
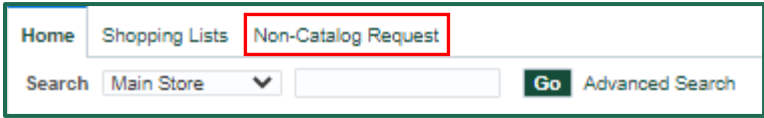
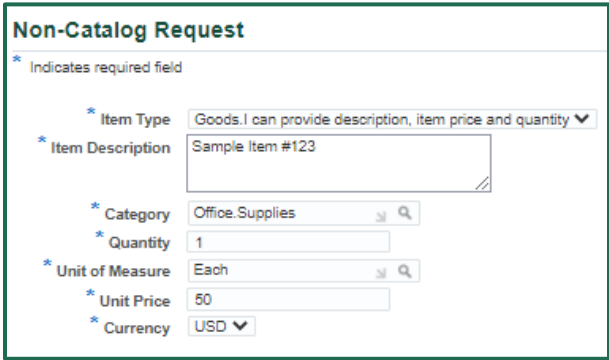
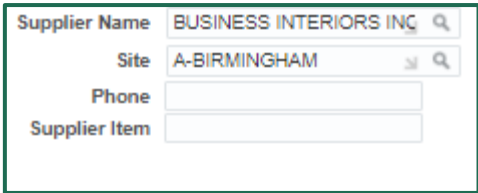
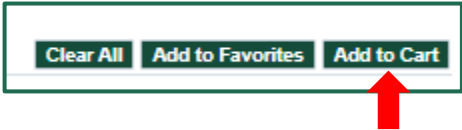


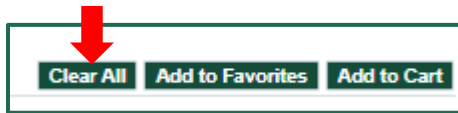
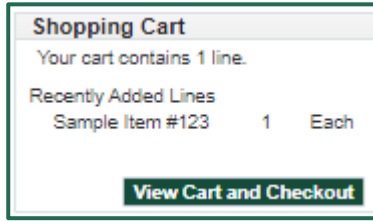
**iProcurement: Adding Items as a Non-Catalog Request**

	<p>This method is used if you are ordering items from suppliers <i>other than</i> the Punchout suppliers (Dell, Fisher Scientific, Staples) <b>or</b> if you have a quote that displays special pricing.</p>
<p>1. Click on <b>Non-Catalog Request</b>.</p>	
<p>2. Enter your item information in the required fields.</p> <p>The required fields are noted by the asterisk (*).</p>	
<p>3. Enter the vendor's name in the <b>Supplier Name</b> field.</p> <p>The system will populate the <b>Site</b> field and any additional fields if applicable.</p>	
<p>4. Click <b>Add to Cart</b>.</p>	

5. The item will appear in your **Shopping Cart** as shown.

To add additional items, do **one** of the following:

- a. Click **Clear All** and follow steps 2-4, or
- b. Update the desired fields to reflect the new item and click **Add to Cart**.



**Non-Catalog Request**   **Clear All**   **Add to Favorites**   **Add to Cart**

\* Indicates required field

\* Item Type: Goods I can provide description, item price and quantity  
 \* Item Description: Sample Item #456  
 \* Category: Office Supplies  
 \* Quantity: 2  
 \* Unit of Measure: Each  
 \* Unit Price: 25  
 \* Currency: USD

Supplier Name: BUSINESS INTERIORS INC  
 Site: A-BIRMINGHAM  
 Phone: \_\_\_\_\_  
 Supplier Item: \_\_\_\_\_

6. When you have finished adding your items, click **View Cart and Checkout** from the **Shopping Cart**.

