# 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.**
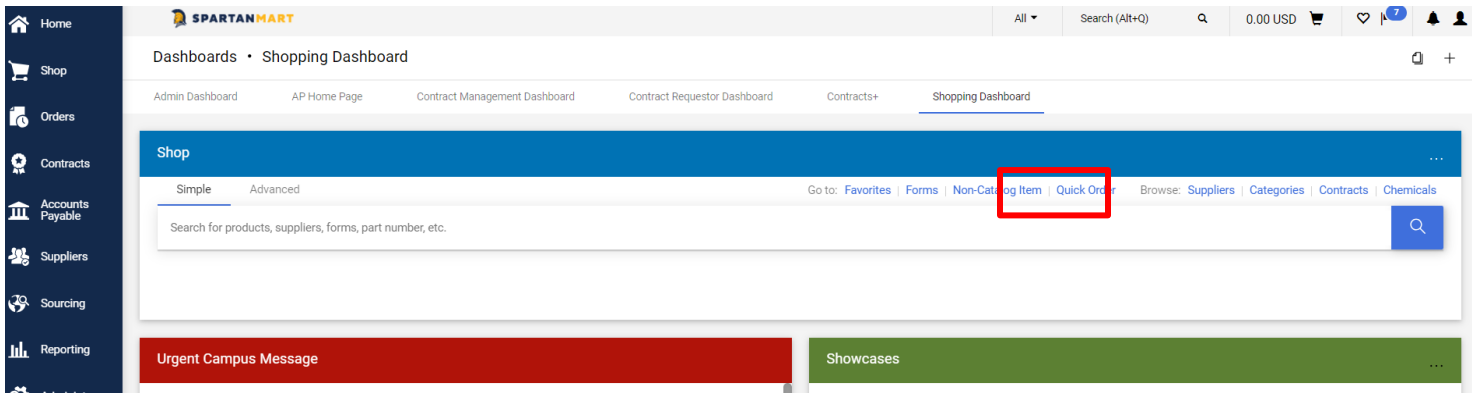


2. Enter the supplier name in the **Enter Supplier** textbox. Notice as you type the name that a list of available suppliers is available for you to select from. Select the supplier from the list.
*Note:  If the supplier you want to use is not available, you must enter it as a new supplier (See **New Vendor**
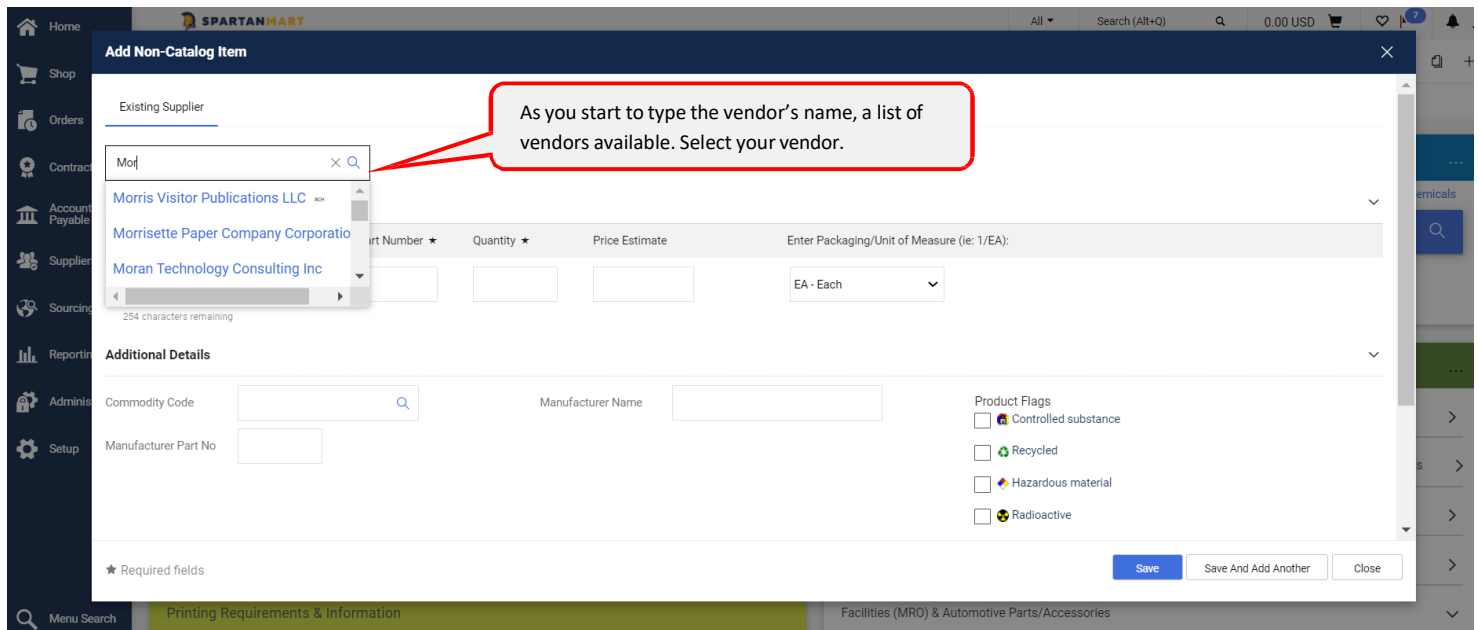
**Ordering**

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.



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.

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

**Commodity Code Search**                                                    ✕

Enter the item in the **Description contains…** textbox.

Then click **Filter.**

| 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.



**Commodity Code Search**

Make your search more or less specific, as needed.

Then click **Filter.**

| Code starts with... | janitorial | Filter |
| | | Clear All Filters |

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

Close

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



**Commodity Code Search**                                       ✕

| Code starts with... | janitorial | Filter |
| | | Clear All Filters |

| Code ↑ | Description | |
|--------|-------------|---|
| | | Click **+** to select the commodity code |
| 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.
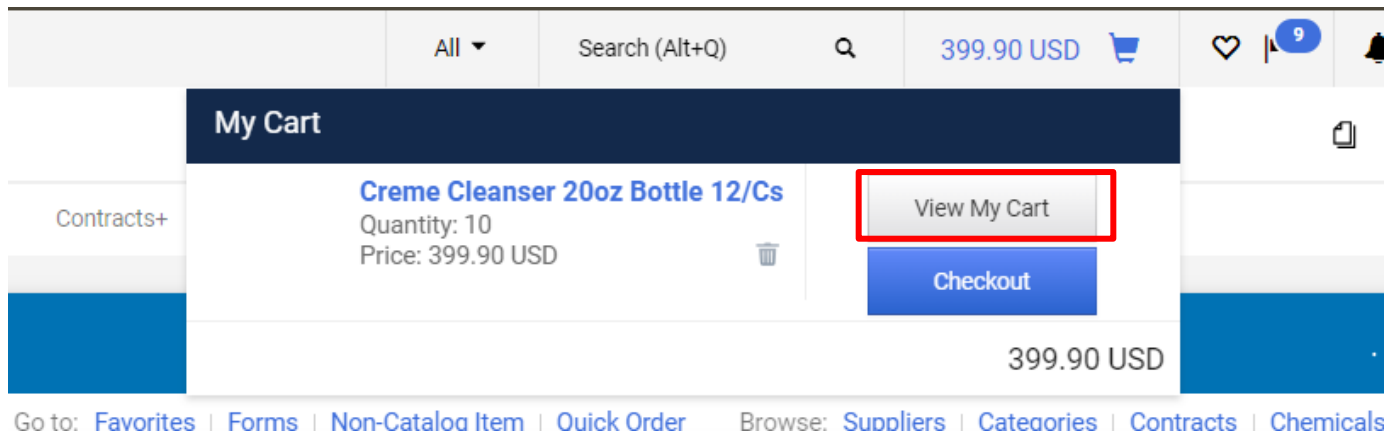


6. Go to your cart by **clicking the cart** in the upper right hand corner of SpartanMart.
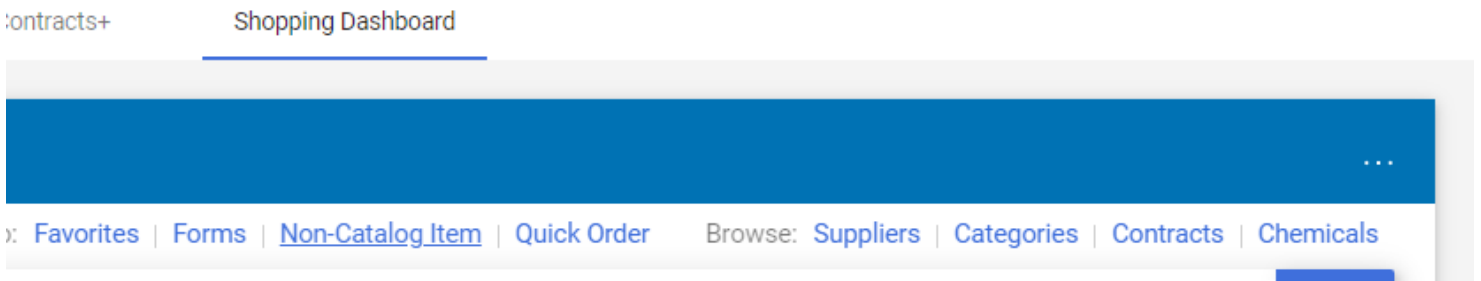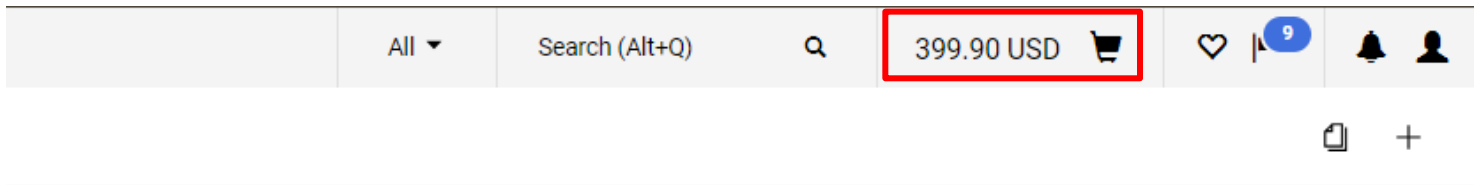


7. **Click View Cart**

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