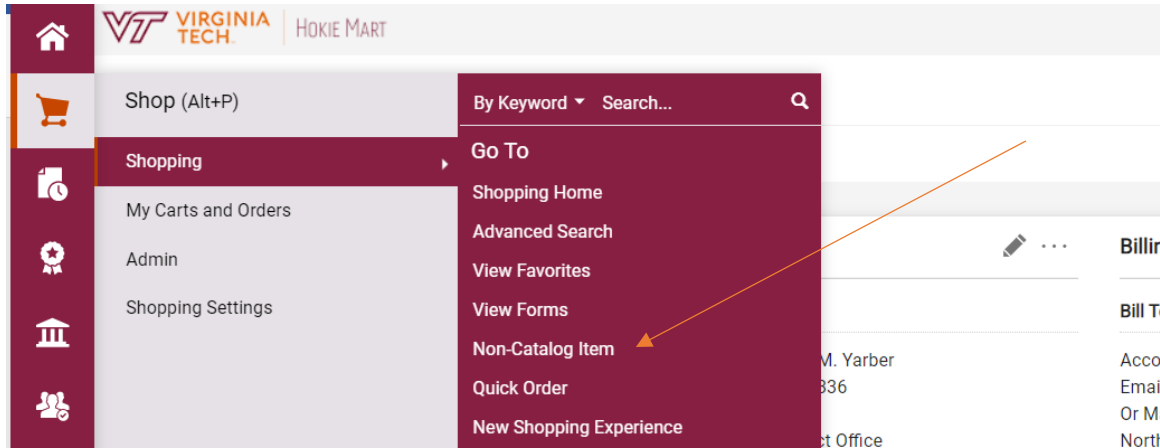


## Quick Guide: Non-Catalog Item

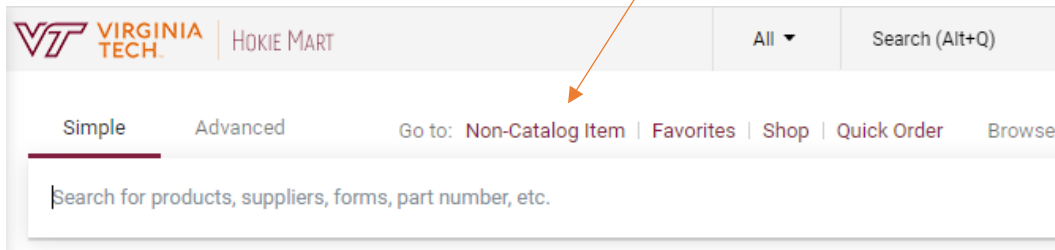
### HokieMart Will Deliver OR User Will Deliver

The Non-Catalog Item form allows users to purchase items that are non-travel-related and cannot be handled through the Hosted Catalog, Punch-outs, Direct Pay or Reimbursement Request form.

The Non-Catalog form can be found by selecting the cart icon under Shopping,

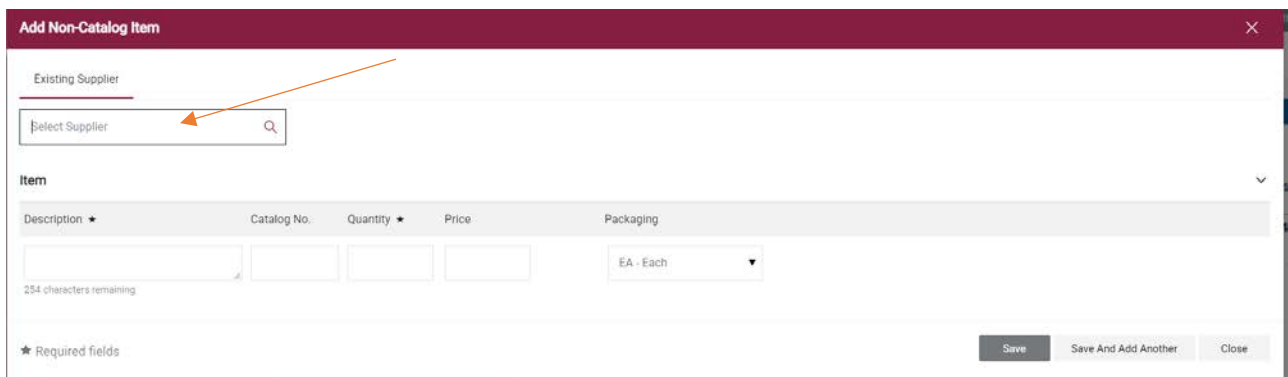


or on the home page of HokieMart



Select Non-Catalog Item to open a blank form.

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



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

The screenshot shows the 'Add Non-Catalog Item' form. The 'Existing Supplier' field has a search box containing 'New River Of'. A dropdown menu is open, displaying the following search results:

- New River Office Supply Inc
- Community Foundation of the New River Valley
- First Team Nissan of the New River Valley
- Women's Resource Center of the New River Valley Inc

Below the search results, there are input fields for 'Quantity', 'Price', and a 'Packaging' dropdown menu set to 'EA - Each'. At the bottom right, there are buttons for 'Save', 'Save And Add Another', and 'Close'.

Select the desired supplier.

*Note: If the supplier you are looking for is not available, please see the section on Adding New Supplier/Address.*

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 for the item(s). A dollar amount must be provided.
- From the drop-down menu, choose Packaging option if known (EA, LO, PK, etc.).

The screenshot shows the 'Add Non-Catalog Item' form with the 'Existing Supplier' field populated with 'New River Office Supply Inc'. The 'Fulfillment Address' field is populated with 'Order Address 2 - 2605 Research Center Dr, Blacksburg, Virginia 24060 United States'. The 'Item' table is filled with the following data:

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

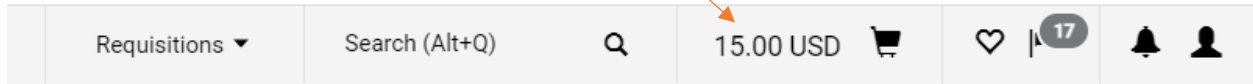
At the bottom right, there are buttons for 'Save', 'Save And Add Another', and 'Close'.

When only one item is to be ordered,

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

If multiple items are being ordered from the same vendor,

- Click Save and Add Another after adding each item.
- When finished shopping click Save
- 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.



[Item](#) | [Favorites](#) | [Shop](#) | [Quick Order](#)    [Browse: Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Users 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