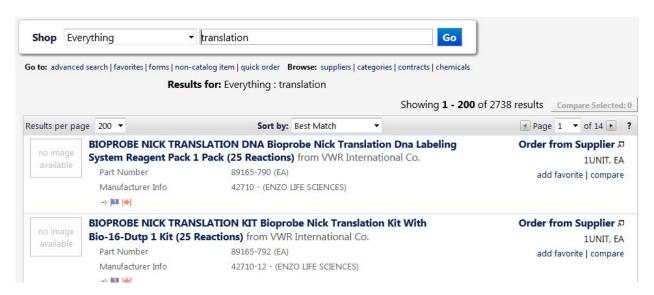# Tips on Keyword Search

There are numerous factors that dictate the order in which your search results are returned. The search engine determines the initial sort based on keyword relevance. Preferences, such as contracted suppliers and favorite items, determine the final listing.
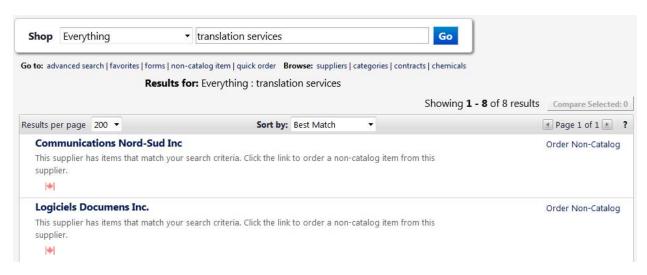
The search engine finds all the items and recommended forms, services, and contracts that should be considered for search results. Items with the greatest number of matching words are ranked higher than those with fewer. For example, if four words were entered as keywords in Search, the products and services containing all four keywords are ranked higher than those containing three.

Below is an example illustrating the search results when using different keywords.
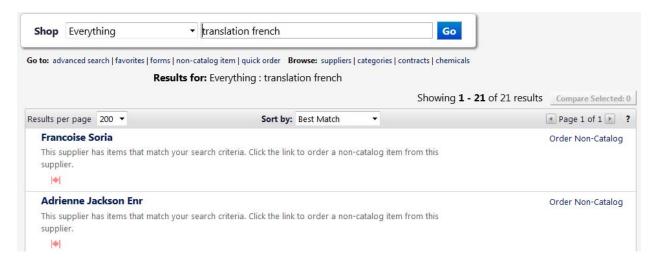
Search: "Translation" (2378 results)

Search: "Translation services" (8 results)

Final tip on Keyword search: ***be creative!***