

## Creating a Non-catalog Item

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

**OK CORRAL**  
Oklahoma State University and the A&M Systems

Matthew Wessel | 7,200.00 USD | Search (Alt+Q)

Shop > Shopping > Shopping Home > Home/Shop

Shop Everything Go

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

[Manage Showcases]

**THIS IS A TEST.**

**Test Site - Cut-Over to Banner**

Hello and welcome to the **OK Corral Test Site!**

Click [HERE](#) for additional training guides, tips and techniques, and FAQs.

Testing.

**NEW enhancements and features to OK Corral 3/01/16**  
**Contract Signatures – Contracts to be signed by Purchasing**

**Preferred Suppliers**

- Agilent Technologies  
Punch-out w/ email PO & POTIF
- STAPLES**  
E&I Contract: CNR01373
- Authorized Campus Store  
Univ of Okla Printing Services
- SIGMA-ALDRICH

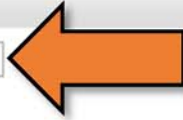
**Scientific Lab Equipment and Lab Supplies**

- Airgas**  
E&I CONTRACT: CNR01362
- Fisher Scientific**  
STATE CONTRACT: SW401
- BIO-RAD**  
Bio-Rad Contract
- Chemglass** Life Sciences
- SIGMA-ALDRICH  
Millipore Sigma
- QIAGEN**

**Information Technologies, Computers, and Accessories**

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










**Non-Catalog Item** ? X

**Enter Supplier**  

or  
[Supplier Search](#)

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/> 254 characters remaining <a href="#">expand</a>   <a href="#">clear</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each <span>▼</span>

☒ [Product Details](#)

Commodity Code	<input type="text"/>	<input type="checkbox"/>  Controlled substance
Manufacturer Name	<input type="text"/>	<input type="checkbox"/>  Recycled
Manufacturer Part No	<input type="text"/>	<input type="checkbox"/>  Hazardous material
		<input type="checkbox"/>  Radioactive
		<input type="checkbox"/>  Rad Minor
		<input type="checkbox"/>  Select Agent
		<input type="checkbox"/>  Toxin
		<input type="checkbox"/>  Energy Star
		<input type="checkbox"/>  Green

[Save and Close](#) [Save and Add Another](#) [Close](#)

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

**Non-Catalog Item** ? X

**Dearinger Printing Co** [select different supplier](#)


605 S Lewis St, Stillwater, OK 74074-4028 US

☐ [Distribution Methods](#)

Email (HTML Body): osu.test.vendor+dearinger@gmail.com

The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Body) osu.test.vendor+dearinger@gmail.com










Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Custom portfolios per quote previously submitted. 205 characters remaining <a href="#">expand</a>   <a href="#">clear</a>				EA - Each ▼

☐ [Product Details](#)

Commodity Code

Manufacturer Name

Manufacturer Part No

- ☐  Controlled substance
- ☐  Recycled
- ☐  Hazardous material
- ☐  Radioactive
- ☐  Rad Minor
- ☐  Select Agent
- ☐  Toxin
- ☐  Energy Star
- ☐  Green

[Save and Close](#) [Save and Add Another](#) [Close](#)

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

**Non-Catalog Item** ? X

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Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Custom portfolios per quote previously submitted. 205 characters remaining <a href="#">expand</a>   <a href="#">clear</a>	N/A			EA - Each

☐ [Product Details](#)

Commodity Code

Manufacturer Name

Manufacturer Part No

- ☐  Controlled substance
- ☐  Recycled
- ☐  Hazardous material
- ☐  Radioactive
- ☐  Rad Minor
- ☐  Select Agent
- ☐  Toxin
- ☐  Energy Star
- ☐  Green

[Save and Close](#) [Save and Add Another](#) [Close](#)

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

**Non-Catalog Item** ? X

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Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Custom portfolios per quote previously submitted. <small>205 characters remaining</small> <a href="#">expand</a>   <a href="#">clear</a>	N/A	150		EA - Each

[-] Product Details

Commodity Code

Manufacturer Name

Manufacturer Part No

☐ Controlled substance

☐ Recycled

☐ Hazardous material

☐ Radioactive

☐ Rad Minor

☐ Select Agent

☐ Toxin

☐ Energy Star

☐ Green

Save and Close

Save and Add Another

Close

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

**Non-Catalog Item**

**Dearinger Printing Co** [select different supplier](#)

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Email (HTML Body)	osu.test.vendor+dearinger@gmail.com
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Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Custom portfolios per quote previously submitted. <small>205 characters remaining expand   clear</small>	N/A	150	25.00	

☐ [Product Details](#)

Commodity Code	<input type="text"/>	<input type="checkbox"/> Controlled substance
Manufacturer Name	<input type="text"/>	<input type="checkbox"/> Recycled
Manufacturer Part No	<input type="text"/>	<input type="checkbox"/> Hazardous material
		<input type="checkbox"/> Radioactive
		<input type="checkbox"/> Rad Minor
		<input type="checkbox"/> Select Agent
		<input type="checkbox"/> Toxin
		<input type="checkbox"/> Energy Star
		<input type="checkbox"/> Green

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

**Non-Catalog Item** ? X

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Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Custom portfolios per quote previously submitted. <small>205 characters remaining</small> <a href="#">expand</a>   <a href="#">clear</a>	N/A	150	25.00	EA - Each

☐ **Product Details**

Commodity Code

Manufacturer Name

Manufacturer Part No

- ☐ Controlled substance
- ☐ Recycled
- ☐ Hazardous material
- ☐ Radioactive
- ☐ Rad Minor
- ☐ Select Agent
- ☐ Toxin
- ☐ Energy Star
- ☐ Green

[Save and Close](#) [Save and Add Another](#) [Close](#)



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

Non-Catalog Item

Dearinger Printing Co

select different supplier

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Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<div>Custom portfolios per quote previously submitted.</div> <div>205 characters remaining</div> <div>expand   clear</div>	N/A	150	25.00	EA - Each

Product Details

Commodity Code

Manufacturer Name

Manufacturer Part No

Seagate

LK12345

Controlled substance

Recycled

Flammable material

Radioactive

Rad Minor

Select Agent

Toxin

Energy Star

Green

Save and Close

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 and Close”.

Non-Catalog Item

Dearinger Printing Co

[select different supplier](#)

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<div>Custom portfolios per quote previously submitted.</div> <div>205 characters remaining</div> <div><a href="#">expand</a>   <a href="#">clear</a></div>	N/A	150	25.00	EA - Each

[-] Product Details

Commodity Code

Manufacturer Name

Manufacturer Part No

Seagate

LK12345

☐ Controlled substance

☐ Recycled

☐ Hazardous material

☐ Radioactive

☐ Rad Minor

☐ Select Agent

☐ Toxin

☐ Energy Star

☐ Green

Save and Close

Save and Add Another

