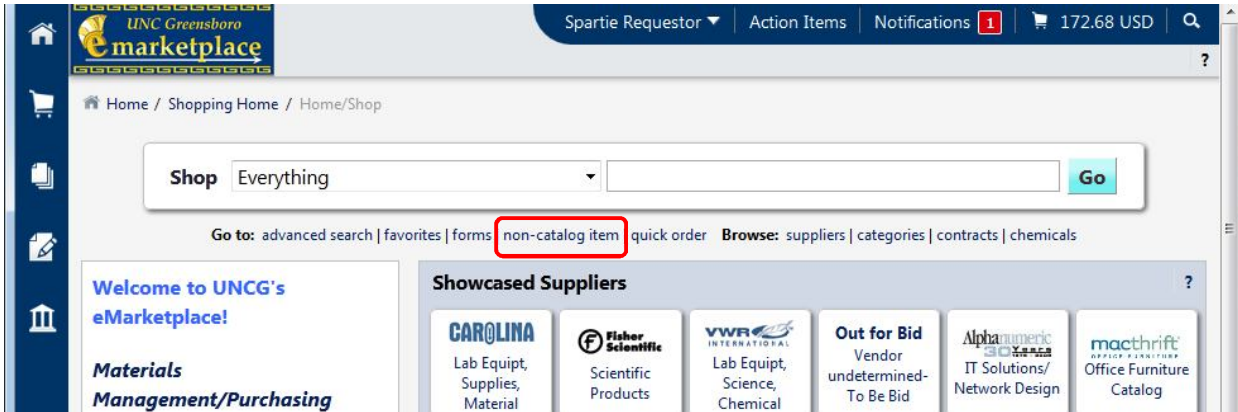


## Non-Catalog Orders

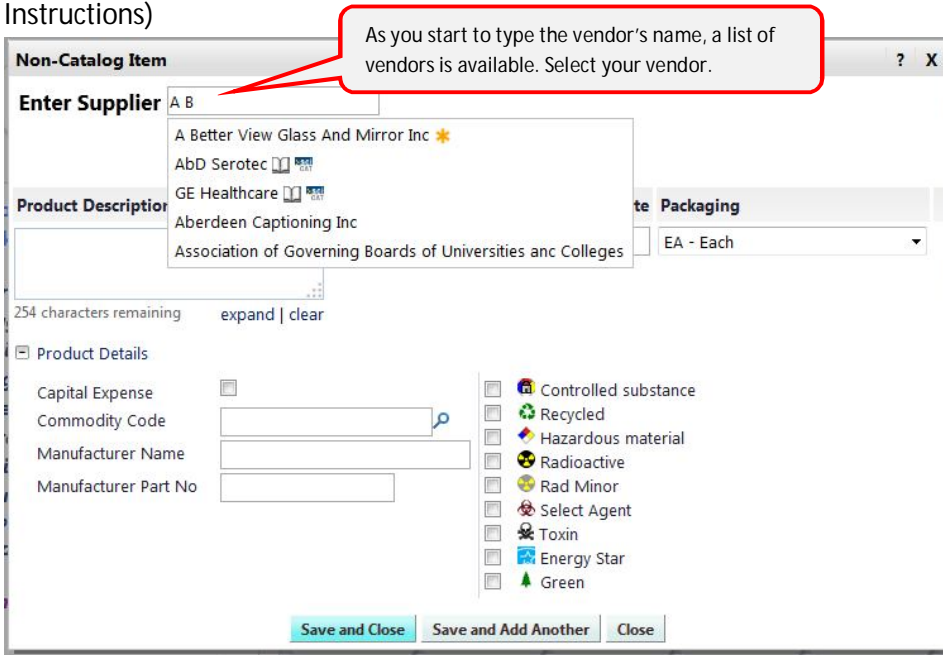
Non-catalog orders allow users to order items not available via hosted or punch-out suppliers. If you want to purchase an item from a hosted supplier but the specific item is not in the hosted catalog, you can use the non-catalog order form for the hosted supplier. Make sure to have the vendor name, product information, and unit pricing prior to selecting the non-catalog order form.

1. From the home/shop page, click **non-catalog item** in the 'Go to:'.



2. Enter the supplier name in the **Enter Supplier** textbox. Notice as you type the name that a list of available suppliers is available for you to select from. Select the supplier from the list.

\*Note: If the supplier you want to use is not available, you must enter it as a new supplier (See **New Vendor Ordering Instructions**)



3. Enter the product information for the item you want to purchase in the **Product Description** textbox, enter the catalog number in the **Catalog No.** textbox, enter the number of items you want to purchase in the **Quantity** textbox, enter the price in the **Price Estimate** textbox and select the unit of measure (UOM) in the **Packaging** textbox (the default UOM is EA-Each). These fields are all required.

**Non-Catalog Item** ? X

**A Better View Glass And Mirror Inc** ✨ select different supplier

**Fulfillment Address** Purchasing Vendor 2: (preferred)  
1511 Holbrook St  
Greensboro, NC 27403-2708 US  
select different fulfillment center

☑ Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Window	W 456789	1	250.00	EA - Each

248 characters remaining expand | clear

☑ Product Details

Capital Expense

Commodity Code  🔍

Manufacturer Name

Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

**Save and Close** **Save and Add Another** **Close**

4. Enter the commodity code in the **Commodity Code** textbox. Since this is a non-catalog order, you will need to search for the commodity code.

- Click the magnifying glass next to the Commodity Code textbox.

**Non-Catalog Item** ? X

**A Better View Glass And Mirror Inc** ✨ select different supplier

**Fulfillment Address** Purchasing Vendor 2: (preferred)  
1511 Holbrook St  
Greensboro, NC 27403-2708 US  
select different fulfillment center

☑ Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Window	W 456789	1	250.00	EA - Each

248 characters remaining expand | clear

☑ Product Details

Capital Expense

Commodity Code  🔍

Manufacturer Name

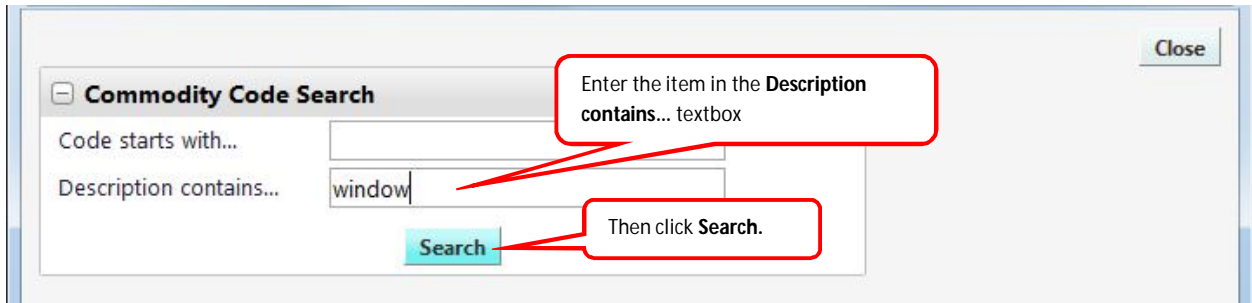
Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

**Save and Close** **Save and Add Another** **Close**

Click the magnifying glass to search for the commodity

- Enter the item in **Description contains...** textbox and click **Search**. (For help with Commodity Codes, see **Commodity Code Searches** instructions.)



- You are returned a list of codes from which to select.

Code	Description	
25172300	Vehicle windows and windshields	<input type="button" value="select"/>
25172303	Automotive windows	<input type="button" value="select"/>
25172304	Window lift or regulator assembly	<input type="button" value="select"/>
25202507	Aircraft windows	<input type="button" value="select"/>
26141807	Hot cell lead glass windows	<input type="button" value="select"/>
26142311	Radiation shielding windows	<input type="button" value="select"/>
30141511	Window film	<input type="button" value="select"/>
30170000	Doors and windows and glass	<input type="button" value="select"/>
30171520	Door and window loop	<input type="button" value="select"/>
30171600	Windows	<input type="button" value="select"/>
30171604	Double hung windows	<input type="button" value="select"/>
30171605	Single hung windows	<input type="button" value="select"/>

- If the item you are looking for is not listed, filter the search by clicking the **'+Click to filter search results'**.



- You can then refine your search as needed. Enter a more specific description to narrow your search, or a less specific description to yield more results, and click search.

**Commodity Code Search** ?

Code starts with...

Description contains... vehicle window

Close

- **Select** the code that best fits the item you are purchasing.

**Click to filter search results** ?

Results per page 20

**Results 1**

Code	Description
25172300	Vehicle windows and windshields

of 1 ?

5. If you know the Manufacturer Name and Manufacturer Part No. enter that information in the appropriate text boxes. (This information is not required.)

**Non-Catalog Item** ? X

**A Better View Glass And Mirror Inc** \* select different supplier

**Fulfillment Address** Purchasing Vendor 2: (preferred)  
1511 Holbrook St  
Greensboro, NC 27403-2708 US  
select different fulfillment center

Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Window	W 456789	1	250.00	EA - Each

248 characters remaining expand | clear

Product Details

Capital Expense

Commodity Code 25172300

**Manufacturer Name**

**Manufacturer Part No**

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

6. If you know that the product is recycled, green, hazardous material, etc., mark it by placing a check in the checkbox next to the appropriate product type.

The screenshot shows a web form titled "Non-Catalog Item" for "A Better View Glass And Mirror Inc". It includes a fulfillment address, a table for product details, and a "Product Details" section. A red box highlights a list of checkboxes for product types: Controlled substance, Recycled, Hazardous material, Radioactive, Rad Minor, Select Agent, Toxin, Energy Star, and Green. The "Recycled" and "Green" checkboxes are checked.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Window	W 456789	1	250.00	EA - Each

Product Details:

- Capital Expense:
- Commodity Code: 25172300
- Manufacturer Name:
- Manufacturer Part No:

Product Type Checkboxes:

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Buttons: Save and Close, Save and Add Another, Close

7. Click **Save and Add Another** if you have other items to order, or **Save and Close** if you have all the items you need.

This is an identical screenshot of the "Non-Catalog Item" form as shown above. It displays the same form fields, table, and product type checkboxes. The "Recycled" and "Green" checkboxes are checked.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Window	W 456789	1	250.00	EA - Each

Product Details:

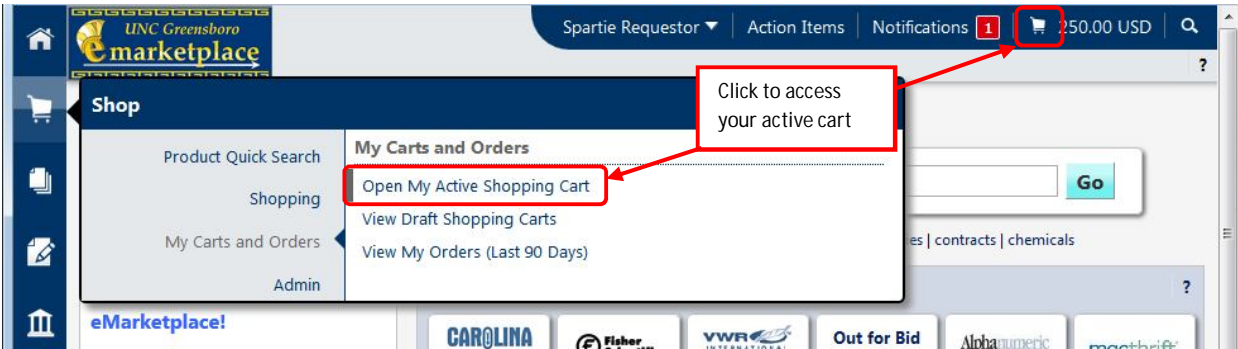
- Capital Expense:
- Commodity Code: 25172300
- Manufacturer Name:
- Manufacturer Part No:

Product Type Checkboxes:

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

Buttons: Save and Close, Save and Add Another, Close

8. Go to your cart by clicking the cart in the upper right hand corner of eMarketplace or click the **Cart icon** on the left and select **Open My Active Shopping Cart**.



- You are taken to the active cart with your selected items. Continue your order as usual (See **Order/Requisition Instructions**).

