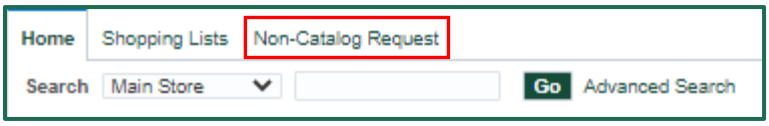
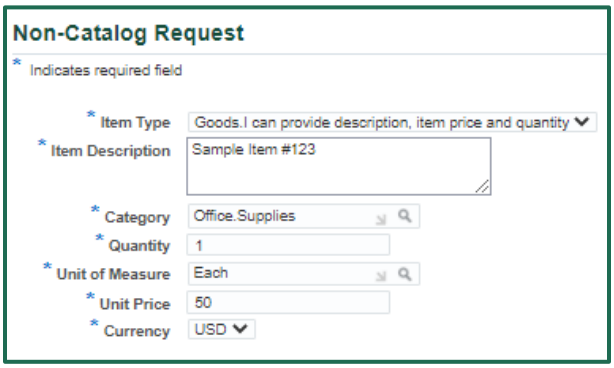
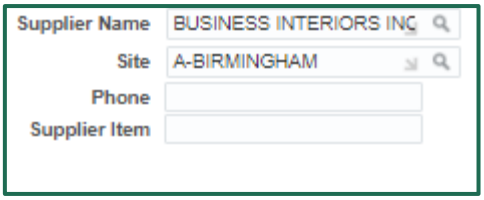
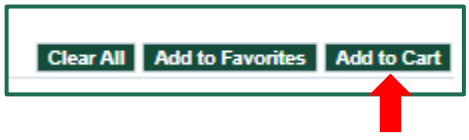
iProcurement: Adding Items as a Non-Catalog Request

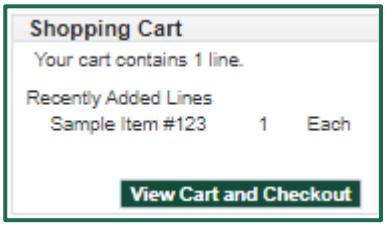
	This method is used if you are ordering items from suppliers *other than* the Punchout suppliers (Dell, Fisher Scientific, Staples) **or** if you have a quote that displays special pricing.
1. Click on **Non-Catalog Request.**	
2. Enter your item information in the required fields. The required fields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

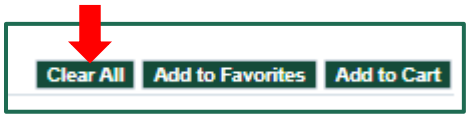
5. The item will appear in your **Shopping Cart** as shown.

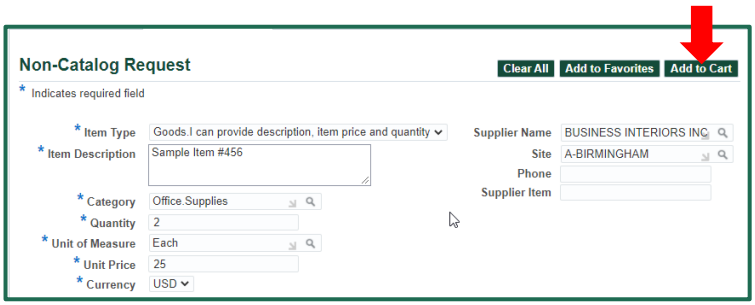
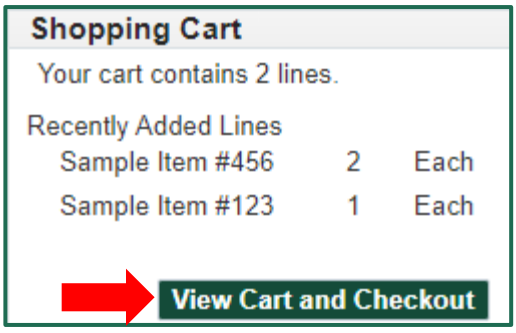
   To add additional items, do **one** of the following:

   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**.







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