

Step-by-Step Guide

Creating Shopping Carts from Non-Catalog Items



In This Guide

- ✓ Selecting a non-catalog item
- ✓ Creating a shopping cart

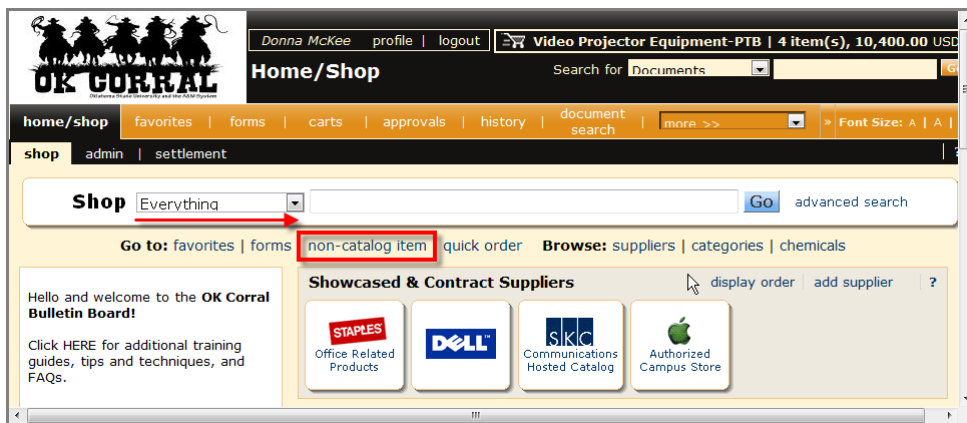
This guide demonstrates how to add non-catalog items or services to your shopping cart. The non-catalog item is used to request items or services not found in punch-out or hosted catalogs.

With non-catalog items you can request:

- Special items, which are physical items.
- Services, which are tasks or events performed by suppliers.

Procedure

1. From the navigation bar or the Go to section of the OK Corral home page, select the **non-catalog item**.



2. Enter the required **Non-Catalog Item** information.

- A. Enter the **Supplier** or click the **supplier search** link. Validate that the supplier and order **Fulfillment Address** selected are accurate. An order fulfillment address is the address to which the purchase order will be issued.
- B. Enter the **Product Description**.
- C. Enter the **Catalog No.**
- D. Enter the **Quantity**.
- E. Enter the **Price Estimate**.
- F. Enter the **Packaging** unit of measure.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Panasonic PT-6300US DLP Projector	123-456	1	5,000.00	EA - Each

Step-by-Step Guide

Creating Shopping Carts from Non-Catalog Items



3. Enter the optional **Product Details** information if applicable.

G. Enter the **Commodity Code**.

H. Enter the **Manufacturer Name**.

I. Enter the **Manufacturer Part No.**

J. Click the **add attachments** link to attach **External Documents** (if applicable).

4. After entering the item or service information:

- If you only want to order one item from the supplier, click **Save and Close**.
- If you want to order multiple items from the supplier or another supplier, click **Save and Add Another**. The screen will empty except for the supplier, which can be modified if needed.
- Click **Close** if you want to exit the Non-Catalog Item window.

▲ Optional: To edit the non-catalog item once added to the cart, simply click on its name in the cart and the popup will display.

Step-by-Step Guide

Creating Shopping Carts from Non-Catalog Items



5. Enter a unique shopping cart **Name** (optional) and click the **Update** button.

- Shop Smart!
Name your Cart!

Shopping Cart for Patrick Biggs

Name this cart: Video Projector Equipment-PTB

4 Item(s) for a total of 10,400.00 USD
subtotal: 10,400.00 USD
estimated tax, shipping & handling: 0.00 USD

Proceed to Checkout or Assign Cart

Have you made changes? Update

Product Description	Unit Price	Quantity	Total
Panasonic PT-6300US DLP Projector	5,000.00 USD	1	5,000.00 USD

Cart Name: A default cart name, comprised of the following data is automatically assigned:
Create Date + User Name + Sequential Number.

For example: 2011-04-01 sallyshopper 03

- ▲ You can accept the default name but it is **recommended** to enter a unique name which can be used later to easily identify or search for your shopping cart.

6. The following section is **optional** and outlines how to add a **Contract Number** and indicate **Cost Matching** if applicable. If this is not required for your cart, reference the end of this guide to see **Your Next Steps** section.
7. Click the **Proceed to Checkout** button
8. To add a **Contract Number** (for example: E&I, OSU or OU contract number), Click the **Requisition** ⇒ **Summary** tabs.
9. Click the **edit**.

Requisition Summary

General
Cart Name: Video Projector Equipment-PTB
Description: no value
Requestor: Sally Shopper
Priority: Normal
Shopper: Sally Shopper
Contract #: C123456-789
Campus Code: PS
Panhandle State

Step-by-Step Guide

Creating Shopping Carts from Non-Catalog Items



10. Enter the **Contract Number**.

11. Click the **Cost Match** ☒ checkbox if invoices will be matched by cost rather than quantity.

12. Click the **Save** button.

You have successfully added a non-catalog item to your shopping cart.

Your Next Step

Shoppers:

See the ***Assigning Shopping Carts*** Step-by-Step Guide, where you'll learn how to:

- ✓ Assign shopping carts
- ✓ Search for requesters
- ✓ Assign default requesters

Requesters:

See the ***Proceeding to Checkout*** Step-by-Step Guide, where you'll learn how to:

- ✓ Add campus and shipping information
- ✓ Add accounting codes
- ✓ Submit shopping carts as requisitions