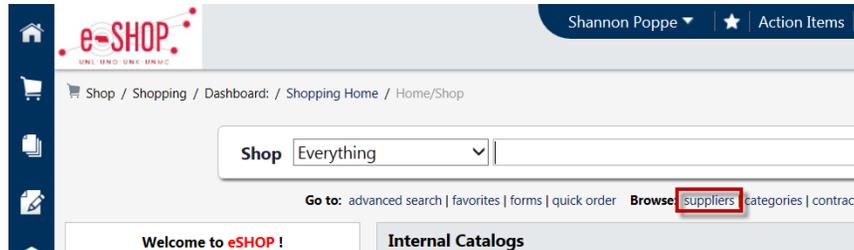
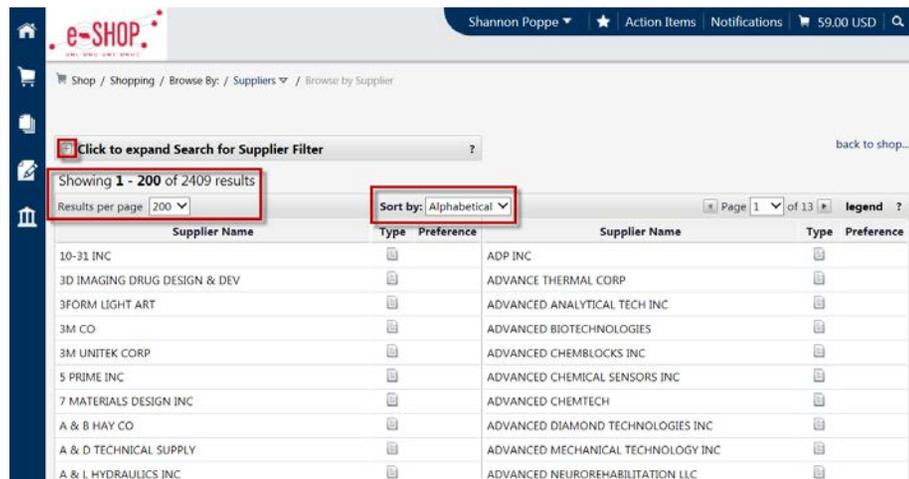


If a non-enabled supplier exists in eSHOP, you can create an order to them by using the non-catalog order. If the supplier is not in eSHOP, you need to create the PO in SAP. If the supplier is not in SAP, you will need to follow the process for requesting that a vendor be set up in SAP for you to use.

FINDING A NON-CATALOG SUPPLIER



The easiest way to find if a supplier exists in eSHOP is to browse suppliers (see above).



- By default, all suppliers (punch-out, hosted, internal, non-catalog) will display. **Hint:** Change your **Results per page** to **200** to view the maximum results possible and choose **Name: A-Z** in the **Sort by:** field to sort the suppliers alphabetically.
- To search for a specific supplier, either scroll until you find it in the list, or click the plus sign to expand the filter area. Enter the Supplier name and click **Search**.
- When you find the supplier you are searching for, click the (Non-Catalog Suppliers) icon which will open the Non-Catalog Order Form.

COMPLETING THE NON-CATALOG ORDER FORM

Complete the fields on the form as necessary. The information in **Bold** on the form is required, so be sure to include the Quantity, Estimated Price, and Product Description for each item.

You can only add one item per form, so once all the pertinent information has been entered, either select the **Add and go to Cart** option from the top of the form and click **Go** - OR - If you wish to add additional non-catalog items, select the **Add to Cart and Return** option and click **Go**.

SUBMITTING A NON-CATALOG ORDER FORM

After you have completed adding items, you can go through the check-out process in eSHOP like you would with any other order.

All non-catalog forms must be approved by your campus Procurement office, so they will require an additional approval step before the order is placed.

All items ordered by a non-catalog form will require a goods receipt be completed before their invoice will be paid.