Shopping Non-Catalog Items
Quick Reference Guide

Entering and Completing Non-Catalog Items

BuyWays allows you to create carts for items that are not in a Punch-Out catalog. Non-catalog items should be entered when a Shopper/Requisitioner cannot find the item needed from punch-out catalogs. Entering non-catalog items are also required when items are very new to the market and/or have not been added to available catalogs.

To enter a non-catalog item, use the Non-Catalog Order Template.

1. If you **DO NOT** have an active cart, you can click on the non-catalog item link below the Search Hosted Catalogs search section on the home/shop page.

   ![Search Hosted Catalogs](image)

   1. Enter the vendor’s name or information in the **Enter Vendor** box.
NOTE: You can also find a vendor by clicking the Vendor Search link (requires an entry of at least three (3) characters of the vendor’s name) below the vendor field box. Matching vendors will appear in a dropdown menu.

4. Highlight and click on the vendor name. BuyWays AutoCompletes the vendor’s name and address.

5. Click on the select different vendor link if the vendor is incorrect.

NOTE: The information in **Bold** on the form is required, so be sure to include the **Product Description**, **Catalog No.** (**N/A** if catalog number is not available), **Quantity**, **Price Estimate**, and **Packaging** style.

6. Select the **Save and Close** button when done shopping.

7. Click the **Save and Add Another** button if you want to add additional non-catalog items.
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8. Select the appropriate **Commodity Code** from the drop-down list.

9. Click the **Proceed to Checkout** button.

A workflow graphic with **red error triangles** appears (see screen shot bottom right). The workflow tells you which **Required Fields** need to be completed i.e., Shipping, Accounting Codes, etc. before the order can be submitted.

10. Click the Required Field tabs, e.g. Accounting Codes.
11. Click the **edit** buttons and change/enter required information.

12. Click the **Save** button when done.

13. Click the **Summary** tab.

When an order is created by Requisitioners, they can change the **Prepared for** field located in the General Information section. To do this,

14. Click the **edit** button at the Header section of the requisition.

15. Click the **Select a different user…** link.

16. Enter specific name in the **User Search** fields. Or,

17. Click the **Search** button.

18. Click the **Save** button.

19. Click the Summary tab.
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Also at the **General** level, you have the option to select the **Confirming/not sent to vendor** and/or the **Blanket Order** functions. To do this,

20. Click the corresponding **edit** buttons (see screen example).
21. Click the check boxes (see screen example).
22. Click the **Save** button.

When completing the order as a Shopper, the Shopper will:

23. Click the **Assign** button. Then,
24. Use the **Assign Cart** pop-up to select a Requisitioner and to add instructions in the **Note to Assignee** field.

If the order has been completed as a Requisitioner, the Requisitioner will:

24. Click the **Select a different user...** link
25. Enter a specific name in the **User Search** fields. Or,
26. Click the **Search** button.
27. Click the **Save** button.
28. Click the Summary tab.
29. Click the **Submit Requisition** button. This action submits the requisition to an Approver And begins the approval process.