

Creating a Non-catalog Item

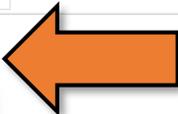
1. From the home page of the OK Corral choose “Non-Catalog Item” from the top of the Shop bar.

The screenshot shows the OK Corral website interface. At the top left is the 'OK CORRAL' logo. To the right of the logo is a navigation bar with the following elements: 'All' with a dropdown arrow, a search box labeled 'Search (Alt+Q)' with a magnifying glass icon, '0.00 USD' with a shopping cart icon, a heart icon with a '32' badge, and a user profile icon with a '115' badge. Below the navigation bar is a search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.' and a blue search button. An orange arrow points to the 'Non-Catalog Item' link in the 'Go to:' section of the navigation bar. Other links in the 'Go to:' section include 'Favorites', 'Forms', 'Shop', and 'Quick Order'. Below the search bar is a 'MESSAGE BOARD' section with a graphic that says 'Achievement of Excellence In Procurement'. To the right of the message board is a 'Procurement Resources and OK Corral Support' section with five links: 'Procurement Guidelines', 'OK Corral Guides', 'Punch-Out Guides', 'Resources & Forms', and 'Procurement Staff'. At the bottom of the page is a section titled 'Contracts Available to OSU and the A&M System - Links to External Websites'.

2. Enter your supplier name in the “Supplier” field.

Add Non-Catalog Item ✕

Supplier: Existing Supplier ▼ ★ ▼

Dearinger 🔍 

DEARINGERS
Doing Business As: Dearingers ▼

Description ★	Catalog No. ★	Quantity ★	Price	Packaging
<input type="text"/> <small>254 characters remaining</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each ▼

Additional Details ▼

Manufacturer Name Manufacturer Part No

Product Flags
  Controlled substance
  Recycled

★ Required fields

Save Save And Add Another Close

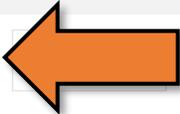
3. Enter a description of what you are purchasing in the “Description” field.

Add Non-Catalog Item ✕

Supplier: Existing Supplier ▼ ★ ▼

DEARINGERS **Fulfillment Address** ➤ **Distribution Methods** ➤

Item ▼

Description ★	Catalog No. ★	Quantity ★	Price	Packaging
Custom portfolios per quote 123456 previously submitted. <small>198 characters remaining</small>		<input type="text"/>	<input type="text"/>	EA - Each ▼

Additional Details ▼

Manufacturer Name Manufacturer Part No

Product Flags
  Controlled substance
  Recycled

★ Required fields Save Save And Add Another Close

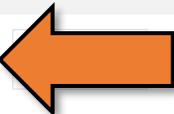
4. Enter your catalog number, if applicable, in the “Catalog No.” field. If not applicable, enter N/A.

Add Non-Catalog Item ✕

Supplier: Existing Supplier ▼ ★ ▼

DEARINGERS 🔍 **Fulfillment Address** ➤ **Distribution Methods** ➤

Item 28 items have been found containing 'N/A' in their Catalog No. [View](#) ▼

Description ★	Catalog No. ★	Quantity ★	Price	Packaging
Custom portfolios per quote 123456 previously submitted. <small>198 characters remaining</small>	N/A 			EA - Each ▼

Additional Details ▼

Manufacturer Name Manufacturer Part No

Product Flags

Controlled substance

Recycled

★ Required fields

Save **Save And Add Another** **Close**

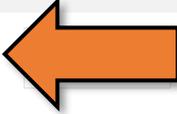
5. Enter your quantity in the “Quantity” field.

Add Non-Catalog Item ✕

Supplier: Existing Supplier ▼ ★ ▼

DEARINGERS **Fulfillment Address** ▶ **Distribution Methods** ▶

Item 28 items have been found containing 'N/A' in their Catalog No. [View](#) ▼

Description ★	Catalog No. ★	Quantity ★	Price	Packaging
<input type="text" value="Custom portfolios per quote 123456 previously submitted."/> <small>198 characters remaining</small>	<input type="text" value="N/A"/>	<input type="text" value="150"/> 		<input type="text" value="EA - Each"/> ▼

Additional Details ▼

Manufacturer Name Manufacturer Part No

Product Flags
 Controlled substance
 Recycled

★ Required fields Save Save And Add Another Close

6. Enter your quote price for your product in the “Price” field.

Add Non-Catalog Item ✕

Supplier: Existing Supplier ▼ ★ ▼

DEARINGERS 🔍 ▶ Fulfillment Address ▶ Distribution Methods ▶

Item 28 items have been found containing 'N/A' in their Catalog No. [View](#) ▼

Description ★	Catalog No. ★	Quantity ★	Price	Packaging
Custom portfolios per quote 123456 previously submitted. <small>198 characters remaining</small>	N/A	150	25.00	Each ▼

Additional Details ▼

Manufacturer Name Manufacturer Part No

Product Flags
 Controlled substance
 Recycled

★ Required fields Save Save And Add Another Close

7. Select your unit of measure from the “Packaging” field.

Add Non-Catalog Item ✕

Supplier: Existing Supplier ▼ ★ ▼

DEARINGERS 🔍 Fulfillment Address ➤ Distribution Methods ➤

Item 28 items have been found containing 'N/A' in their Catalog No. [View](#) ▼

Description ★	Catalog No. ★	Quantity ★	Price	Packaging
Custom portfolios per quote 123456 previously submitted. <small>198 characters remaining</small>	N/A	150	25.00	EA - Each ▼

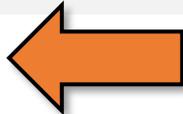
Additional Details ▼

Manufacturer Name Manufacturer Part No

Product Flags
 Controlled substance
 Recycled

★ Required fields

Save Save And Add Another Close



8. Optional: Enter the manufacturer name and part number in the “Additional Details” section.

Add Non-Catalog Item ✕

Supplier: Existing Supplier ★ ▼

DEARINGERS 🔍 ▶ Fulfillment Address ▶ Distribution Methods ▶

Item 28 items have been found containing 'N/A' in their Catalog No. [View](#) ▼

Description ★	Catalog No. ★	Quantity ★	Price	Packaging
Custom portfolios per quote 123456 previously submitted. <small>198 characters remaining</small>	N/A	150	25.00	EA - Each ▼

Additional Details ▼

Manufacturer Name Manufacturer Part No Product Flags
 Controlled substance
 Recycled

★ Required fields Save Save And Add Another Close



9. If you have another non-catalog item to add to your cart for this same supplier, click “Save and Add Another”. If not, click “Save”.

Add Non-Catalog Item ✕

Supplier: Existing Supplier ★ ▼

DEARINGERS 🔍 ▶ Fulfillment Address ▶ Distribution Methods ▶

Item 28 items have been found containing 'N/A' in their Catalog No. [View](#) ▼

Description ★	Catalog No. ★	Quantity ★	Price	Packaging
Custom portfolios per quote 123456 previously submitted. <small>198 characters remaining</small>	N/A	150	25.00	EA - Each ▼

Additional Details ▼

Manufacturer Name: Seagate Manufacturer Part No: LK12345

Product Flags
 Controlled substance
 Recycled

★ Required fields

Save Save And Add Another