Did You Know....

**PSS Punchout Ordering Guide**

**Catalog**

The online catalog can be searched through 3 different areas of the home page.

The MyPSS.com catalog search allows you to look for products in several ways. You may Browse Categories, Vendors, or search by item information.

From the Item List, you may select a specific item and view the **Item Details**, which contain an item image, your price for the item and additional specifications.

When an item is selected for viewing there are several features within Item Details allowing you to view information pertaining to GL or AR codes, pricing, packaging, and links to sites for accessing CPT, ICD9 codes. You are also able to receive product literature, print a barcode for SmartScan, and email the item description to another user. The icons above the item image provide larger image(s), printing capability, and email.
PSS Punchout Ordering Guide, continued

Catalog Search

By default when searching for an item, the item in stock at your local branch will display (Green Indicator). Within the Catalog you are able to search by description (including multiple word searches), part number, or item number. To access an item outside of our most popular item list you must search by PSS Item Number. Items nationally available or out of stock are visible by de-selecting ‘Show only In Stock Items’.

View Our Brands, Search Categories, or Search Manufacturers

When searching our catalog there is the option to search in search areas in addition to the descriptive search.

1. View Our Brands (All products within the PSS family)
2. Categories
3. Manufacturers

The Category Tree will display across the top of the main portlet when you are Browsing. This tree will show you the path that you have navigated. For example: Categories > Laboratory > Analysis shows the path from the main catalog to the list of Laboratory Supplies. You may select any of the underlined categories to return to that point in the Category Tree.

Sub Categories are displayed below each Category name and indicate the general content of the category. To narrow the results of the category search select the Click to narrow results link for a category breakdown of items supplied by vendor.
Add from Shopping List

Creating an order from the Shopping List is an easy way to access all of your favorite items within one location providing columns that display important information for your ordering experience.

Placing Your Order

After adding items to your shopping cart click on “View Order” or Shopping Cart to review the items, quantity, and shipping information. Next click Check Out.

If you require additional assistance, please contact customer service HERE