



Non-Catalog Order – Creating

If a non-enabled supplier exists in eSHOP, you can create an order to them by using the non-catalog order. If the supplier is not in eSHOP, you need to create the PO in SAP. If the supplier is not in SAP, you will need to follow the process for requesting that a vendor be set up in SAP for you to use.

COMPLETING THE NON-CATALOG ORDER FORM

The screenshot shows the 'NonCatalog Order Form' with the following sections:

- General Information:** Includes the eSHOP logo and instructions: 'Use this form to order items not found in a catalog search or punchout site.', 'If you received a quote from the vendor, please attach a copy of the quote to the shopping cart after completing this form.', and 'Items may be added to your cart repetitively by selecting "add to cart" from the drop down box in the upper right corner of this form.' It also notes that fields in bold are required.
- Supplier Information:** Contains a text field for 'Enter Supplier' and a 'Supplier Search' button.
- Additional Information:** Includes 'Internal Attachments' and 'External Attachments' sections, each with an 'Add Attachments' button.
- Item Information:** Features a table with columns for Quantity, Price, Product Description, Packaging (UOM), and Catalog No. Below the table are fields for 'Item Notes (included on PO)', 'Manufacturer Name', 'Manufacturer Part No', 'UNSPSC', and 'Health and Safety' with various checkboxes (e.g., Controlled substance, Recycled, Hazardous material, Radioactive, Rad Minor, Select Agent, Toxin, Energy Star, Green).

After opening the Non-Catalog Order Form, search for the Supplier by entering the beginning or part of the Supplier's name. The list will populate with likely matches as you type and include icon(s) denoting special characteristics about the supplier.

This screenshot shows the 'Supplier Information' section of the form. The 'Enter Supplier' field contains 'midwest s'. Below the field, a list of suppliers is displayed:

- MIDWEST SCIENTIFIC INC
- MIDWEST SCAFFOLD SERVICE LLC
- MIDWEST SECURITY LAMINATIONS INC
- MIDWEST SHRINKWRAPPING
- MIDWEST SIGN & SCREEN PRINTING

Complete the fields on the form as necessary. The information in Bold on the form is required, so be sure to include the Quantity, Estimated Price, and Product Description for each item.

You can only add one item per form, so once all the pertinent information has been entered, either select the **Add and go to Cart** option from the top of the form and click **Go** - OR - If you wish to add additional non-catalog items, select the **Add to Cart and Return** option and click **Go**.

SUBMITTING A NON-CATALOG ORDER FORM

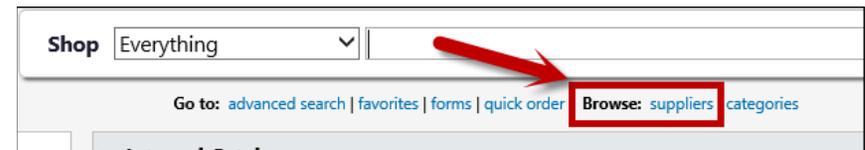
After you have completed adding items, you can go through the check-out process in eSHOP like you would with any other order.

All non-catalog forms must be approved by your campus Procurement office, so they will require an additional approval step before the order is placed.

All items ordered by a non-catalog form will require a goods receipt be completed before their invoice will be paid.

SEARCHING FOR eSHOP SUPPLIERS

If you would like to search all eSHOP Suppliers **before** opening a non-catalog order form, click on **Browse: suppliers** on the eSHOP home page.



When you find the supplier you are searching for, click the  (Non-Catalog Suppliers) icon which will open the Non-Catalog Order Form. Follow the instructions listed on this reference guide.

Review the [Searching for eSHOP Suppliers](#) reference guide for more information.

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