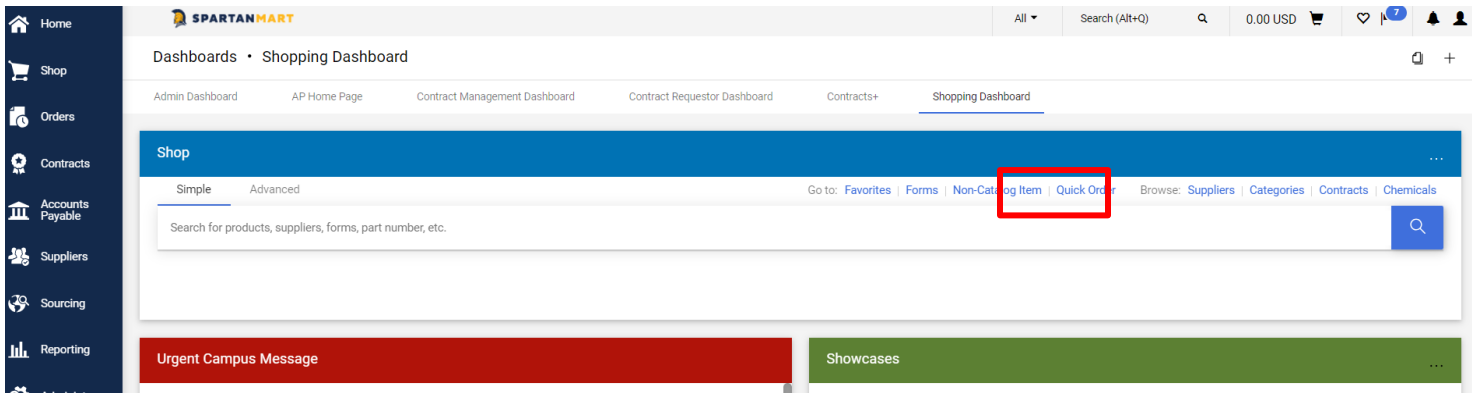


## Non-Catalog Orders

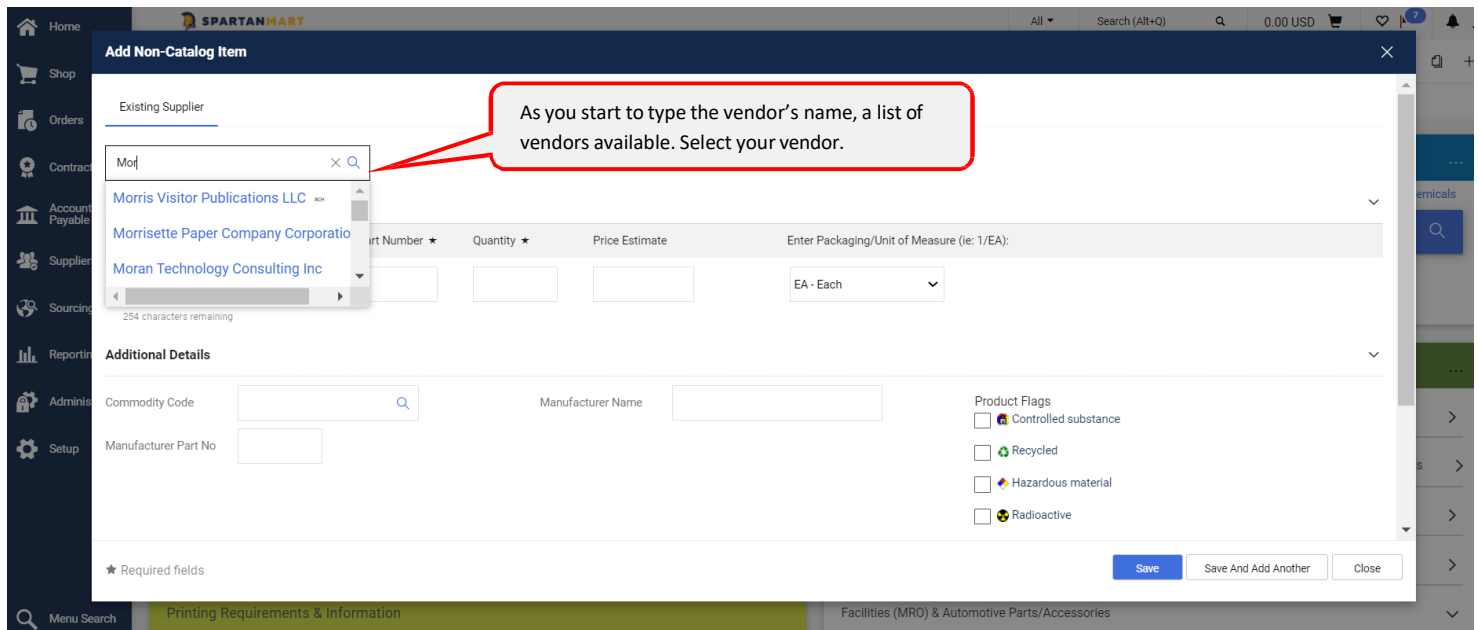
Non-catalog orders allow users to order items not available via hosted or punch-out suppliers. If you want to purchase an item from a hosted supplier but the specific item is not in the hosted catalog, you can use the non-catalog order form for the hosted supplier. **Note: Make sure to have the vendor name, product information, and unit pricing prior to selecting the non-catalog order form.**

1. From the home/shop page, click **non-catalog item** in the 'Go to:' section.



2. Enter the supplier name in the **Enter Supplier** textbox. Notice as you type the name that a list of available suppliers is available for you to select from. Select the supplier from the list.

\*Note: If the supplier you want to use is not available, you must enter it as a new supplier (See **New Vendor**



## Ordering

3. Enter the product information for the item you want to purchase in the **Product Description** textbox, enter the catalog number in the **Catalog No.** textbox, enter the number of items you want to purchase in the **Quantity** textbox, enter the price in the **Price Estimate** textbox and select the unit of measure (UOM) in the **Packaging** textbox (the default UOM is EA-Each). These fields are all required.

The screenshot shows the 'Add Non-Catalog Item' form. At the top, there is a header 'Add Non-Catalog Item' and a sub-header 'Existing Supplier'. Below this, there are search boxes for the supplier, with 'Morrisette Paper Company Corporation' entered. The 'Fulfillment Address' is 'VN Purchasing Vendor 1 - PO Box 20768, Greensboro, North Carolina 27420 United States'. The 'Distribution Methods' is 'ACH'. The 'Item' section shows a table with the following data:

Product Description *	Item/Part Number *	Quantity *	Price Estimate	Enter Packaging/Unit of Measure (1/EA):
Creme Cleanser 20oz Bottle 12/Cs	123456	10	39.99	CS - Case

Below the table, there are 'Additional Details' fields: 'Commodity Code' (47130000), 'Manufacturer Name', 'Product Flags' (Controlled substance, Recycled), and 'Manufacturer Part No'. At the bottom right, there are buttons for 'Save', 'Save And Add Another', and 'Close'. A red box highlights the 'Save' button.

4. Enter the commodity code in the **Commodity Code** textbox. Since this is a non-catalog order, you will need to search for the commodity code.

- Click the magnifying glass next to the Commodity Code textbox.

The screenshot shows the 'Add Non-Catalog Item' form. At the top, there is a header 'Add Non-Catalog Item' and a sub-header 'Existing Supplier'. Below this, there are search boxes for the supplier, with 'Morrisette Paper Company Corporation' entered. The 'Fulfillment Address' is 'VN Purchasing Vendor 1 - PO Box 20768, Greensboro, North Carolina 27420 United States'. The 'Distribution Methods' is 'ACH'. The 'Item' section shows a table with the following data:

Product Description *	Item/Part Number *	Quantity *	Price Estimate
Creme Cleanser 20oz Bottle 12/Cs	123456	10	39.99

Below the table, there are 'Additional Details' fields: 'Commodity Code', 'Manufacturer Name', and 'Manufacturer Part No'. A red box highlights the magnifying glass icon next to the 'Commodity Code' field, with a callout bubble that says 'Click the magnifying glass to search for the commodity code'.

- Enter the item in **Description contains...** textbox and click **Search**. (For help with Commodity Codes, see **Commodity Code Searches** instructions.)

**Commodity Code Search** ✕

Code starts with...

janitorial

Filter

Clear All Filters

< > Page 1 of 200    1-20 of 4000 Results    20 Per Page ▾

Code ↑	Description	
00000000	Spot Buy Products	+
10000000	Live Plant and Animal Material and Accessories and Supplies	+

- You are returned a list of codes from which to select.

**Commodity Code Search** ✕

Code starts with...

cleaning supplies

Filter

Clear All Filters

Code ↑	Description	
44103107	Printer or facsimile or photocopier cleaning supplies	+

Close

- You can then refine your search as needed. Enter a more specific description to narrow your search, or a less specific description to yield more results, and click filter.

The screenshot shows the 'Commodity Code Search' interface. At the top, there is a dark blue header with the title 'Commodity Code Search'. Below the header, there is a search input field containing 'janitorial' and a 'Filter' button. A red callout box points to the search input with the text 'Make your search more or less specific, as needed.' Another red callout box points to the 'Filter' button with the text 'Then click Filter.' Below the search area, there is a table with columns 'Code ↑' and 'Description'. The table contains three rows: '47120000 Janitorial equipment', '47130000 Cleaning and janitorial supplies', and '76110000 Cleaning and janitorial services'. Each row has a blue plus sign to its right. At the bottom right of the table area, there is a 'Close' button.

Code ↑	Description
47120000	Janitorial equipment
47130000	Cleaning and janitorial supplies
76110000	Cleaning and janitorial services

- Select the code that best fits the item you are purchasing.

This screenshot is similar to the previous one, showing the 'Commodity Code Search' interface. The search input field contains 'janitorial' and the 'Filter' button is visible. A red callout box points to the plus sign next to the first row of the table with the text 'Click + to select the commodity code'. The table structure is the same as in the previous screenshot.

Code ↑	Description
47120000	Janitorial equipment
47130000	Cleaning and janitorial supplies
76110000	Cleaning and janitorial services

5. Click **Save and Add Another** if you have other items to order, or **Save** if you have all the items you need.

**Add Non-Catalog Item**

Existing Supplier

Morrisette Paper Company Corporation  Morrisette Paper Company Corporation ACH

**Fulfillment Address**  **Distribution Methods**

VN Purchasing Vendor 1  - PO Box 20768, Greensboro, North Carolina 27420 United States

**Item** 7 items have been found containing '123456' in their Catalog No. [View all in search results](#)

Product Description *	Item/Part Number *	Quantity *	Price Estimate	Enter Packaging/Unit of Measure (ie: 1/EA):
Creme Cleanser 20oz Bottle 12/Cs	123456	10	39.99	CS - Case

221 characters remaining

**Additional Details**

Commodity Code  47130000  Manufacturer Name

Cleaning and janitorial supplies

Product Flags

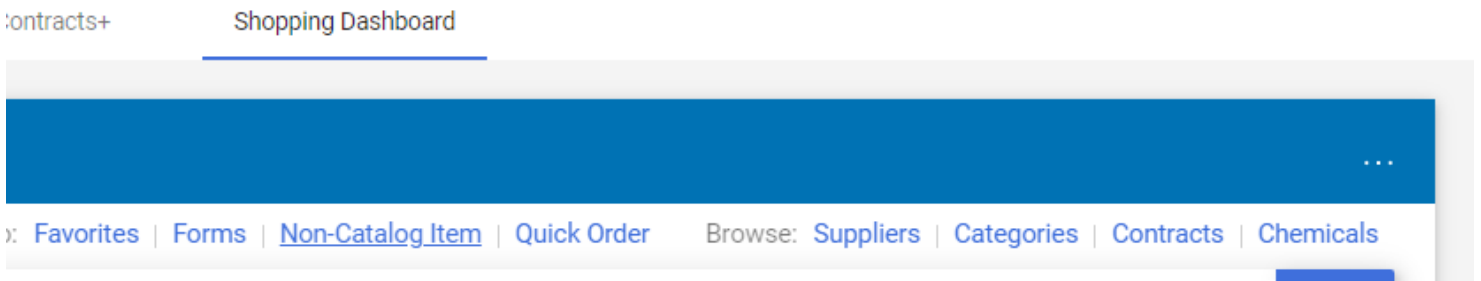
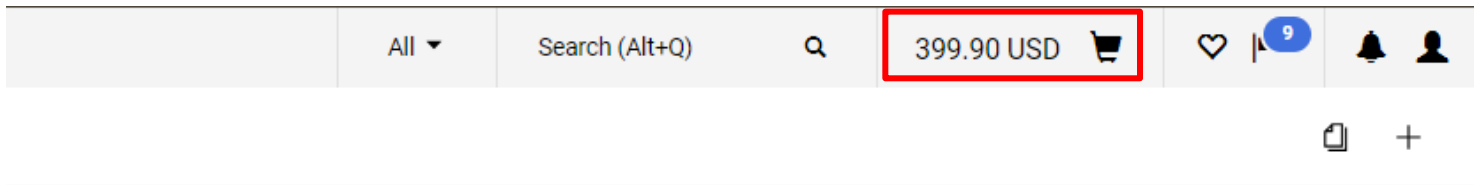
Controlled substance

Recycled

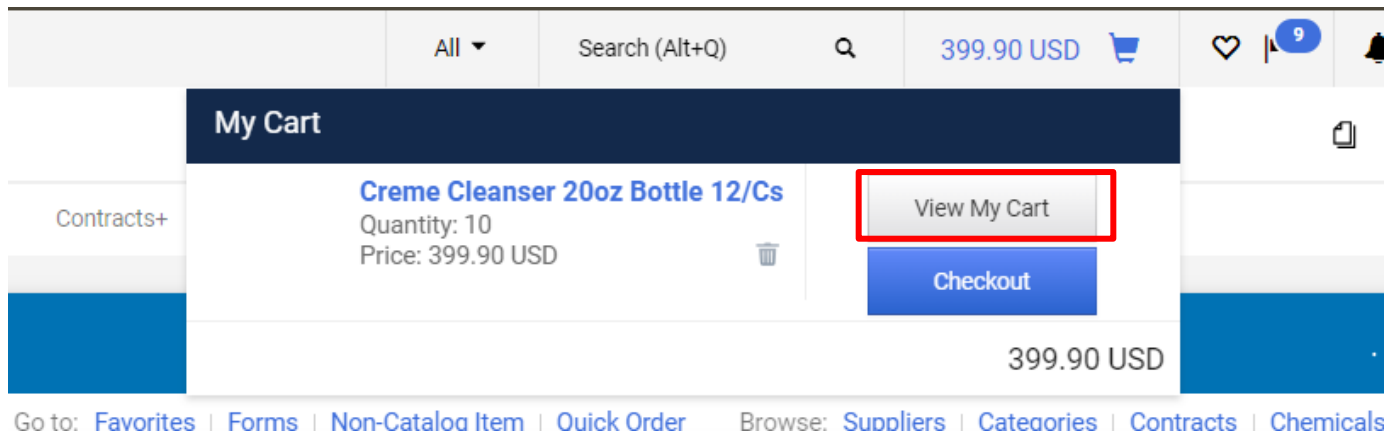
Manufacturer Part No

★ Required fields

6. Go to your cart by **clicking the cart** in the upper right hand corner of SpartanMart.



7. Click **View Cart**



8. You are taken to the active cart with your selected items. Continue your order as usual (See **Order/Requisition Instructions**).

The screenshot displays the SpartanMart Shopping Cart interface. On the left is a dark blue navigation sidebar with icons for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Administer, and Setup. The main header includes the SpartanMart logo, a search bar, the current total of 399.90 USD, and buttons for 'Assign Cart' and 'Proceed To Checkout'. The cart details form includes fields for Cart Name (2023-10-25 AWBIRCHE 01), Description, Priority (Normal), Freight/Handling Pre-approved?, and Bankwire. The Summary table on the right shows a subtotal of 399.90, with shipping and handling at 0.00 each, resulting in a total of 399.90. Below the form, a list of 10 items is shown, with the first item being 'Morrisette Paper Company Corporation' for a total of 399.90 USD.

Total (399.90 USD)	
Subtotal *	399.90
Shipping	0.00
Handling	0.00
<b>Total *</b>	<b>399.90</b>

Supplier	Total
Morrisette Paper Company Corporation	399.90 USD