**Toolbox: Entering a Non-Catalog Item Quick Guide**

To enter a non-catalog item:

1. Click on the non-catalog item link under the Shop at the Top bar.

   There are many other places in the application that this can be found, but this is the most common.

2. The non-catalog item form will display.

   Enter the name of the supplier or click the “supplier search” link to search for a supplier.

3. In the Supplier field, type the name of the desired supplier and click search. Matching results will display below.
Once the name of the desired supplier displays in the search results, click “Select” link to have that supplier name returned to the form.

Enter the remainder of the necessary information for the order. For product description, enter as detailed a description as possible to ensure that the proper item is ordered.

NOTE: The Catalog No. field is required. If the catalog number is not known, enter “na”.

Enter the Commodity Code:

Click the magnifying glass to search for the correct code.

When the search box displays, simply click the “Search” button to display the full list of commodity codes (there are only 57).
When the list of commodity codes displays, click the “Select” link beside the code that most closely matches the item being purchased. The selected code will be returned to the non-catalog form.

Click the “Save and Close” button to add the non-catalog item to the active cart.