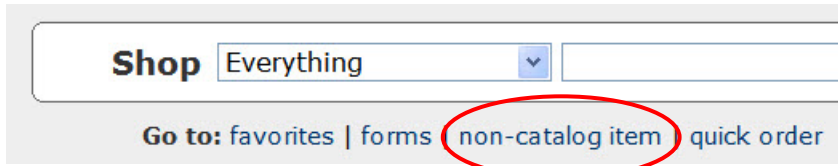


Creating a Non-Catalog Item Order

Non-Catalog item order form is used for the items that you have full details on and that are not hosted in MarketPlace. This is **NOT** used for Standing Orders.

1. Select the *non-catalog item* link from the *home/shop* tab




2. The *Non-Catalog Item* form will appear
3. Then start typing in the supplier name in the *Enter Supplier** field
 - a. A list will start appearing of suppliers with that word in it
 - b. Select the supplier from the list
4. Type in the *Product Description*
5. Type in the *Catalog Number* or use the item number (if you don't have a catalog number use NA)
6. Type in the *Quantity*
7. Type in the *Price Estimate* (do not use a dollar sign or comma)
8. Select the *Packaging*
9. Select the link *search...* link across from *Commodity Code*
 - a. In the *Description contains...* field type in the item (only use one word)
 - b. Select **Search**
10. If the item has a notation (ie, controlled substance, green etc) please select.
11. If you need to order another item from the same vendor. Select

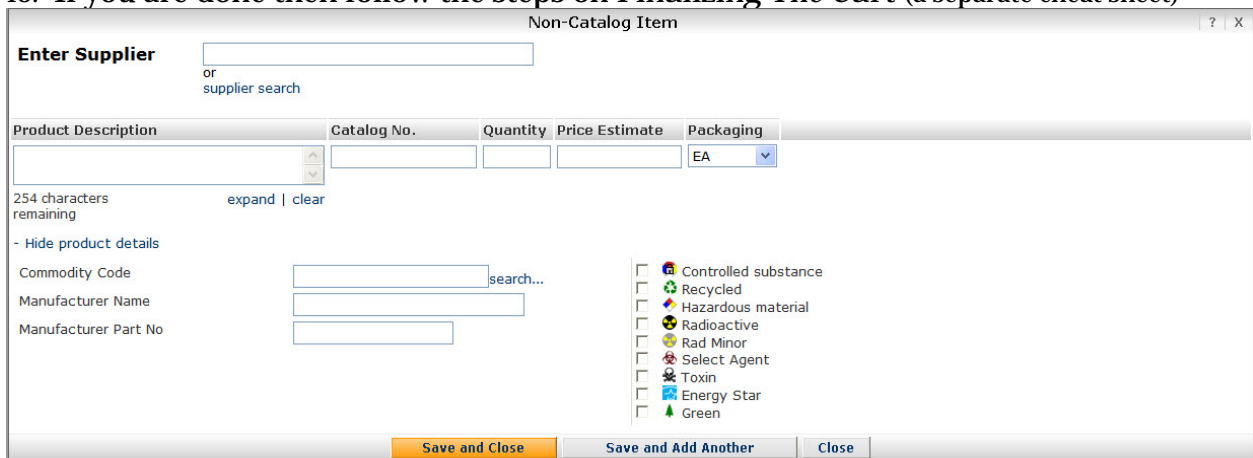
Save and Add Another

if not;

12. Select **Save and Close**. This will put the items into your cart.

 2009-04-24 BARKERCA 02 | 5 item(s), 661.15 USD

13. If you are done then follow the steps on *Finalizing The Cart* (a separate cheat sheet)

A screenshot of the 'Non-Catalog Item' form. The form has a title bar with the text 'Non-Catalog Item' and window control buttons. The main content area includes:

- An 'Enter Supplier' field with a search icon and the text 'or supplier search' below it.
- A table with columns: 'Product Description', 'Catalog No.', 'Quantity', 'Price Estimate', and 'Packaging'. The 'Packaging' column has a dropdown menu set to 'EA'.
- A text area for 'Product Description' with a character count '254 characters remaining' and 'expand | clear' links.
- A section titled '- Hide product details' containing:
 - 'Commodity Code' with a 'search...' link.
 - 'Manufacturer Name' and 'Manufacturer Part No' input fields.
 - A list of checkboxes for product notations: 'Controlled substance', 'Recycled', 'Hazardous material', 'Radioactive', 'Rad Minor', 'Select Agent', 'Toxin', 'Energy Star', and 'Green'.
- At the bottom, there are three buttons: 'Save and Close', 'Save and Add Another', and 'Close'.

*** Note:** If the supplier is not in the system you have to fill out *New Supplier Request Form* first. After the supplier is added to MarketPlace then you can complete these steps.