

Guide Guide - Adding Items to an Existing Cart (11/17/09))

Non-Catalog Item ONLY

To add items to an existing active cart in the Non-Catalog Item:

- Click “Add non-catalog item for this supplier.”

For selected line items: Add To Favorites Go

Taylor Office Supply Inc SBE [more info...](#)
 Order Address 2
 118 3rd & Grove Ave, Radford, VA 24141 US
 PO Number: To Be Assigned

Add non-catalog item for this supplier...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 3-ring binders (black) more info...		EA	6.75	4 EA	27.00	<input type="checkbox"/>
Supplier subtotal					27.00 USD	

A blank “Add Non-Catalog Item” screen will open.

Add Non-Catalog Item

Taylor Office Supply Inc SBE [select different supplier](#)

Fulfillment Address Order Address 3: (preferred)
 PO Box 1228
 Radford, VA 24143 US
[select different fulfillment center](#)

+ Show distribution methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

255 characters remaining [expand](#) | [clear](#)

Save and Close
Save and Add Another
Close

- Add additional item(s).

Add Non-Catalog Item

Taylor Office Supply Inc SBE [select different supplier](#)

Fulfillment Address Order Address 3: (preferred)
 PO Box 1228
 Radford, VA 24143 US
[select different fulfillment center](#)

+ Show distribution methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Copy Paper	<input type="text"/>	3	4.65	RM - Ream

245 characters remaining [expand](#) | [clear](#)

Save and Close
Save and Add Another
Close

- Click “Save and Close” **OR**
- “Save and Add Another” (to add multiple items).

For selected line items: Add To Favorites Go

Taylor Office Supply Inc SBE [more info...](#)
 Order Address 2
 118 3rd & Grove Ave, Radford, VA 24141 US
 PO Number: To Be Assigned

Add non-catalog item for this supplier...


Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 3-ring binders (black) more info...		EA	6.75	4 EA	27.00	<input type="checkbox"/>
2 Copy Paper more info...		RM	4.65	3 RM	13.95	<input type="checkbox"/>
Supplier subtotal					40.95 USD	

The additional item(s) will now be in the active cart.



All Other Forms

To add items to an existing active cart in **all other** HokieMart forms:

- Click on the **icon** immediately following a line item description.

National Association of Educational Procurement		Contract				
Order Address 2 5523 Research Park Dr Ste 340, Baltimore, MD 21228 US		PO Number	To Be Assigned			
Add non-catalog item for this supplier...						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Yearly Membership Dues 01/01/10-12/31/10  more info...	DP	YR	1,135.00	1 YR	1,135.00 USD	<input type="checkbox"/>
Supplier subtotal					1,135.00 USD	

The form will reopen.

National Association of Educational Procurement		Contract				
Order Address 2 5523 Research Park Dr Ste 340, Baltimore, MD 21228 US		PO Number	To Be Assigned			
Add non-catalog item for this supplier...						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 Yearly Membership Dues 01/01/10-12/31/10  more info...	DP	YR	1,135.00	1 YR	1,135.00 USD	<input type="checkbox"/>
2 Additional members: B. Sutphin, M. Cartwright  more info...	DP	YR	135.00	1 YR	135.00 USD	<input type="checkbox"/>
Supplier subtotal					1,270.00 USD	

New Item

- **Highlight and delete** current information.
- Update "General Info" section of the form.
- Click "Add and go to cart."
- Click "Go."

The additional item(s) will now be in the active cart.

Process PR as usual.