

# Create a Non-Catalog Requisition

- STEP 1:** Click on the **Non-Catalog item** hyperlink menu.
- STEP 2:** Enter **Supplier**.
- STEP 3:** Enter Product Description, Catalog #, Quantity, Price Estimate, & Packaging fields. If you do not have a **catalog number**, leave this field blank.
- STEP 4:** Leave all special restrictions blank. The GL used will populate this section. **No entry is need by the user.**
- STEP 5:** Once the form is filled out, select one of the following actions:
- A. To add another line for the same supplier, click **Save and Add Another**. Once you have added all line items, click **Save and Close**. Click on the **Cart** icon from the top banner in the right corner to access the quick view cart.
  - B. If you are finished adding lines, click **Save and Close** to add the data to your current cart. Click on the Cart icon from the top banner in the right corner to access the quick view **cart** with the ability to checkout from there.

The screenshot shows the 'Non-Catalog Item' form interface. At the top, a navigation bar includes a search box with 'Everything' selected and a 'Go' button. Below this, a menu bar contains 'non-catalog item' (highlighted with a red box and callout 1), 'quick order', and 'Browse: suppliers | categories | contracts | chemicals'. The main form area is titled 'Non-Catalog Item' and contains several sections: 'Enter Supplier' (with a text input field and callout 2), a table with columns 'Product Description', 'Catalog No.', 'Quantity', 'Price Estimate', and 'Packaging' (with callout 3), and a 'Product Details' section with a list of checkboxes for special restrictions (with callout 4). At the bottom, there are two buttons: 'Save and Close' (with callout 5B) and 'Save and Add Another' (with callout 5A). A top banner at the bottom left shows a shopping cart icon (with callout 3) and '0.00 USD'.

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- STEP 6:** Access your newly created cart from the top banner quick view.
- STEP 7:** If you are ready to checkout, click on the **Checkout** button and complete the Checkout process. (See **Completing the Checkout Process** section of this user guide)

