

# QG - Non-Catalog Item

HokieMart Will Deliver **OR** User Will Deliver

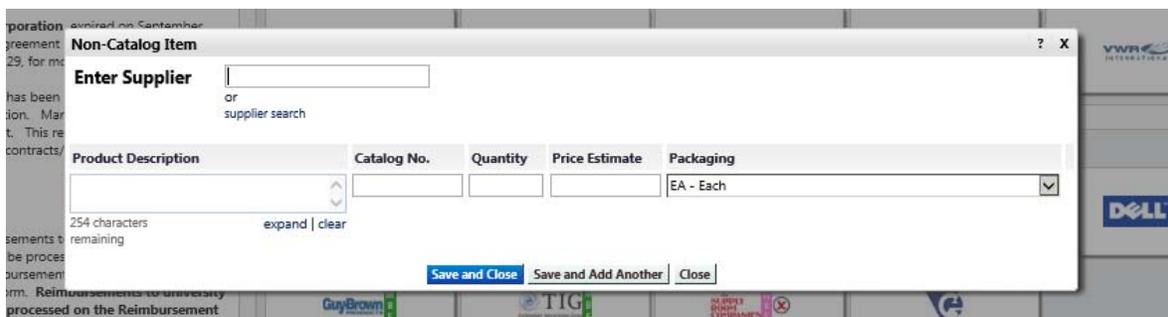
The Non-Catalog Item form allows users to purchase items that cannot be handled through the Hosted Catalog, Punchouts, Direct Pay or Reimbursement Request form.

Located in the upper third section of the Main Screen of HokieMart:



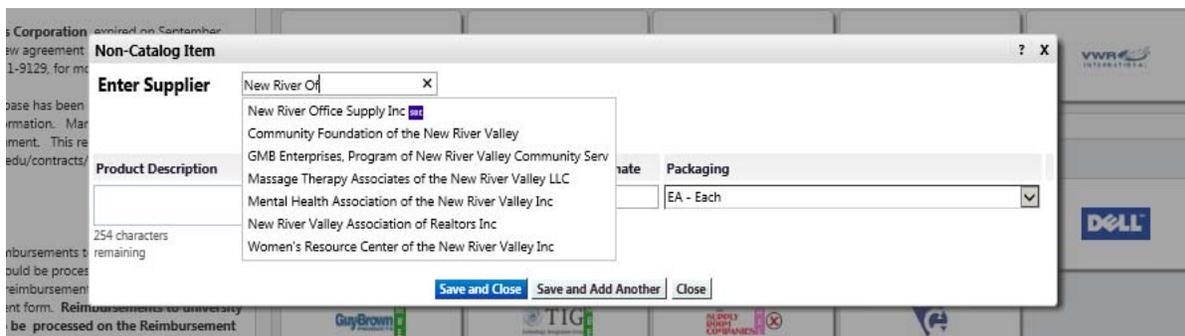
- Click “non-catalog item.”
- Begin typing “Supplier Name”.
- Select desired supplier.

A search box will be displayed allowing users to search for a particular supplier.



Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

Begin entering a specific vendor. As the name is entered, possible matches will be displayed.



Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

- New River Office Supply Inc
- Community Foundation of the New River Valley
- GMB Enterprises, Program of New River Valley Community Serv
- Massage Therapy Associates of the New River Valley LLC
- Mental Health Association of the New River Valley Inc
- New River Valley Association of Realtors Inc
- Women's Resource Center of the New River Valley Inc

- Select the desired supplier from the drop down menu.

Next:

- Enter Product/Description of the item(s) being purchased.
- Enter Catalog No. when available.
- Enter desired Quantity (cannot be zero - **0**).
- Enter a Price Estimate for the item(s). A dollar amount must be provided.
- From the drop-down menu, choose Packaging option if known (EA, FT, BG, etc.).

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Legal size Paper	pp-ct-55	1	15.00	RM - Ream

When only one item is to be ordered,

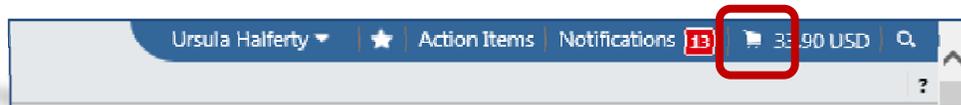
- Click “Save and Close”.
- User will now be in the Home Screen of HokieMart.
- Click on the shopping cart icon in the upper right-hand corner or select the Carts tab.

If multiple items are being ordered from the same vendor,

- Click “Save and Add Another” after adding each item.

When finished shopping click “Save and Close”.

- User will now be in the Main Screen of HokieMart.
- Click on the shopping cart icon in the upper right-hand corner of the screen to access the draft cart.



- User will now have the option to:
  - view the cart and continue shopping or
  - go directly to the Requisition Summary screen which allows the requester to add funding information in the Cart Draft Requisition.
- Complete the PR.