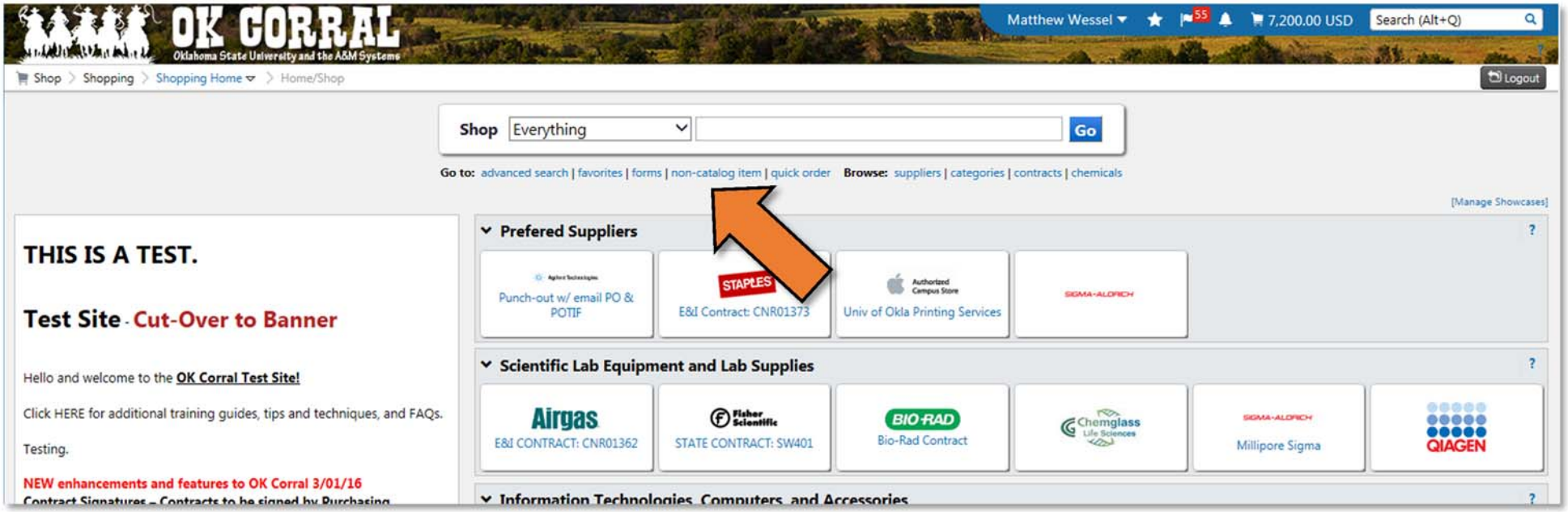
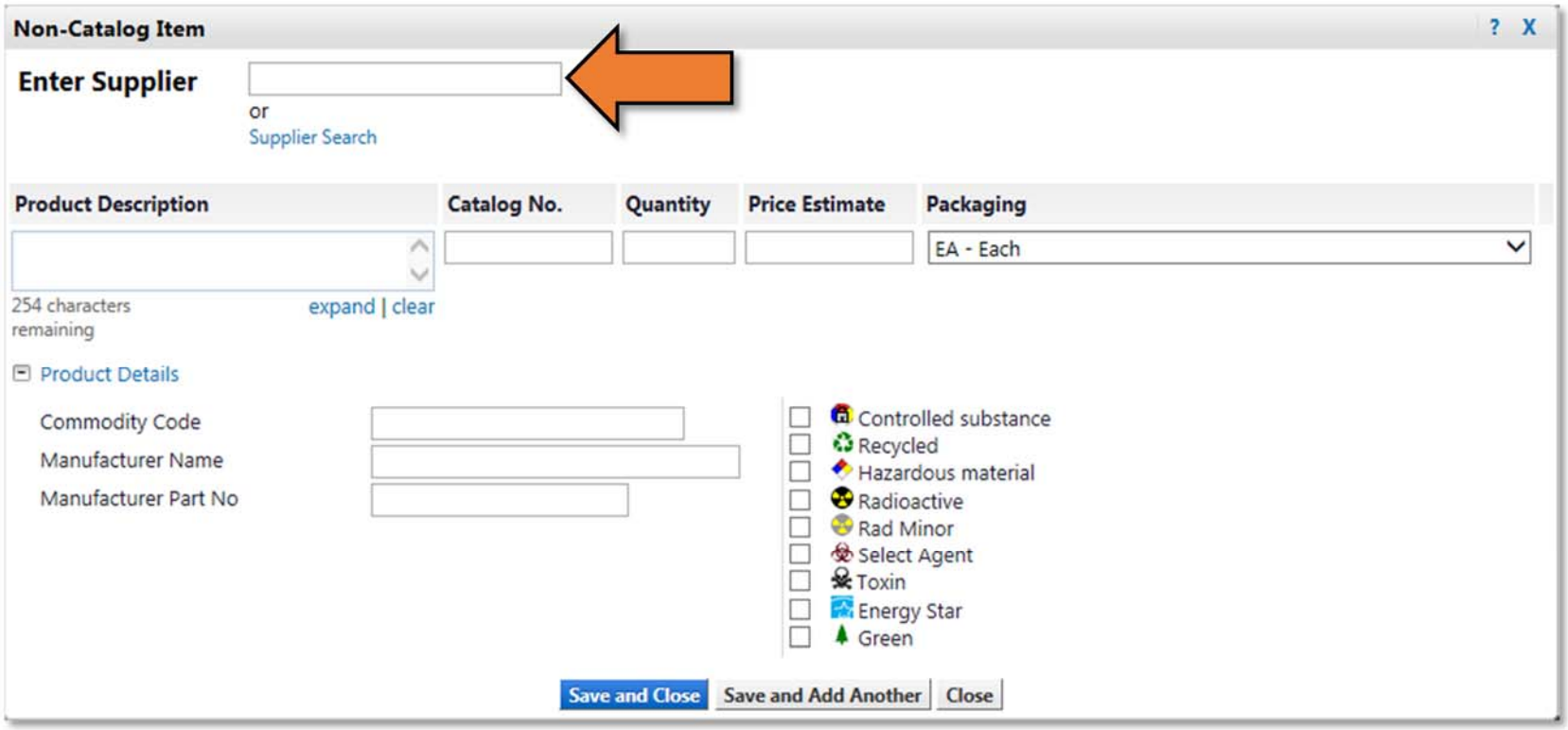
Creating a Non-catalog Item

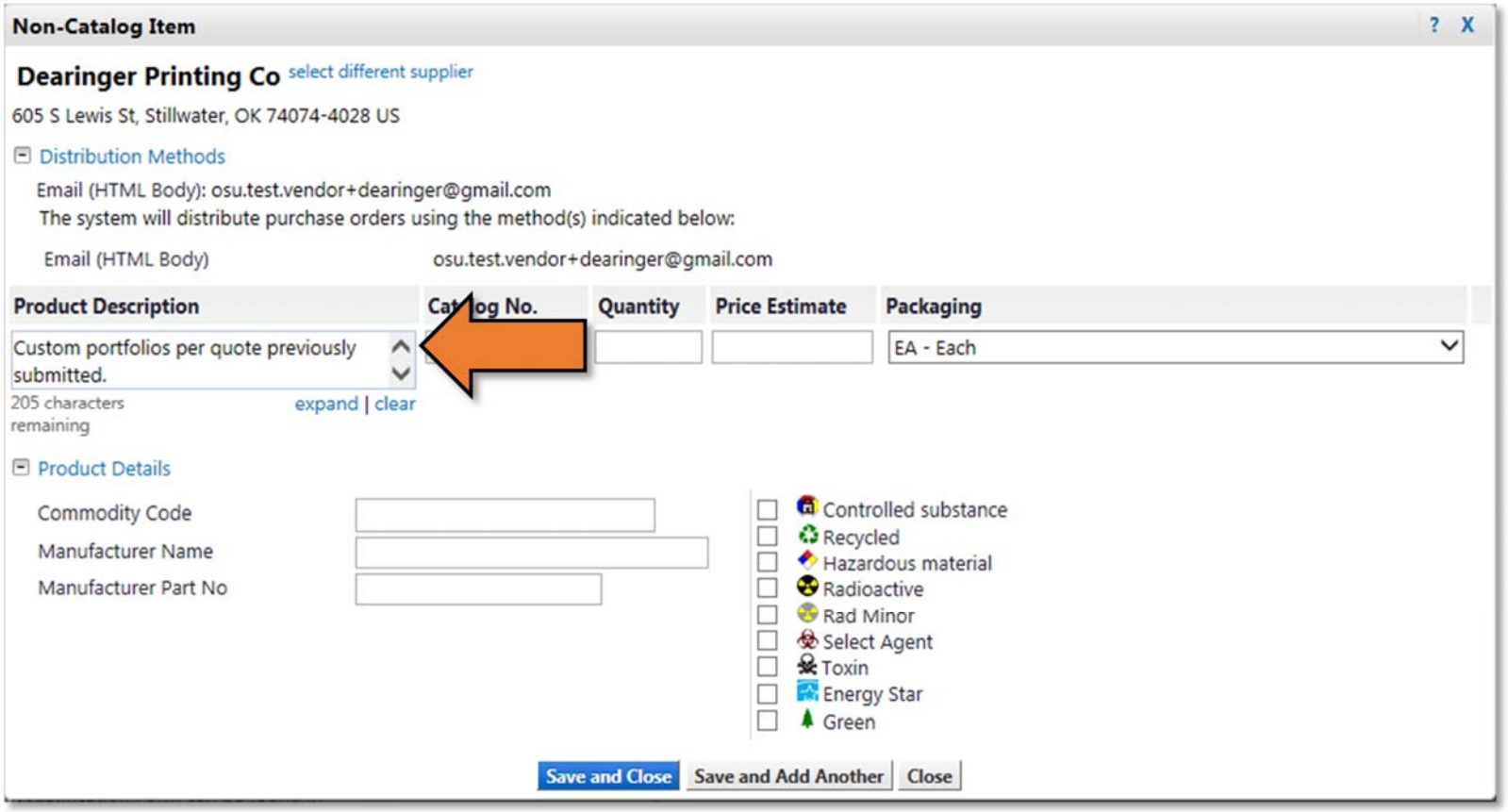
1. **From the home page of the OK Corral choose “non-catalog item” from underneath the Shop bar.**



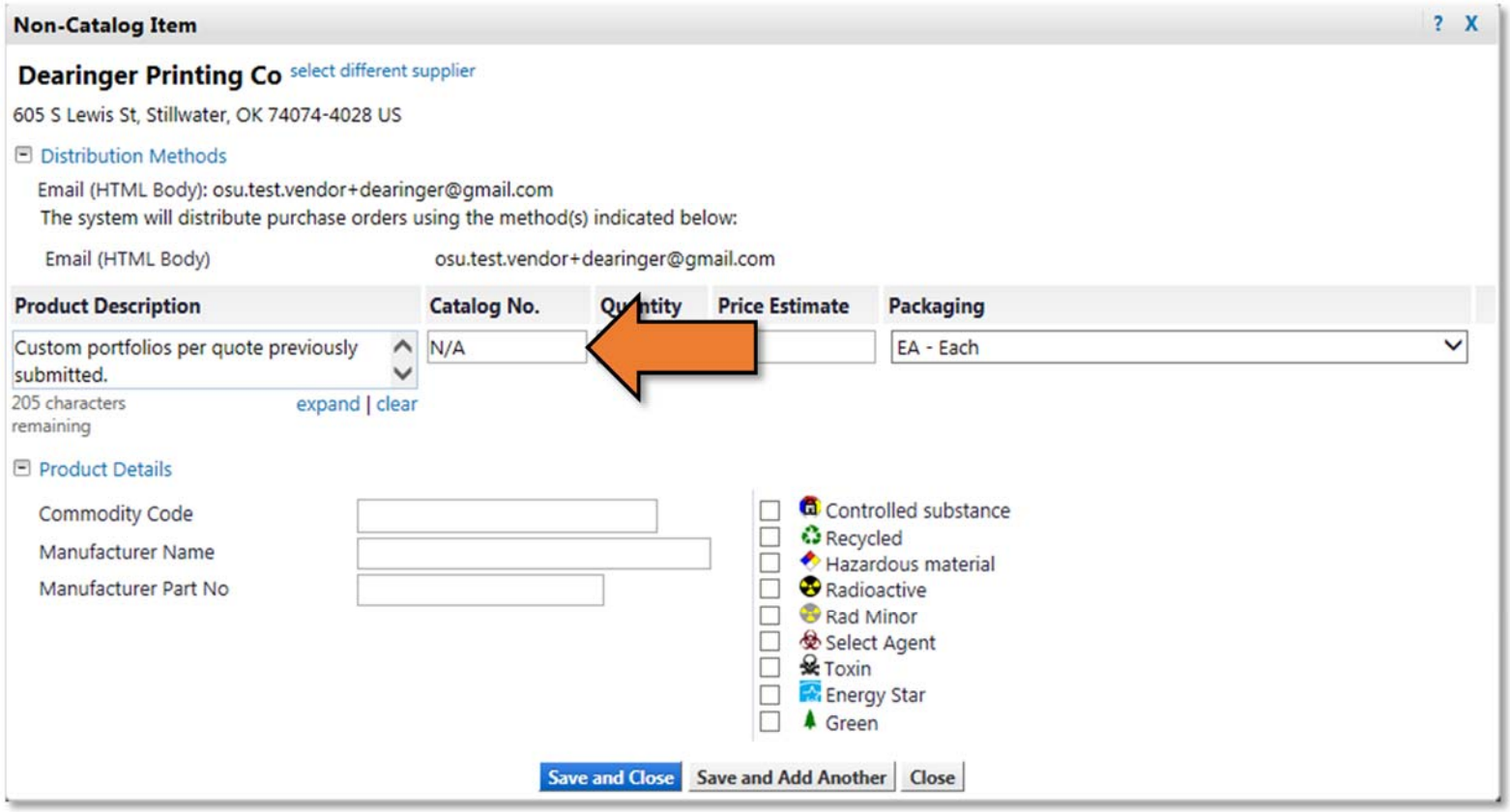
2. **Enter your supplier name in the “Enter Supplier” field.**



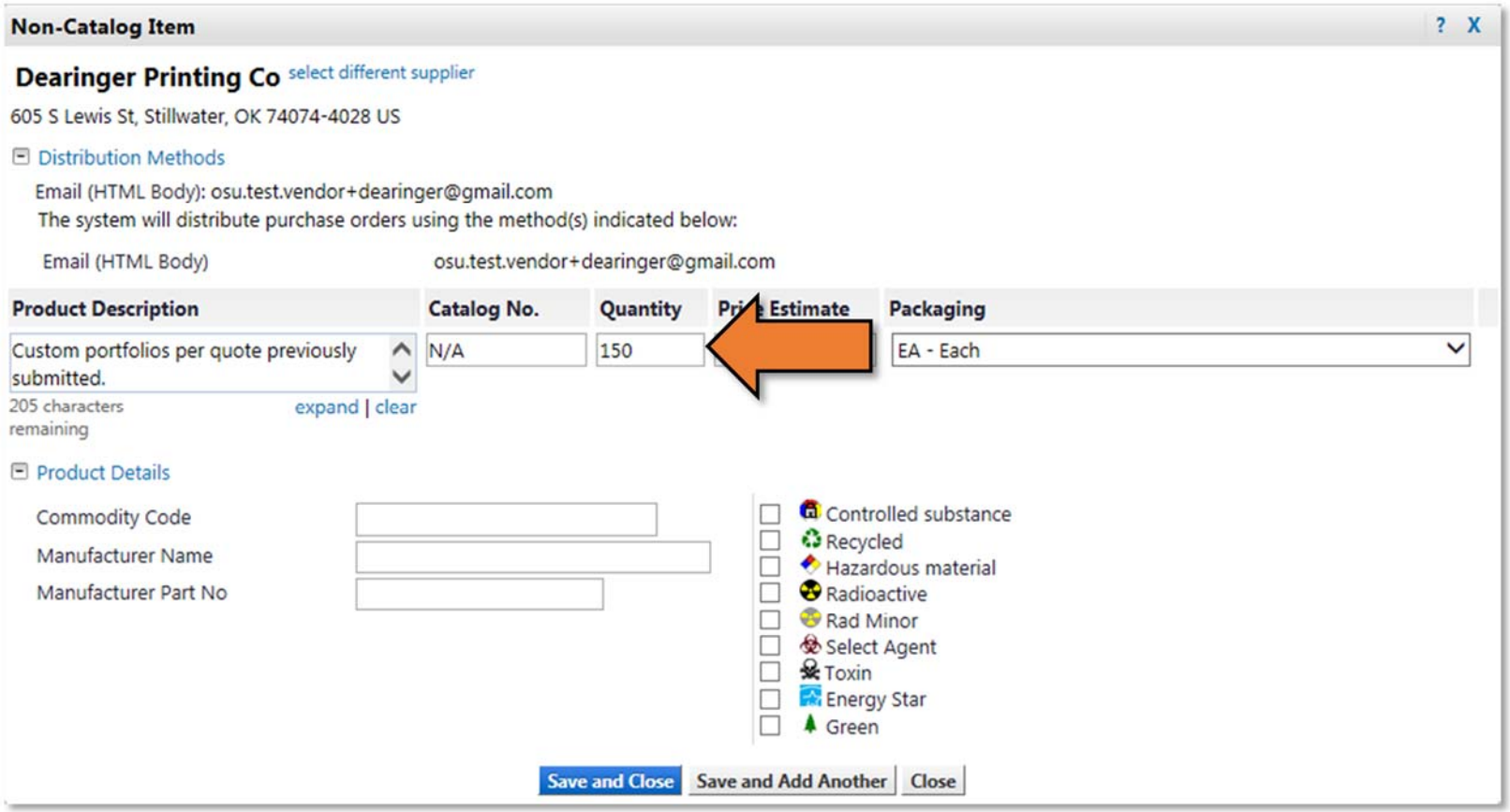
3. **Enter a description of what you are purchasing in the “Product Description” field.**



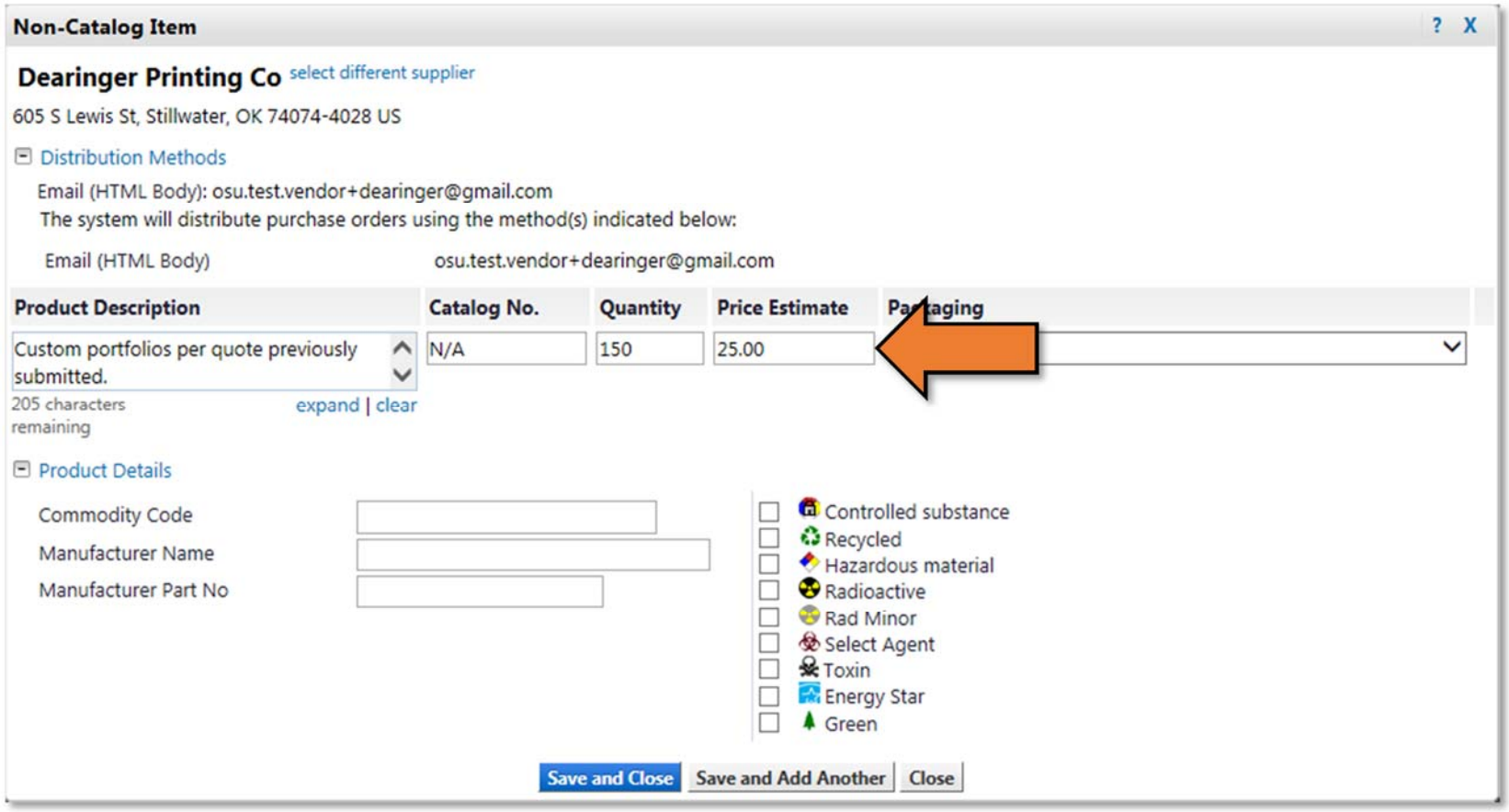
4. **Enter your catalog number, if applicable, in the “Catalog No.” field. If not applicable, enter N/A.**



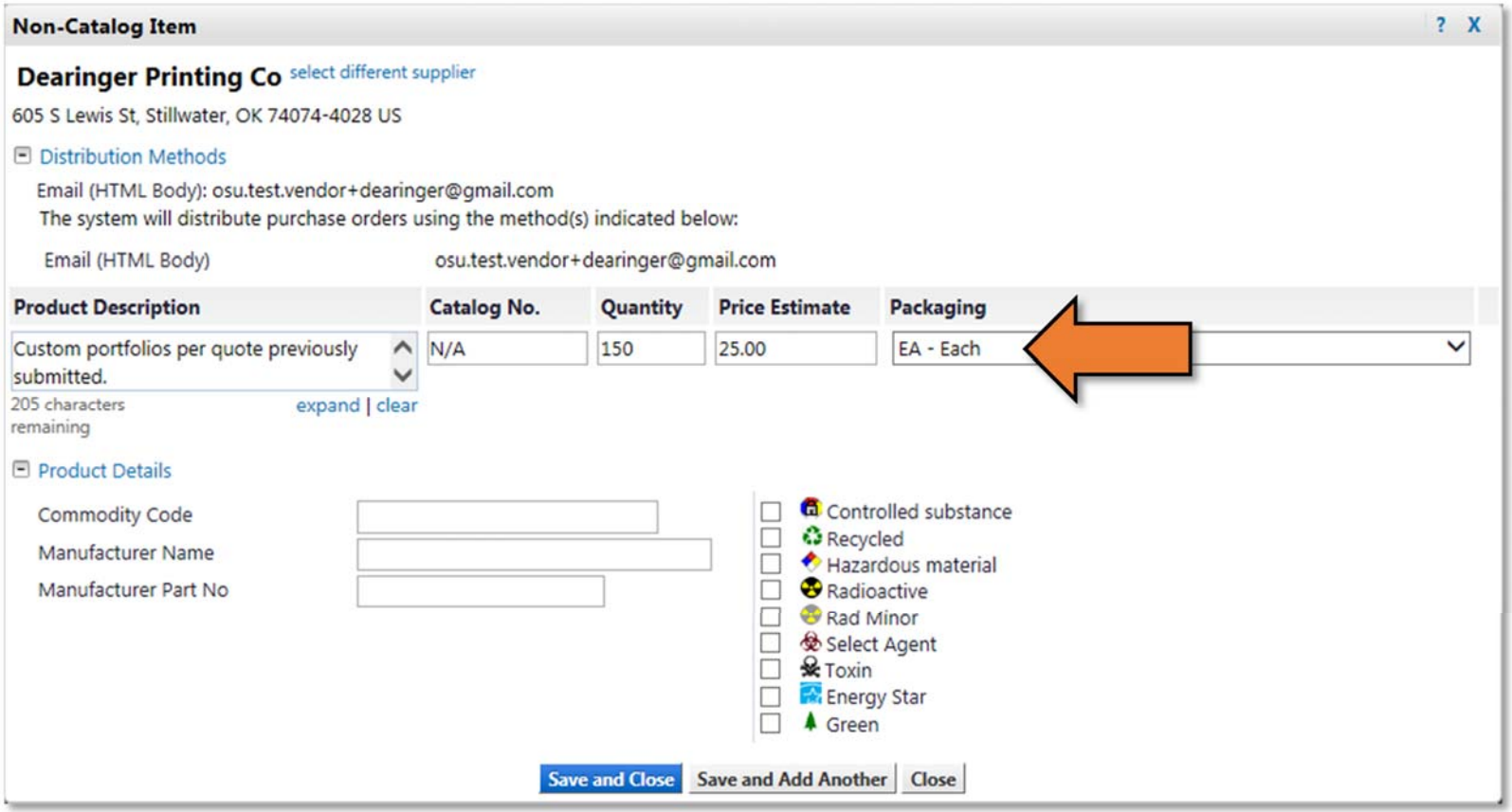
5. **Enter your quantity in the “Quantity” field.**



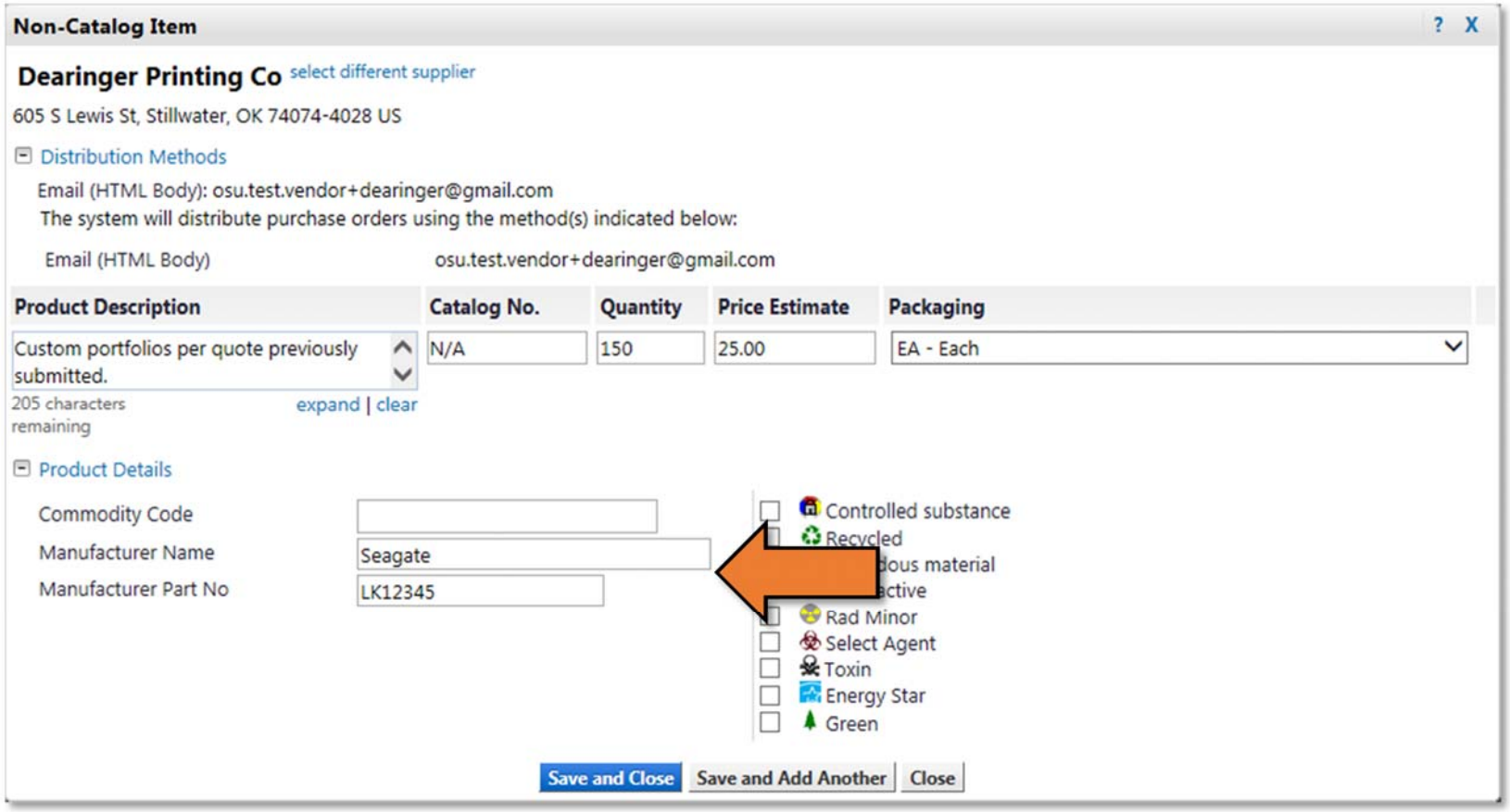
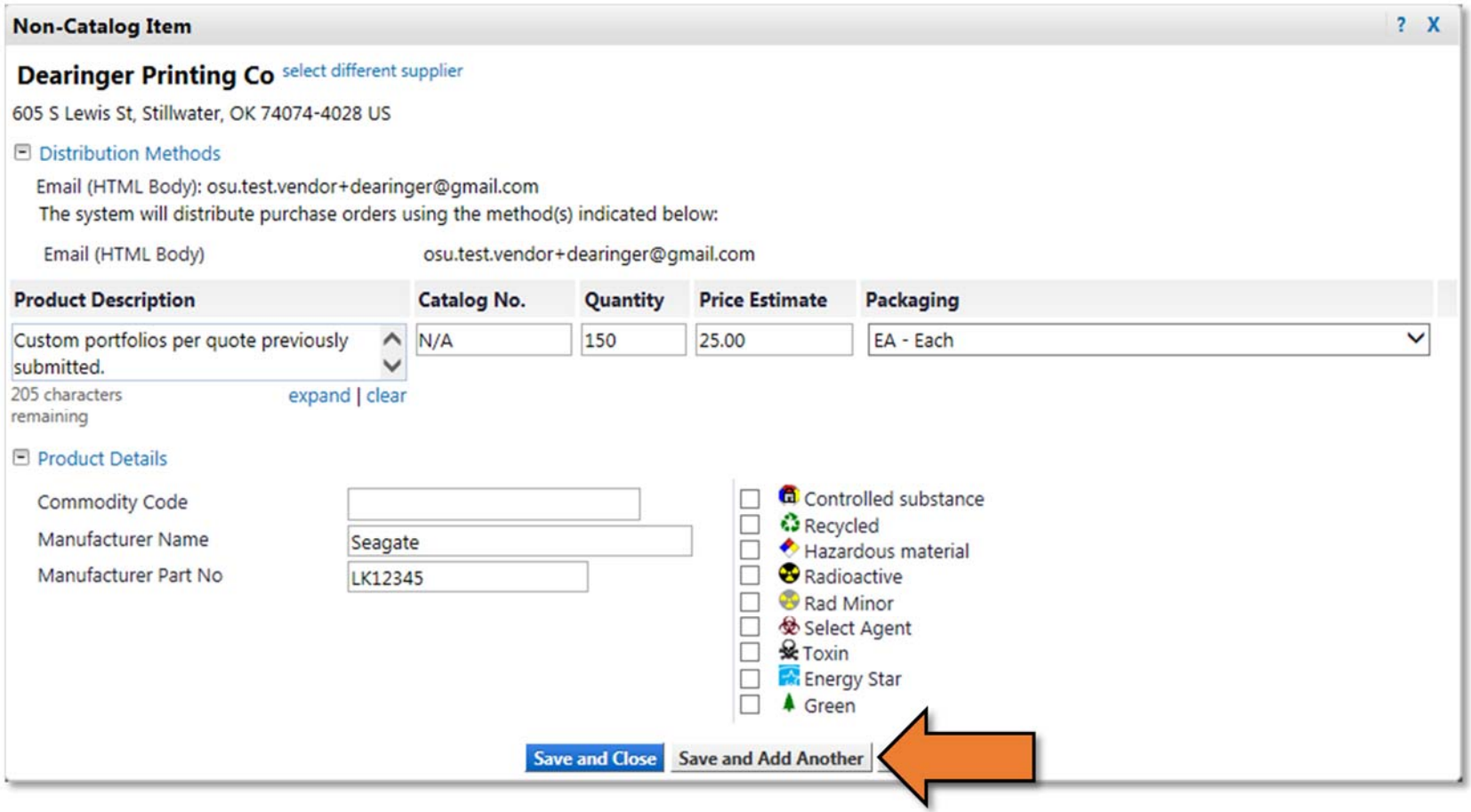
6. **Enter your quote price for your product in the “Price Estimate Field”.**



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



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



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 and Close”.**