

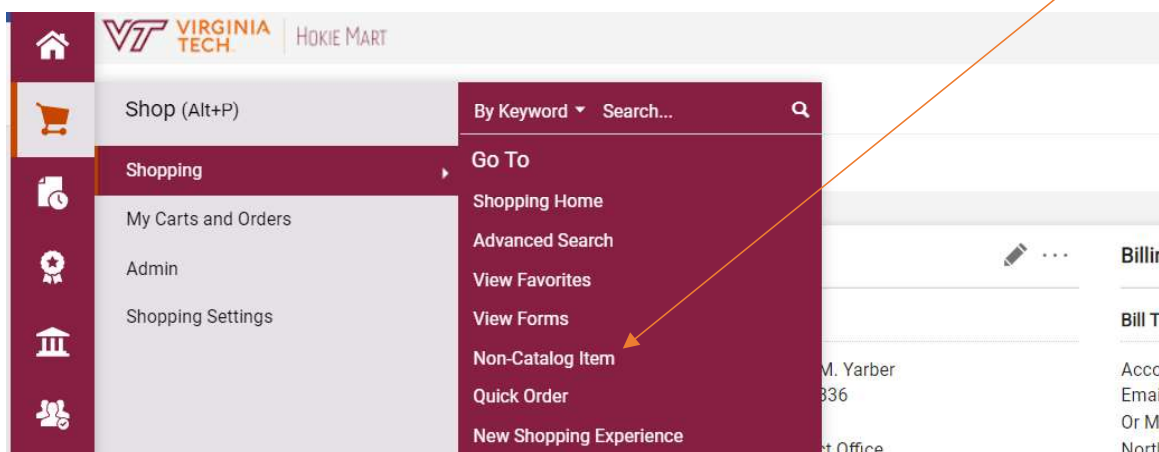
## Non-Catalog Item

### Send to Supplier Method: HokieMart Will Deliver *OR* User Will Deliver

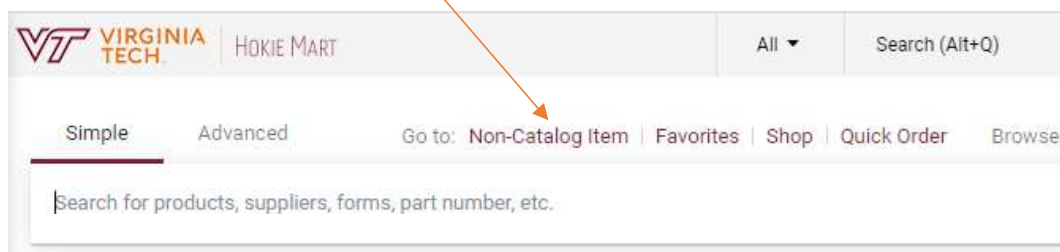
The Non-Catalog Item form allows users to purchase items or services and cannot be handled through the Hosted Catalog, Punchouts, Interdepartmental Service Request, Payment Forms, or Travel Agency Authorization.

Users should always contact the supplier prior to issuing a non-catalog requisition to be sure that the supplier will accept a purchase order and to obtain a quote for the items desired.

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.

A screenshot of the 'Add Non-Catalog Item' form. The form has a dark red header with the title 'Add Non-Catalog Item' and a close button. Below the header, there is a section for 'Existing Supplier' with a search box labeled 'Select Supplier'. An orange arrow points from the top right towards this search box. Below the search box, there is a table for 'Item' with columns: Description, Catalog No., Quantity, Price, and Packaging. The 'Packaging' column has a dropdown menu currently set to 'EA - Each'. At the bottom of the form, there is a legend for 'Required fields' and three buttons: 'Save', 'Save And Add Another', and 'Close'.

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

**Add Non-Catalog Item**

Existing Supplier

new river

- New River Office Supply Inc
- New River Nature
- New River Recycling

254 characters remaining

Catalog No.	Quantity ★	Price Estimate	Packaging
			EA - Each

★ Required fields

Save Save And Add Another Close

Select the desired supplier.

*Note: If the supplier you're 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.).

**Add Non-Catalog Item**

Existing Supplier

New River Office Supply Inc

New River Office Supply Inc

Fulfillment Address

Order Address 2 - 2605 Research Center Dr, Blacksburg, Virginia 24060 United States

Distribution Methods

Item

Product Description ★	Catalog No.	Quantity ★	Price Estimate	Packaging
Legal size paper	pp-ct-55	1	45.00	BX - Box

238 characters remaining

★ Required fields

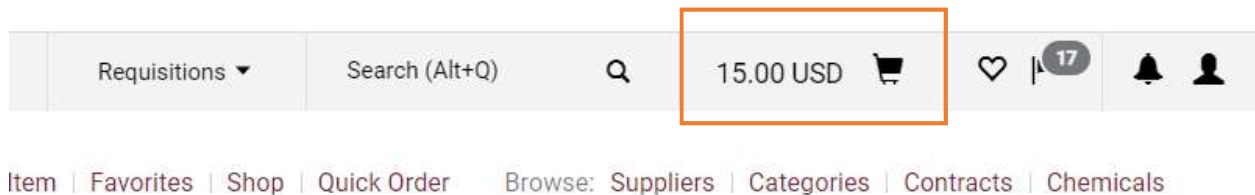
Save Save And Add Another Close

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 and items will be displayed in the shopping cart.



Users can click on the shopping cart and proceed with checkout to create a draft requisition, or they can come back to the cart at a later time to continue adding items and process the cart.