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**

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.

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**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.

*Updated: November 13, 2015*