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.
2. Enter your supplier name in the “Supplier” field.
3. Enter a description of what you are purchasing in the “Description” field.
4. Enter your catalog number, if applicable, in the “Catalog No.” field. If not applicable, enter N/A.
5. Enter your quantity in the “Quantity” field.

<table>
<thead>
<tr>
<th>Description</th>
<th>Catalog No.</th>
<th>Quantity</th>
<th>Price</th>
<th>Packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom portfolios per quote 123456 previously submitted.</td>
<td>N/A</td>
<td>150</td>
<td></td>
<td>EA - Each</td>
</tr>
</tbody>
</table>

Additional Details

Manufacturer Name | Manufacturer Part No | Product Flags

- Controlled substance
- Recycled

★ Required fields
6. Enter your quote price for your product in the “Price” field.
7. Select your unit of measure from the “Packaging” field.
8. Optional: Enter the manufacturer name and part number in the “Additional Details” section.

Manufacturer Name: Seagate
Manufacturer Part No: LK12345
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”.

![Image of Add Non-Catalog Item form with details filled out and Save and Add Another button highlighted]