## BASICS

Product catalog searches may be performed using full or partial values of the ABC 8 or 6-digit item number, NDC, UPC, Product Description, Supplier Material ID, Key Word, and Generic Name. The Key Word is a plain language description of the product. Users can search on commonly used terms like "wheelchair" and "cane".

Use an asterisk ( * ) as a wildcard to separate elements of a search that you would like reflected in your results. In the **Search** field, a minimum of 3 characters are required to complete a search. The minimum character count required does not include the wildcard character ( * ) or non-alphanumeric characters as shown in the following examples.

| | |
|---|---|
| *ty    Search | h/c    Search |
| *minimum character requirement not met* | *minimum character requirement not met* |

Searches containing letters or symbols (ex: "/") will search the **Product Description** field. Typing an asterisk ( * ) at the beginning of each set of search criteria will also search the **Generic Name** field.

Active items are searched by default. Searches can be expanded to include non-stock and ABC block products by selecting the **All** radio button.

Search    ● Active   ○ All

Searches can be restricted to specific fine line categories using the **Fine Line** dropdown menu

All Fine Line Categories ▾

Search results can be refined through the use of sort preferences: search filters, supplier selections, and item

Filter By: ☐ Available Items   ☐ Usage Only   ☐ Contract   ☐ Medicaid   ☐ Formulary   ☐ UD   All Suppliers ▾   All Categories ▾   Sort by: ▾

Product icons can be used to speed up the review of search results. These icons show various product attributes such as product status, items on contract, prior usage, and formulary items.

| | |
|---|---|
| CEFTIN 125 MG/5ML O/S 100 ML   M   📷 | ZINACEF BULK 7.5 GM VL 6   📷 |

Click on the **Icon legend** hyperlink at the bottom of the screen to display the descriptions for the icons and visual indicators.

## USING NUMBERS ONLY TO SEARCH

To search a string of numbers that appear anywhere in one of the following fields - ABC 8, ABC 6, NDC, or UPC - enter the numbers in the Search field with asterisks ( * ) between each group of numbers. This type of search will return items for which all of the numbers included in the search appear in the same field in any order.

> *Note*: In the examples below, yellow highlight is used to indicate the portions of the search criteria that were found by ABC PassPort.)

Example:  `*166*017`  **Search**

Results:

| ABC # | Product Description | Size | ABC 6 | NDC | Generic Name | UPC |
|-------|--------------------|------|-------|-----|-------------|-----|
| 10014758 | LOBOB HARD LENS REWETTING SOLUTION 2OZ | 2 | 166017 | | HARD LENS WETTING SOLUTION MISCELL SOLUT | 0-34672-10188-8 |
| 10056549 | TETRACYCL 250 MG O/Y CAP 100 | 100 | 909903 | 00172-2416-60 | TETRACYCLINE HCL ORAL CAPSULE 250 MG | |

Additionally, to view the "ABC 6" of an item, click on the description of the item. It will display as shown below.

**10014758 LOBOB HARD LENS**

| Item Details | Secondary Detail | Pricing / Contracts | Monthly Usage |

Division Status : ST - Stock
Corp. Status : AC - Active
Sales Status : -
Expected Arrival:

ABC 6 : 166017
ABC Selling Size : 2 OZ
ABC Selling UoM : EA

To search for a group of numbers that *begin with* a particular value, enter the number in the search field without an asterisk ( * ) preceding it. The results of the search will include items where the initial group of numbers appears in the beginning of the field and all other groups of numbers appear in *any* order.

Example:  `079*100`  **Search**

Results:

| ABC # | Product Description | Size | Supplier | NDC | Generic Name | UPC |
|-------|--------------------|------|----------|-----|-------------|-----|
| 10058708 | AXE INV SOLID ESSNCE DEO 2.7 OZ | 2.7 | ULV | | | 0-79400-55100-9 |
| 10017148 | CUSH GEL-EEZ 3" 18X16"  HHC | | MSX | | | 0-79295-16100-0 |
| 10014925 | SUAVE NAT JCY GRN APPLE SHM 15 OZ | 15 | ULV | | | 0-79400-70010-0 |

## INCLUDING LETTERS AND SYMBOLS TO SEARCH

If the asterisk (*) does not precede a group of letters, numbers or symbols, the **Product Description**, **Supplier Material**, and **Key Word** fields will be searched. If the asterisk (*) does precede a group of letters, numbers, or symbols, the **Generic Name** field will be searched in addition to the other fields.

Example:

| *TETRACYC*ORAL*100 | Search |

Results:

| ABC # | Product Description ▼ | Size ▽ | Supplier ▽ | NDC | Generic Name | UPC |
|-------|----------------------|--------|------------|-----|--------------|-----|
| 10056549 | TETRACYCL 250 MG O/Y CAP 100 | 100 | TEV | 00172-2416-60 | TETRACYCLINE HCL ORAL CAPSULE 250 MG | |
| 10056548 | TETRACYCL 250 MG O/Y CAP 1000 | 1000 | TEV | 00172-2416-80 | TETRACYCLINE HCL ORAL CAPSULE 250 MG | |
| 10056543 | TETRACYCL 500 MG CAP 100 | 100 | TEV | 00172-2407-60 | TETRACYCLINE HCL ORAL CAPSULE 500 MG | |

To search for a group of letters and/or symbols that *begin with* a particular value in the **Product Description** field, enter that value in the **Search** field first without an asterisk ( * ) preceding it. Enter the remaining groups of letters, numbers or symbols preceded by asterisks ( * ). The search results will include items where the initial group of letters, numbers or symbols appears in the beginning of the **Product Description** field and all other groups of characters in *any* order in either the **Product Description**, **Supplier Material**, **Key Word**, or **Generic Name** fields.

Example:

| ACETA*650*MG | Search |

Results:

| ABC # | Product Description ▼ | Size ▽ | Supplier ▽ | NDC | Generic Name | UPC |
|-------|----------------------|--------|------------|-----|--------------|-----|
| 10038643 | ACETAMIN 650 MG SOL UD 100X20.3 ML | 100X20.3 | PHA | 00121-0657-21 | ACETAMINOPHEN ORAL SOLUTION 650MG/20.3 | |
| 10026046 | ACETAMIN 650 MG SUP UD 100 | 100 | G&W | 00713-0165-01 | ACETAMINOPHEN RECTAL SUPP.RECT 650 MG | |
| 10026044 | ACETAMIN 650 MG SUP UD 12 | 12 | G&W | 00713-0165-12 | ACETAMINOPHEN RECTAL SUPP.RECT 650 MG | |

## INCLUDING SPACES IN YOUR SEARCH

To include spaces in your search, enter them *without* an asterisk ( * ) before or after them. To exclude spaces in your search, precede or follow them with an asterisk ( * ). The example below will return results that begin with "Tylenol PM" (including the space) in the **Product Description** field and "Oral" (excluding the space) anywhere in the **Product Description**, **Key Word**, or **Generic Name** fields.

> *Note*: Searching with an asterisk ( * ) in place of a space will accommodate the variations in wording in the **Product Description** and **Generic Name** fields.

Example:   TYLENOL PM* ORAL    [Search]

Results:

| ABC # | Product Description ▼ | Size ▽ | Supplier ▽ | NDC | Generic Name | UPC |
|---|---|---|---|---|---|---|
| 10013324 | TYLENOL PM X/S CPL 100 📷 | 100 | J+J | 00045-0482-10 | ACETAMINOPHEN/DP-HYDRAM HCL ORAL TABLET | |
| 10061224 | TYLENOL PM X/S CPL 150 📷 | 150 | J+J | 00045-0482-15 | ACETAMINOPHEN/DP-HYDRAM HCL ORAL TABLET | |
| 10013144 | TYLENOL PM X/S CPL 24 📷 | 24 | J+J | 50580-0482-24 | ACETAMINOPHEN/DP-HYDRAM HCL ORAL TABLET | 3-00450-48224-2 |