

# Searching for Bid Items Using Description Key Words & Phrases

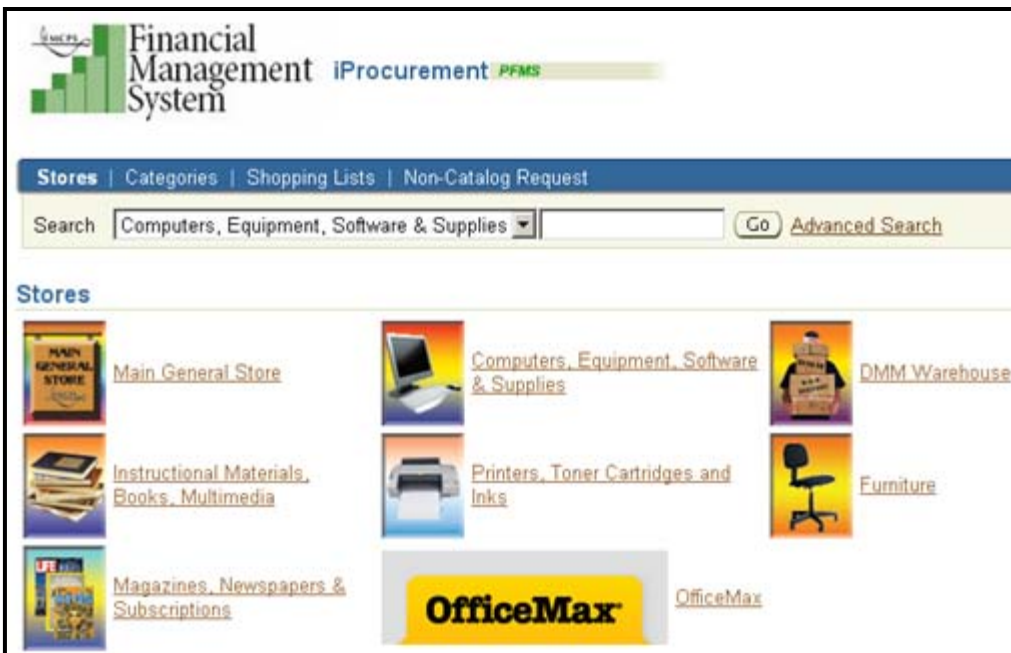
Follow the instructions below to easily search for items that are part of MCPS contracts or bids in the FMS when the *Division of Procurement Contract Summary Index* page specifies in the Search Term column header to conduct a search using a **description**.

1. Navigate to the *Division of Procurement Contract Summary Index* page on the Procurement website and open up the contract summary Excel spreadsheet that contains an item you wish to locate and order in the FMS.

Warehouse No.	Supplier Item	Category	Description	UOM	Price
		880.00	27" Television High Resolution with Remote Includes 1 Year Full Warranty Brand: Samsung Model: TXT2793H MCPSAVEQ	Each	477.45
		880.00	Attachment Roller for 3M 1825 Overhead Projector Brand: 3M Model: HA5772 MCPSAVEQ	Each	14.82
		880.00	Audiocard Reader Brand: Califone Model: 2010AV MCPSAVEQ	Each	128.24

\*For step-by-step directions on accessing the *Division of Procurement Contract Summary Index* page, refer to the document entitled **Ordering MCPS Bid Items from FMS**.

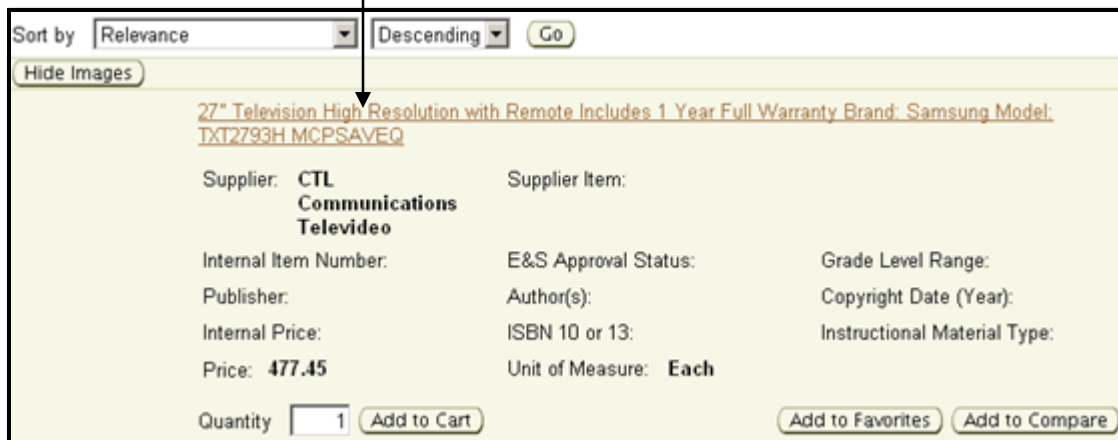
2. Open up a second Internet browser window, login to the FMS and click on the **Internet Procurement** responsibility link. Navigate to the store location specified on the *Division of Procurement Contract Summary Index* page to conduct a search for a desired item using a description in the Search field.




- Next, minimize the Internet browser window that displays iProcurement. Now, click and drag over the item description that is desired to be ordered, that appears in the contract summary Excel spreadsheet. Right click on the item description that has been highlighted and select the **copy** function from the drop-down menu.
- Then, minimize the Internet browser window that displays the contract summary Excel spreadsheet so that iProcurement is displayed on the screen. Right click inside the *Search* field and select the **paste** function from the drop-down menu. The item description copied from the contract summary Excel spreadsheet is displayed.



- Now click the **Go** button. The FMS will refresh to display the exact item you specified a search for in the *Search* field in the results region.



- Add the item to your Shopping Cart. If you wish to search for another item using its description that is part of a different MCPS contract summary, minimize the Internet browser window displaying iProcurement so that the contract summary Excel spreadsheet is displayed on the screen. Click the  **Back** arrow in the Internet browser toolbar to return to the *Division of Procurement Contract Summary Index* page so another contract summary can be selected, reviewed and steps 3-5 can be repeated.
- Once all items have been added to your Shopping Cart, proceed to view the Shopping Cart and then to Checkout.