

eSHOP Creating a Non-Catalog Order

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

ñ	e-SHOP.	Shannon Poppe 🔻 ★ Action Items
Ë	📜 Shop / Shopping / Dashboa	t: / Shopping Home / Home/Shop
	S	op Everything
B		Go to: advanced search favorites forms quick order Browse suppliers categories contract
	Welcome to eSH	P ! Internal Catalogs

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

e-SHOP.	si	annon Poppe 🔻	🛨 Action Items	Notifications 🗎	59.00 USD	0
Shop / Shopping / Browse By: / Suppliers V / Browse b	y Supplier					
Click to expand Search for Supplier Filter	7				back to	sho
Showing 1 - 200 of 2409 results	-	_				
Results per page 200 🗸	Sort by: Alphabeti	cal 🛩		■ Page 1 ♥ of 13	legend	d
Supplier Name	Type Preference		Supplier Name	т	pe Prefer	enc
10-31 INC		ADP INC		1	6	
3D IMAGING DRUG DESIGN & DEV		ADVANCE THERMAN	LCORP	l	E .	
3FORM LIGHT ART		ADVANCED ANALY	TICAL TECH INC	l	8	
3M CO	6	ADVANCED BIOTEC	HNOLOGIES	l	9	
3M UNITEK CORP		ADVANCED CHEMB	LOCKS INC	ļ	6	
5 PRIME INC		ADVANCED CHEMIC	CAL SENSORS INC	l	9	
7 MATERIALS DESIGN INC		ADVANCED CHEMT	ECH	l	6	
A & B HAY CO		ADVANCED DIAMO	ND TECHNOLOGIES	INC Í	9	
A & D TECHNICAL SUPPLY		ADVANCED MECHA	NICAL TECHNOLOGY	INC	6	
A & L HYDRAULICS INC		ADVANCED NEURO	REHABILITATION LLC	i I	6	

- 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 <u>Search</u>.
- 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

	General Info	rmation ?	Supplier	Information	? Additio	nal Information		?
Use this form to order items not found in a catalog search or punchout site. If you received a quote from the vendor, please attach a copy of the quote to the shooping cart after completing this form. Items may be added to your cart repetitively by selecting "add to cart" from the drop down box in the upper right comer of this form. Please note that fields in bold are required.		Supplier 10-31 INC more info- select different supplier Fulfilment 10-31 INC (preferred) Address COLUMBIA, NJ 07832 Supplier Phone +1 (908) 496-4951 Distribution The system will distribute purchase orders using the method(s) indicated below: Fax +1 (908) 496-4956 Preferred Delivery mm/dd/yyy		Use the "add attachme additional information sent to the supplier. Internal Attachments add attachments. external Attachments. add attachment.	Use the "add attachment" links below to include additional information. Only external attachments w sent to the supplier. Internal Attachments add attachment External Attachments. add attachment		ll be	
			Item In	formation				?
Quantity	Price	Product Description		Packaging (UOM)		Catalog No.		
		254 characters remaining	expand cle	ar				
tem Note	s (included on PO)					< >		
Item Note	s (included on PO)		1000 0	characters remaining	expa	nd clear		
Manufactu Manufactu UNSPSC	s (included on PO) irer Name irer Part No		1000 0	characters remaining	erpa	nd clear		
Item Note Manufactu Manufactu UNSPSC Health and	s (included on PO) irer Name irer Part No I Safety			Controlled substance Recycled Hazardous material Radiaactive Rad Minor Select Agent Toxin Dengy Star	erpa	v Ind clear		

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.