

## NSWBUY Search Tips

1. Login into smartbuy®  
<https://emp.smartbuy.nsw.gov.au/is-bin/INTERSHOP.enfinity/WFS/MarketSite>
2. Click on **CATALOGUES** to access NSWBUY Catalogue, Click on NSWBUY Catalogue link

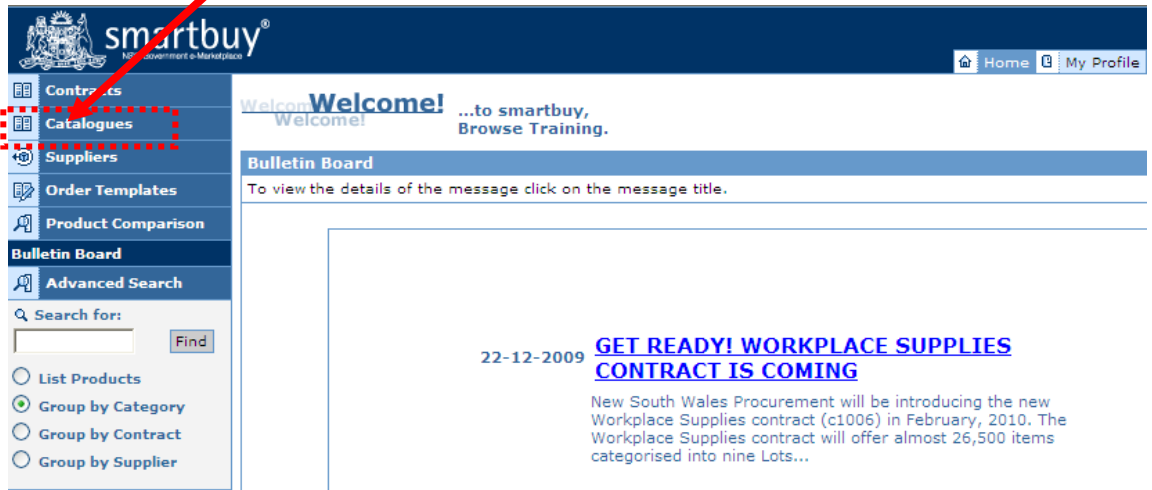
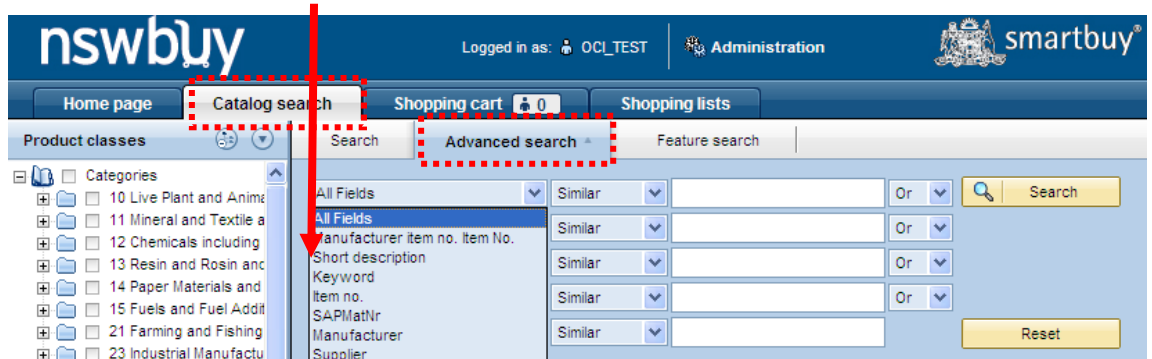
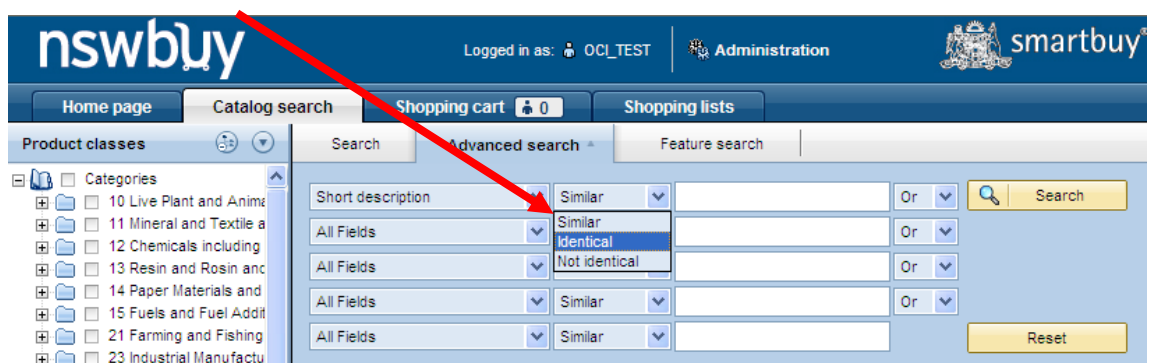


Fig 1 smartbuy® Home screen

3. Click **Catalog Search** tab, Click **Advanced Search** option
4. Select **Short Description** from drop down

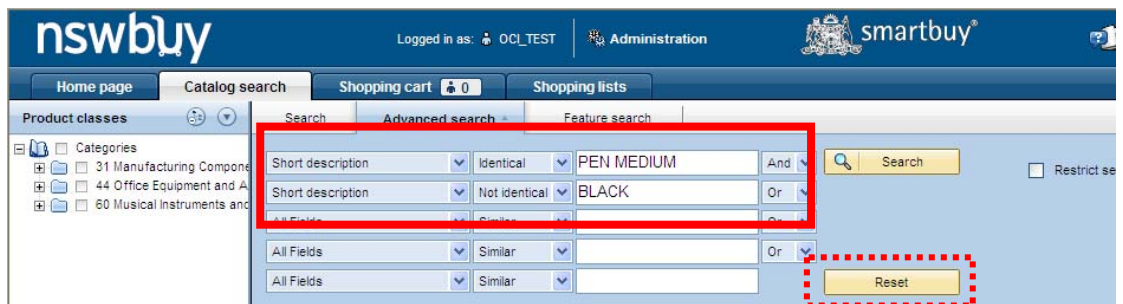


5. Select **Identical** from drop down



6. Enter **<Search criteria>** eg, pen medium to search for all medium pens
7. Go to the next line
8. Select **Short Description** from drop down, Select **Not Identical**

9. Enter <Search criteria> eg black, to search for all pens not black.

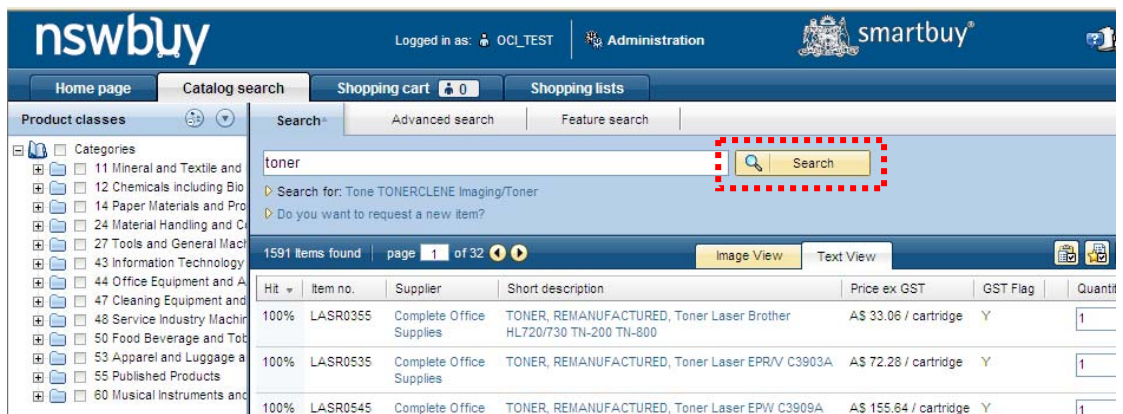


10. Search results will then display.

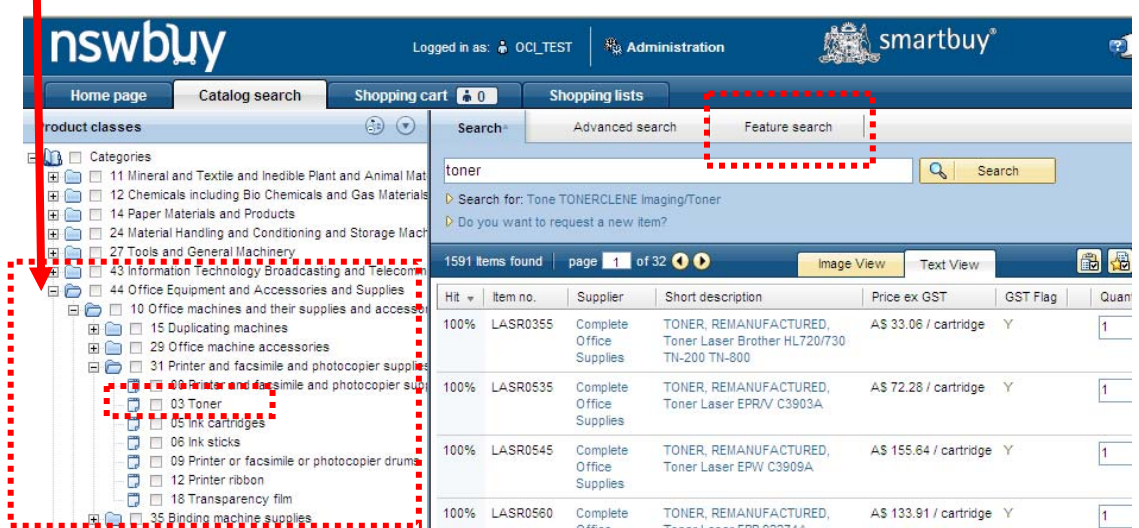
11. To clear the search, click **Reset**

### Feature Search

1. Enter <Search Criteria> in search field. Eg toner, Click **SEARCH**

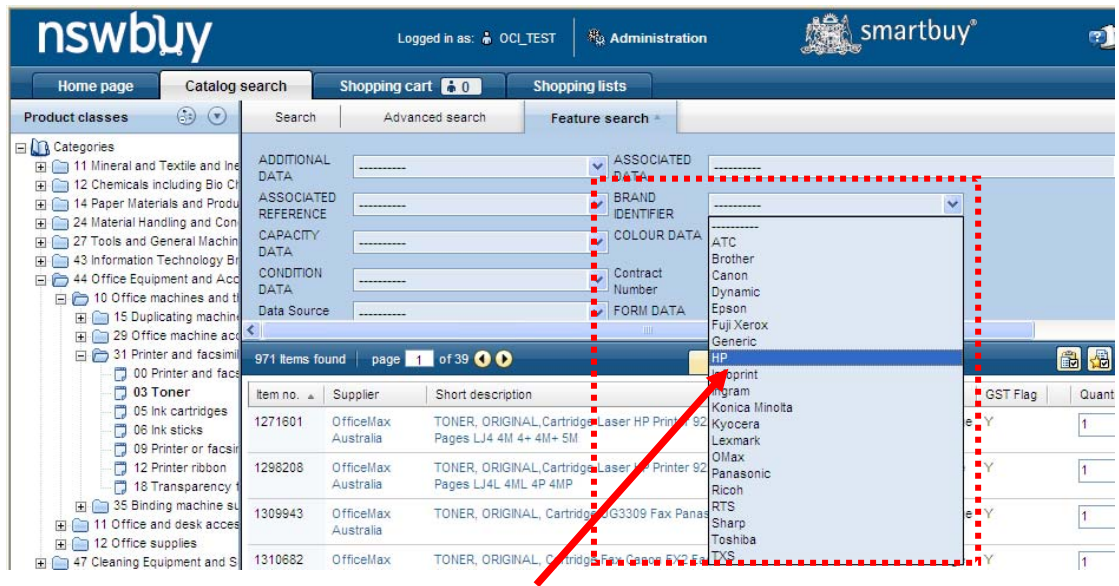


2. Drill down the UNSPC levels (product classes/categories) by clicking on **+**

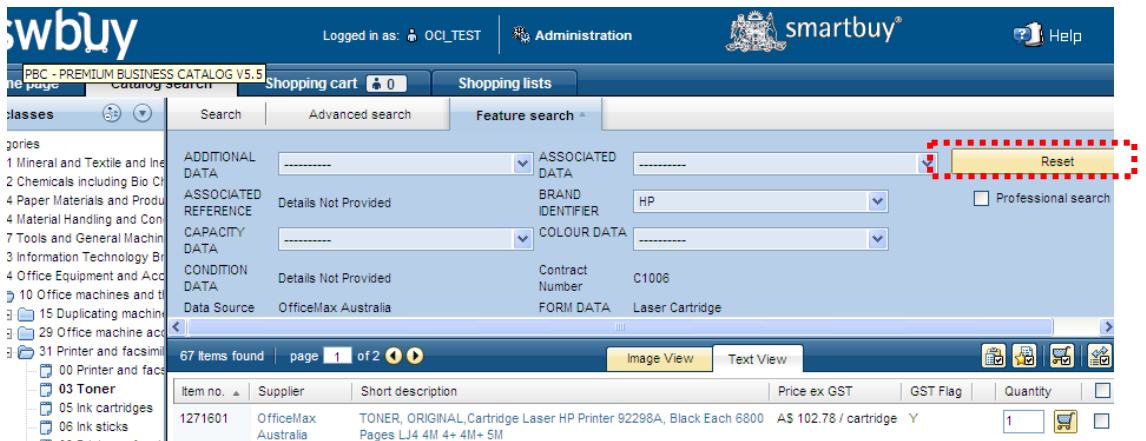


3. Click on <Category> eg 03 Toner to highlight.

4. Click **Feature Search**



5. Select **Brand Identifier** from drop down, eg HP
6. Results will display for toners for HP printers.
7. Click **Reset** to clear the search



## SEARCH HINTS

To search for all items from the Intelligent Food Guide

- Enter **<IFG>** in the search field, Click **SEARCH**

To search for all items from a particular Supplier

- Enter **<Supplier Name>** in the search field, Click **SEARCH**

To search for all items from DET catalogue

- Enter **<DET>** in the search field, Click **SEARCH**