

## Entering Non-Catalog Orders

UMass BuyWays allows you to shop for items that are not in a Punch-Out or Hosted Catalog.

Upon completion of this section, you will be able to:

- Order non-catalog items

## Ordering Non-Catalog Items

Non-catalog items should be entered when a Shopper/Requisitioner cannot find the item needed in a catalog.

Upon completion of this topic, you will be able to order non-catalog items.

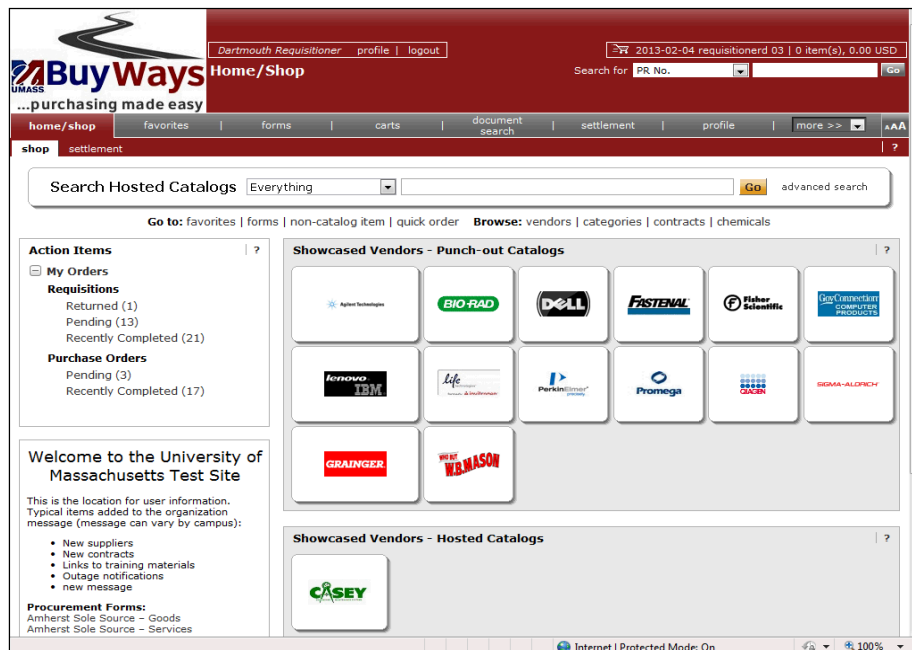
### Procedure

#### Consider this scenario:

Your goal is to order a non-catalog item.

#### Key Information:

Vendor: Remy Corporation  
Product Description: Consulting Services  
Catalog Number: NA  
Quantity: 1  
Price Estimate: 6000.00  
Packaging: EA

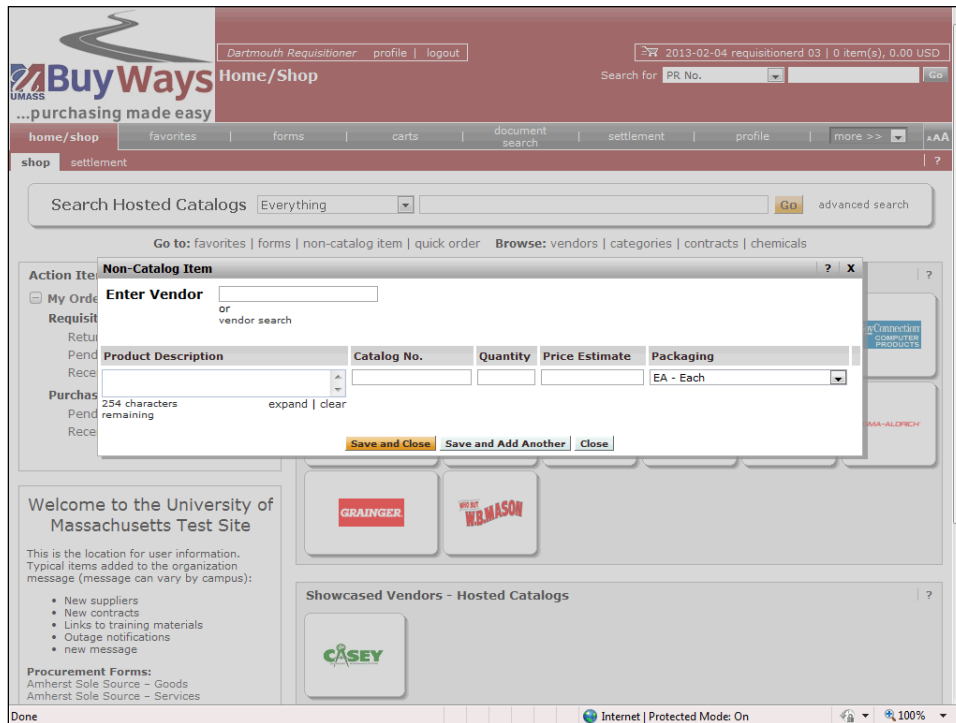
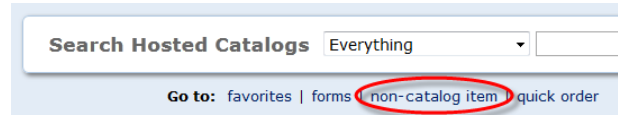


Step	Action
------	--------

1. Begin by navigating to the **Non-Catalog Item** order template.

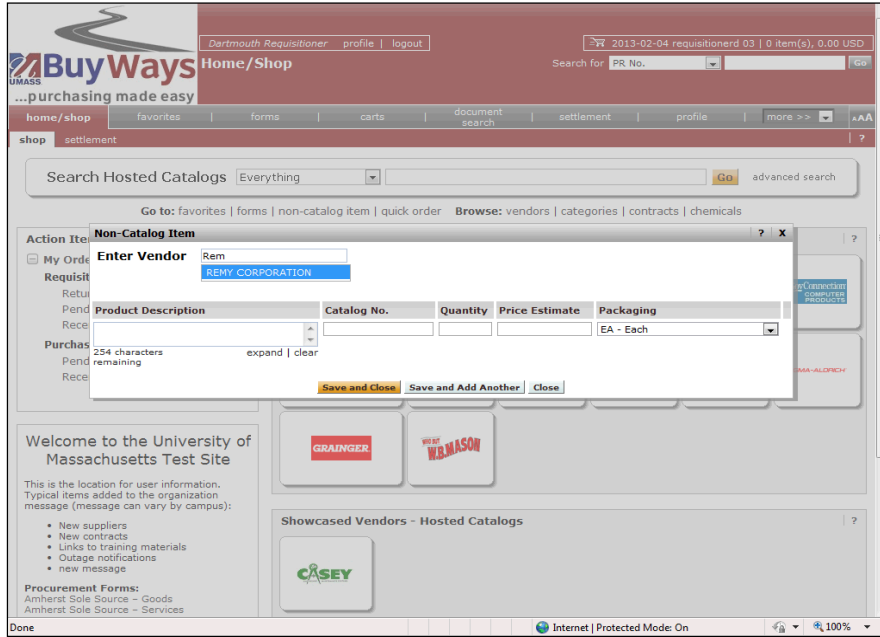
Click the **non-catalog item** link.

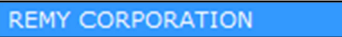
[non-catalog item](#)

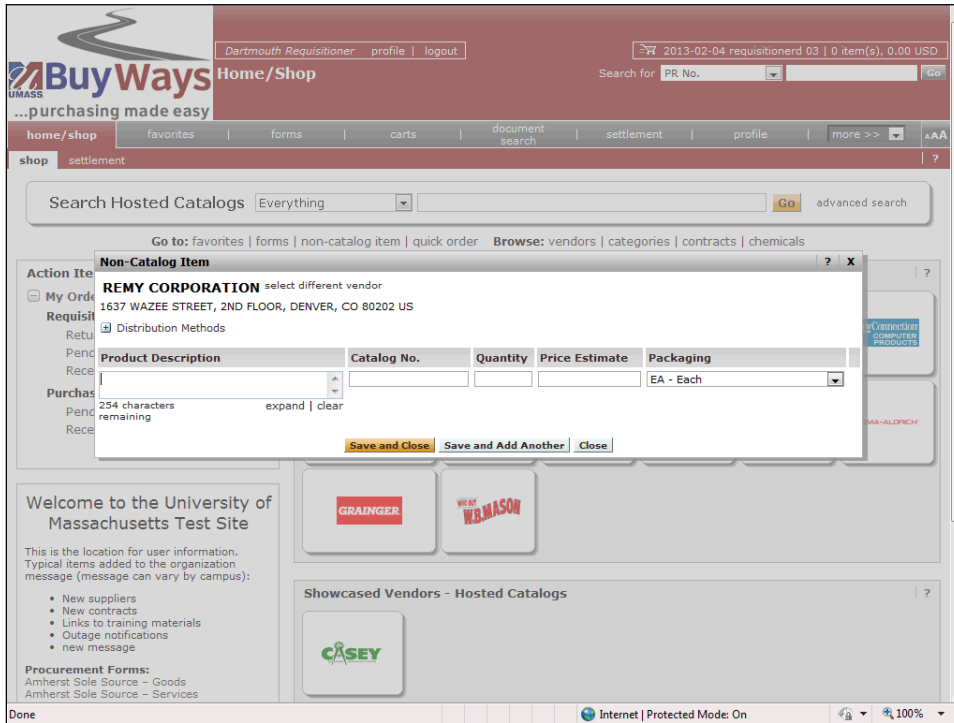


2. The **Non-Catalog Item** order template opens. You can start typing the name of the supplier in the **Enter Vendor** field and potential matches will display. A minimum of 3 characters is required.

Step	Action
3.	Enter the desired information into the <b>Enter Vendor</b> field.  Enter " <b>Rem</b> ".



Step	Action
4.	Click the <b>REMY CORPORATION</b> link. 

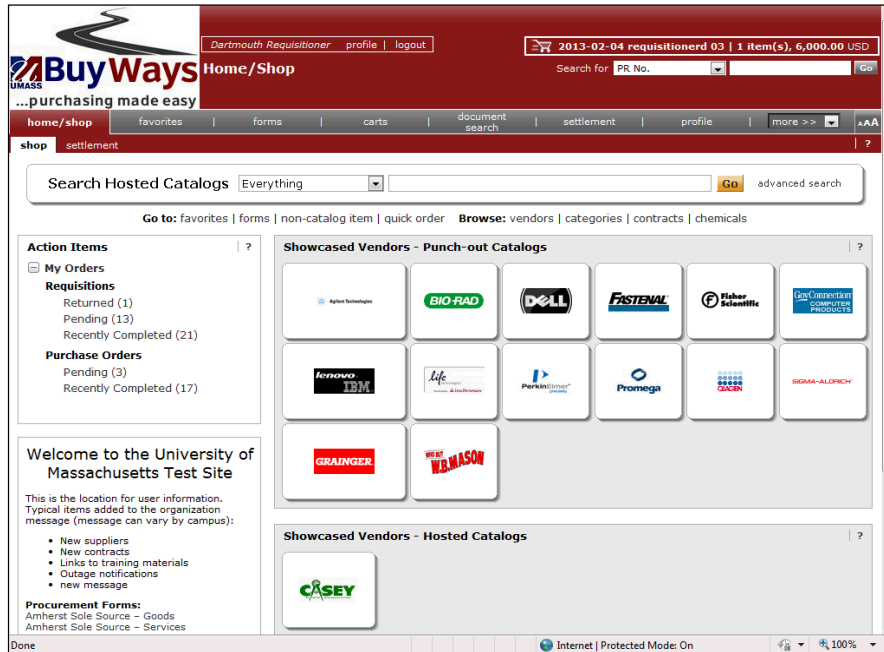



5.	Enter the desired information into the <b>Product Description</b> field.  Enter " <b>Consulting Services</b> ".
6.	Enter the desired information into the <b>Catalog No.</b> field.  Enter " <b>NA</b> ".
7.	Enter the desired information into the <b>Quantity</b> field.  Enter " <b>1</b> ".
8.	Enter the desired information into the <b>Price Estimate</b> field.  Enter " <b>6000.00</b> ".

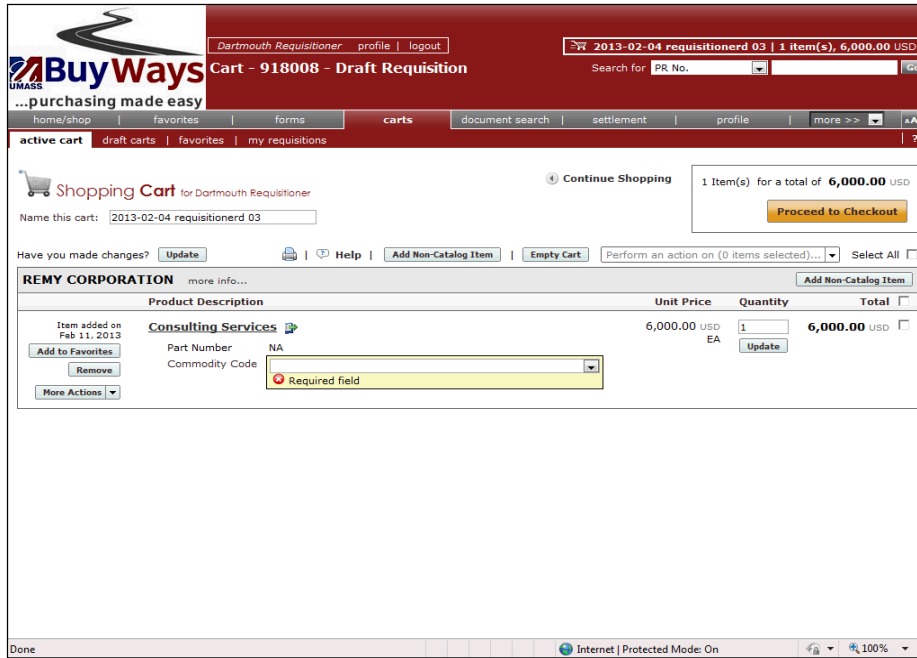
Step	Action
------	--------

9. Since you have finished shopping, click the **Save and Close** button.

**Note:** If a shopper needed additional lines, choose the "Save and Add Another" button.



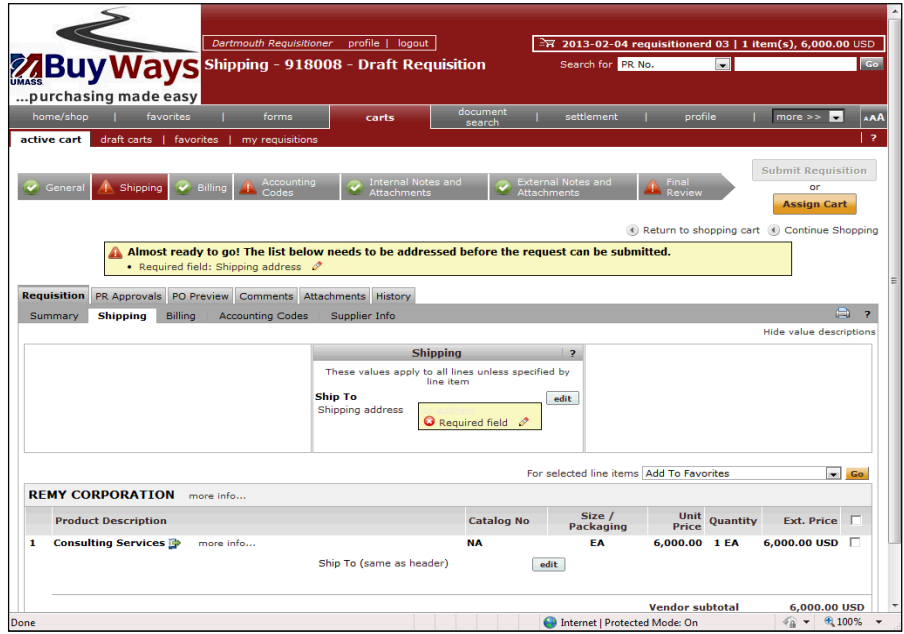
Step	Action
10.	To verify the items have been added to your cart, click the <b>shopping cart</b> button in the upper right corner. 



11.	The non-catalog item has been added to your shopping cart.
-----	--

Step	Action
------	--------

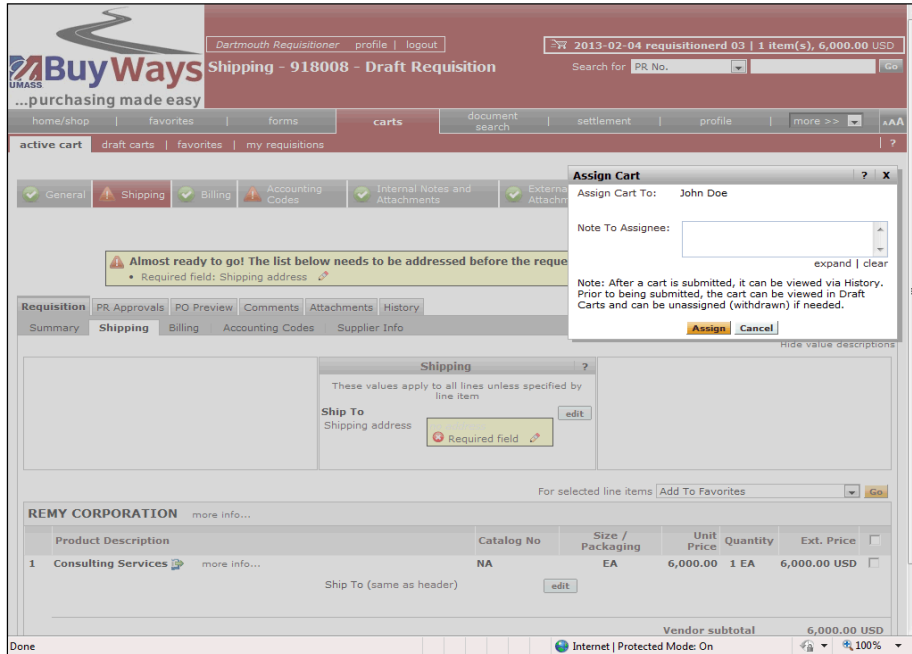
12.	Click the <b>Proceed to Checkout</b> button.
-----	--

The screenshot shows the BuyWays web application interface. At the top, the user is logged in as 'Dartmouth Requisitioner'. The page title is 'Shipping - 918008 - Draft Requisition'. A search bar is visible with 'PR No.' and a 'Go' button. The main navigation bar includes 'home/shop', 'favorites', 'forms', 'carts', 'document search', 'settlement', 'profile', and 'more >>'. Below this, there are tabs for 'active cart', 'draft carts', 'favorites', and 'my requisitions'. A progress bar shows steps: General (checked), Shipping (active), Billing (checked), Accounting Codes (checked), Internal Notes and Attachments (checked), External Notes and Attachments (checked), and Final Review (checked). A yellow warning box states: 'Almost ready to go! The list below needs to be addressed before the request can be submitted.' with a sub-item: 'Required field: Shipping address'. Below this, there are tabs for 'Requisition', 'PR Approvals', 'PO Preview', 'Comments', 'Attachments', and 'History'. The 'Shipping' tab is active, showing a 'Ship To' section with a 'Shipping address' field marked as a 'Required field'. Below the shipping section is a table for 'REMY CORPORATION' with columns: Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, and Ext. Price. The table contains one row: '1 Consulting Services', 'NA', 'EA', '6,000.00', '1 EA', '6,000.00 USD'. At the bottom right, the 'Vendor subtotal' is '6,000.00 USD'. The browser status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and '100%' zoom.

Step	Action
------	--------

13. Click the **Assign Cart** button.




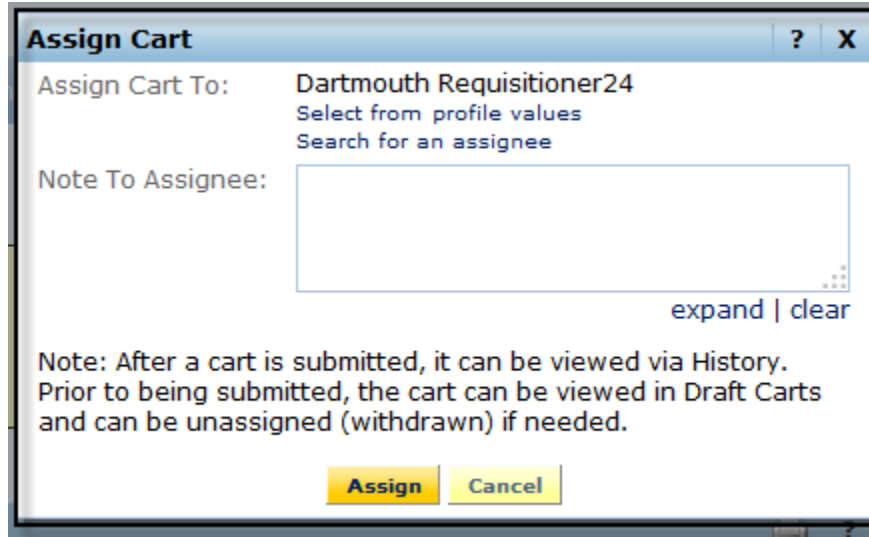
14. Use the **Assign Cart** box to select your Requisitioner and add instructions using the **Note to Assignee** field.

15. Click the **Assign** button.

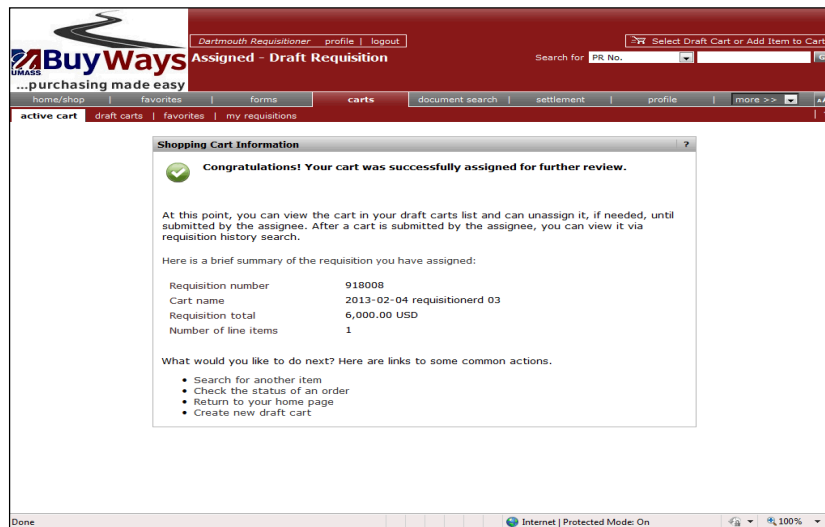




Step	Action
16.	<p>The <b>Assign Cart</b> window opens. You may add a note to the assignee.</p> <p>Click Assign.</p> 



17.	A message displays stating that your cart has been successfully assigned.
-----	---



18.	<p><b>Congratulations! You have successfully ordered a non-catalog item.</b></p> <p><b>End of Procedure.</b></p>
-----	--