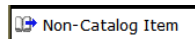


Quick Guide - Non-Catalog Item (04-01-09)

HokieMart Will Deliver **OR** User Will Deliver

From Main Screen of HokieMart

- Click “Non-Catalog Item”
- Click “choose supplier.”



When searching for a supplier, see Vendor Query Tips and Tricks.

A screenshot of the "Non-Catalog Item" form. At the top, it says "{No Supplier Selected} choose supplier...". Below is a table with columns: Product Description, Catalog No., Quantity, Price Estimate, and Packaging. The Product Description field contains "Batteries". The Packaging dropdown menu is set to "EA - Each". At the bottom, there are three buttons: "Save and Close", "Save and Add Another", and "Close". A red arrow points to the "choose supplier..." text.

A search box will be displayed allowing users to search for a particular supplier.

- Enter Supplier Name.

A "Supplier Search" dialog box. It has a text input field for "Supplier Name" containing "Fisher Auto" and a "Results per page" dropdown set to "20". There are "Search" and "Cancel" buttons at the bottom.

- Click Search.

A list of possible suppliers/addresses will be displayed.

A screenshot of the search results. It shows "Results per page" set to 20 and "Suppliers found: 1". Below is a table with columns "Supplier Name/Address" and "Select". The entry is "Fisher Auto Parts Inc" with three order addresses listed. A red arrow points to the "Select" button for the first address.

- Click “Select” for the desired supplier/address.
- Enter Product/Description of the item(s) being purchased.
- Enter Catalog No. when available.
- Enter desired Quantity (cannot be 0).
- Enter a Price Estimate for the item(s). A \$\$ amount must be provided.
- From the drop-down menu, choose Packaging (EA, FT, BG, etc.).

A screenshot of the "Non-Catalog Item" form with data entered. The Product Description is "Batteries", Quantity is "2", Price Estimate is "115.00", and Packaging is "EA - Each". The bottom buttons are "Save and Close", "Save and Add Another", and "Close".

When only **one item** is to be ordered add the item and:

- Click “Save and Close.”



OR

When **additional items** need to be added:

- Click “Save and Add Another”
After adding each item.

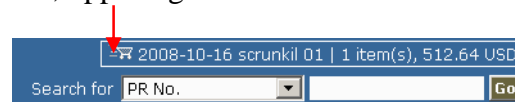


- Click “**Save and Close**” when the last item(s) has been entered



User will now be in the Main Screen of HokieMart.

- Click on the shopping cart icon in the far, upper right-hand corner.



User will now be in the **Cart – Draft Requisition**
Edit Cart mode.



To Complete Requisition

Step 1 (Edit Mode)

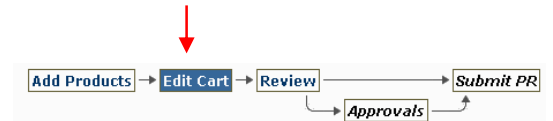


***Verify the delivery option.**

A warning message will be displayed to remind the user to verify the delivery method in “send to Supplier?” field.

| ⚠: Verify delivery method in "Send to Supplier?" field

Step 2 (Edit Mode)



User **may receive** the following two error messages requesting that a contract be selected for the PR (depending on the users' visibility privileges).

- Click "Select contract."

Contract *no value*
⚠ A contract has not been selected for one or more line items where one is available for assignment.

PO Number To Be Assigned

Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
EA	65.00	<input type="text" value="10"/>	EA 650.00 USD	<input type="checkbox"/>

[Select contract...](#)

⚠ Contract(s) available for assignment to this line.

An information box will open. User should:

- Click on the radio box to the left of the contract number.
- Click "OK."

Select a Price and Contract Here

Step 1: Select a Price Step 2: Select a Contract

Price set currency USD No Contract present.

65.00 USD 2000101 (Uniforms)

(Current price) Superior Uniform Group d/b/a Fashion Seal and Martin Uniforms. One of several state [more]

The contract number will now appear above the line item.

Contract: 2000101 more info...
Select contract...

⚠ Contract(s) available for assignment to this line.

- Click "Save."

Step 3

If user wishes to add additional item(s) to the cart at this point,

- Click “Add non-catalog item for this supplier,” located above the Product Description.

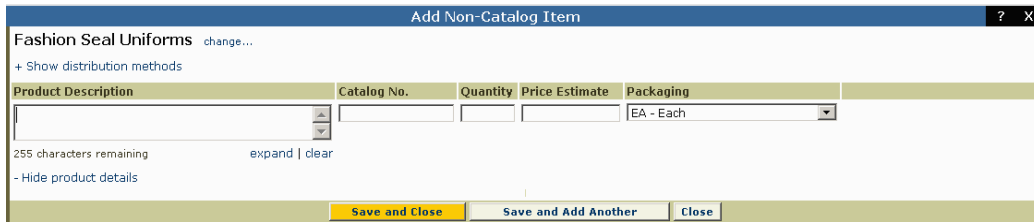


The screenshot shows a table with the following columns: Product Description, Catalog No, Size / Packaging, Unit Price, Quantity, and Ext. Price. The first row contains the text "White monogrammed uniforms as per attached specifications" and "EA". Above the table, a red arrow points to the link "Add non-catalog item for this supplier...".

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 White monogrammed uniforms as per attached specifications more info...		EA	65.00	10 EA	650.00 USD

Contract: 2000101 [more info...](#)
Select contract...

A box will open which will allow you to add other item(s) to the cart.



The dialog box is titled "Add Non-Catalog Item". It contains a form with the following fields: Product Description (with a "change..." link), Catalog No., Quantity, Price Estimate, and Packaging (with a dropdown menu set to "EA - Each"). There are also buttons for "Save and Close", "Save and Add Another", and "Close".

- Contract number may need to be added for each additional line item.
- Follow instructions above for adding items to the cart.

Step 4

- Complete the PR using instructions –
 - Edit the Cart
 - Review the Cart
 - Submit the PR
- Follow the Quick Guide for Requisition and Purchase Order Follow-up.