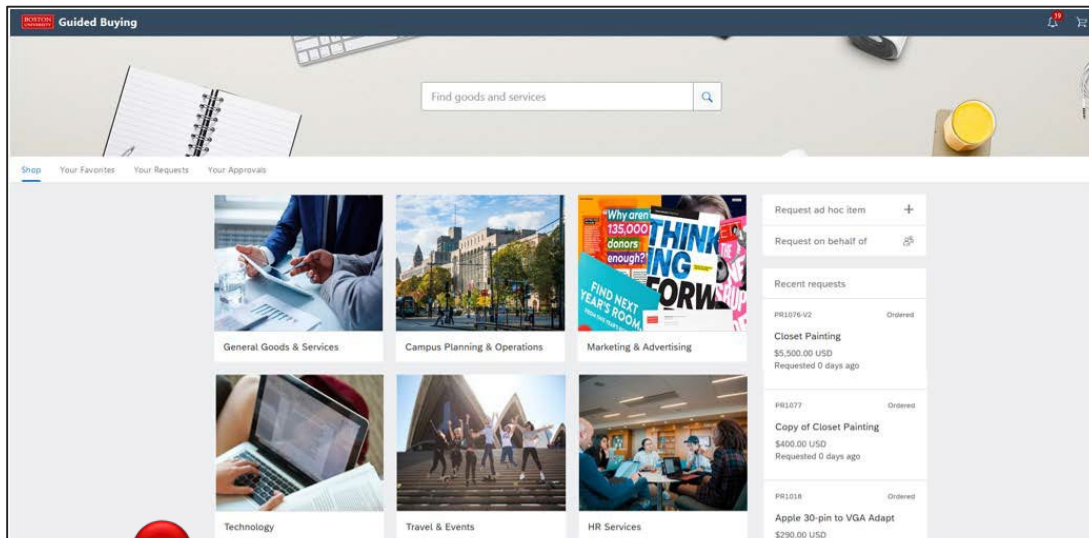
To search for a product or service you can either use the search bar or select a tile on the main page.



- A** Search using the search bar.
- B** Browse using the tiles by selecting the appropriate category and drilling down.

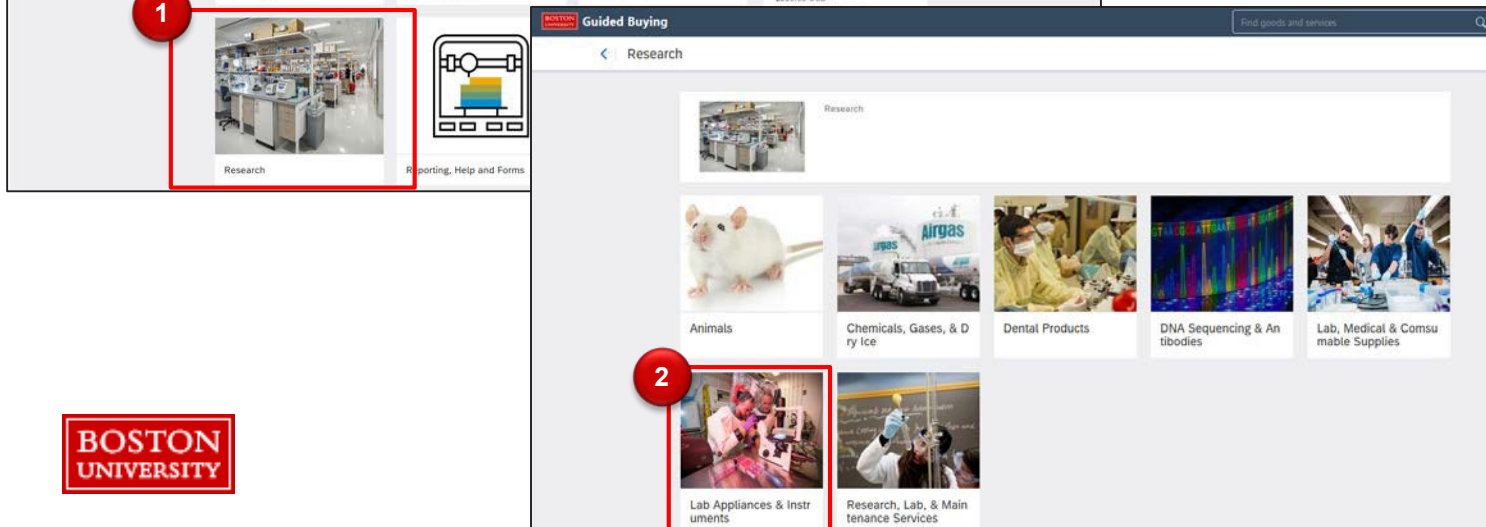
Browsing and Searching in Guided **BUYing**

To browse for a product or service, use the tiles to drill down through the categories.



1 Click the relevant category or tile to find the product you need.

2 Specific categories will display. Select the appropriate specific category.



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Each category tile displays methods for procuring products and services and shares supplier information.

3 Select appropriate tile.

4 View supplier catalogs if applicable, preferred suppliers, the Ad Hoc Request Form, and a link to the department's website.

Preferred suppliers: BU has preferred suppliers across categories. **If available, always select one of the preferred suppliers.** More information can be found on our website.

Research, Lab, & Maintenance Services

Boston University has preferred suppliers, and processes for purchasing research services. Please select the tile below.

3

Hazardous Waste Removal

Lab Equipment Maintenance

Lab Equipment Maintenance






4

Lab Equipment Maintenance

We have a variety of reputable suppliers available to provide repair and maintenance services for your laboratory equipment at competitive prices when repairs and maintenance are not covered under the supplier's warranty. For more information, please see [Sourcing & Procurement's page on Lab Equipment MRO](#).

Ad Hoc Lab Equipment Maintenance

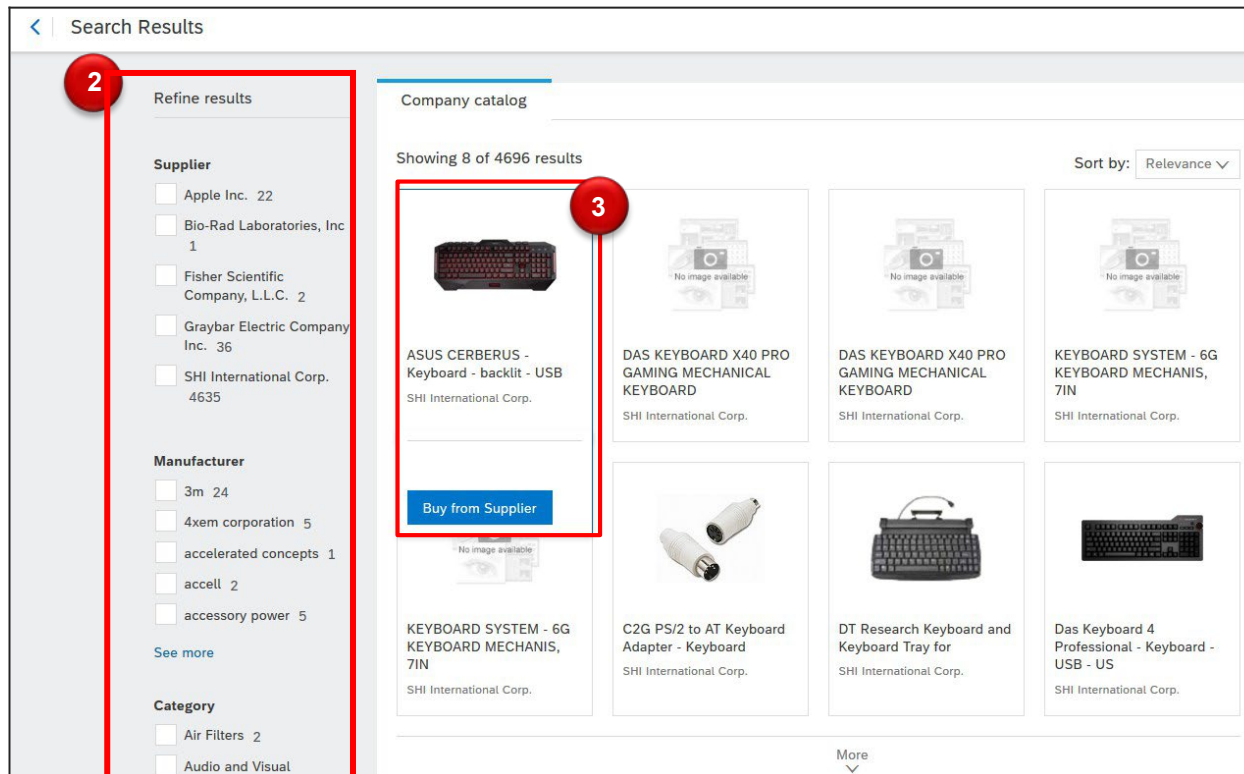
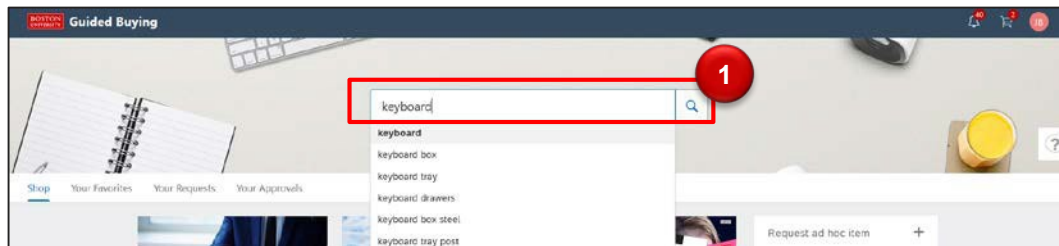
Lab Equipment Maintenance Preferred Suppliers

Preferred	Preferred	Preferred	Preferred	Preferred
 B&V Testing, Inc. Waltham, MA	 Alert Scientific, Inc. East Hartford, CT	 Ranger Engineering, Inc. Framingham, MA	 Shons Scientific Refrigeration Serv Dorchester, MA	 The Remi Group LLC Charlotte, NC

BOSTON UNIVERSITY

Browsing and Searching in Guided **BUYing**

To search for specific products, services, or suppliers use the search bar on the **Guided **BUYing**** homepage.



- 1 Enter a key term (product or service) in the search bar (e.g., keyboard). Select result or hit enter.
- 2 View search results. Use the filters along the left to refine the search results.
- 3 Hover over item and click **Buy from Supplier** to view details or add to your cart.