

## Office Supplies – Non Catalog Items

This form is used for the items that are not hosted in the W.B. Mason catalog in MarketPlace. The form is used for GovConnection and W.B. Mason Company Inc. **only**.

1. Select the drop down for *Supplier* and pick the vendor
  - a. It is recommended to obtain quotes from the vendors
2. Fill in the *Product Description*
3. Fill in the *Catalog No.*
4. Fill in the *Quantity*
5. Fill in *Unit Price*
6. Fill in *Packaging* with 1
7. Select the *UOM* drop down and select the correct unit
8. Enter the *Commodity Code*; if you don't have an exact code then
  - a. Select the [search...](#) link
  - b. Type the description in the field *Description contains....* (less words will give you better results)
  - c. Select the **Search** button
  - d. Then select the code (or the word select) that is related to your description
9. If you only order one item proceed to step 10. If you need to order another item:
  - a. Select the drop down for *Available Actions*
  - b. Select *Add to Cart*
  - c. Select the **Go**
  - d. You will receive a confirmation message across the top of the page
10. Select the **Go** button to Add and go to Cart.
11. Then follow the steps in the cheat sheet **Finalizing The Cart**.



**Form added to cart successfully**  
 Each **Add to Cart** action adds the item to the cart. Use the **Save** option to update the item in the cart.

The screenshot shows the "Office Supplies - Non Catalog Items (WB Mason, GovConnection)" form. Key features and annotations include:

- Available Actions:** A dropdown menu at the top right showing "Add and go to Cart" with a blue "Go" button circled in red.
- Supplier Info:** A dropdown menu for selecting a supplier, also circled in red.
- Product Description:** A section with fields for "Product Description", "Catalog No.", "Quantity", "Unit Price", and "Packaging (UOM)".
- Product Details:** A section with fields for "Commodity Code", "Manufacturer Name", and "Manufacturer Part No". A "search..." link is circled in red next to the Commodity Code field.
- Health and Safety:** A section with a list of checkboxes for various safety categories: Controlled substance, Recycled, Hazardous material, Radioactive, Rad Minor, Select Agent, Toxin, Energy Star, and Green.
- Instructions:** A sidebar on the left provides instructions on when to use this form (ONLY for items not in the WB Mason or GovConnection catalogs) and when not to use it (for items in those catalogs).