SHOPBLUE

Ordering Non-Catalog Items

To order any item from a supplier that's not listed in the Showcase widget, or that requires a special request form, place it as a non-catalog order. Non-catalog orders will most closely resemble eReq.

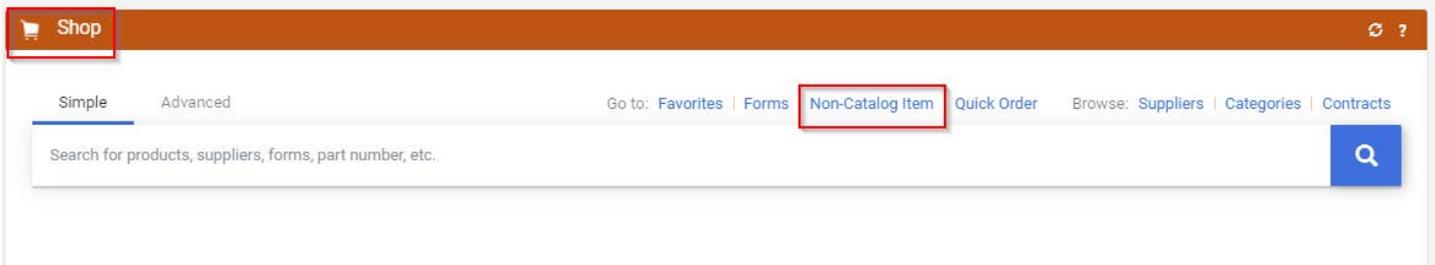1. On the shopping homepage of ShopBlue, navigate to the *Shop* widget and select *Non-Catalog Item* (Figure 1).

Figure 1

2. In the search box, enter the appropriate supplier's name. The supplier will appear in the dropdown once identified by the system. Click on the supplier's name to select it (Figure 2). Note: if the supplier does not appear in the dropdown, search and select *New Supplier*; the supplier will be added once the order reaches Procurement. See instructions for *Adding a New Supplier*.
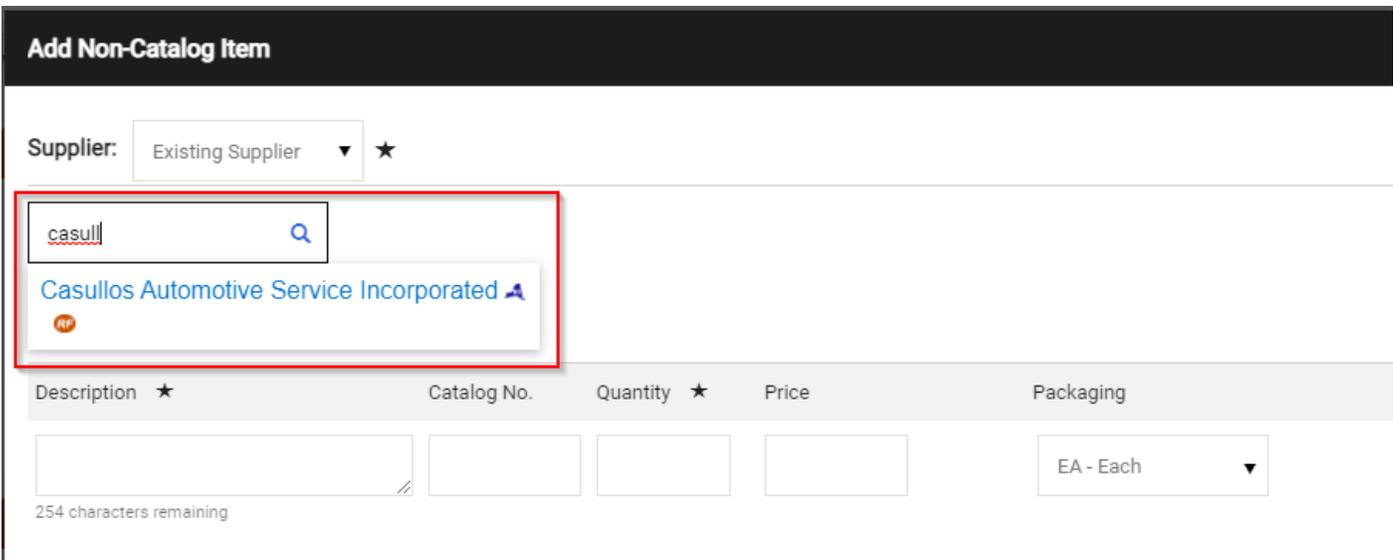

Figure 2

3. Enter the item or service *Description*, *Catalog Number* (if applicable), *Quantity*, *Price*, and *Packaging* in the appropriate fields. If any of the applicable *Product Flags* apply, select the appropriate checkboxes (Figure 3).

Figure 3

4. When finished, if you need to add more items or services, click *Save And Add Another Line*, then repeat step 3 (Figure 3).

5. Once all items or services have been added, click *Save* (Figure 3).

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6. The items or services will be added to your cart. Access your cart at the top of the ShopBlue homepage. To see a summary of your order, click *View My Cart* (Figure 4).
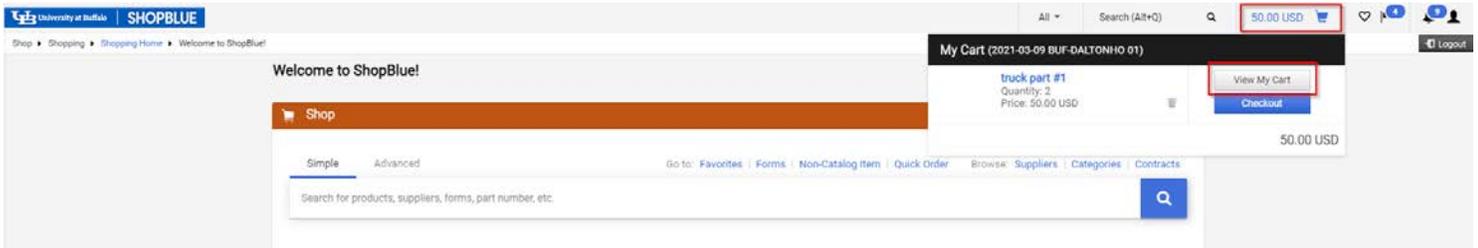

Figure 4

7. From your shopping cart, select *Proceed to Checkout* to go to checkout and begin entering a requisition (Figure 5). See instructions for *Entering a Requisition.*
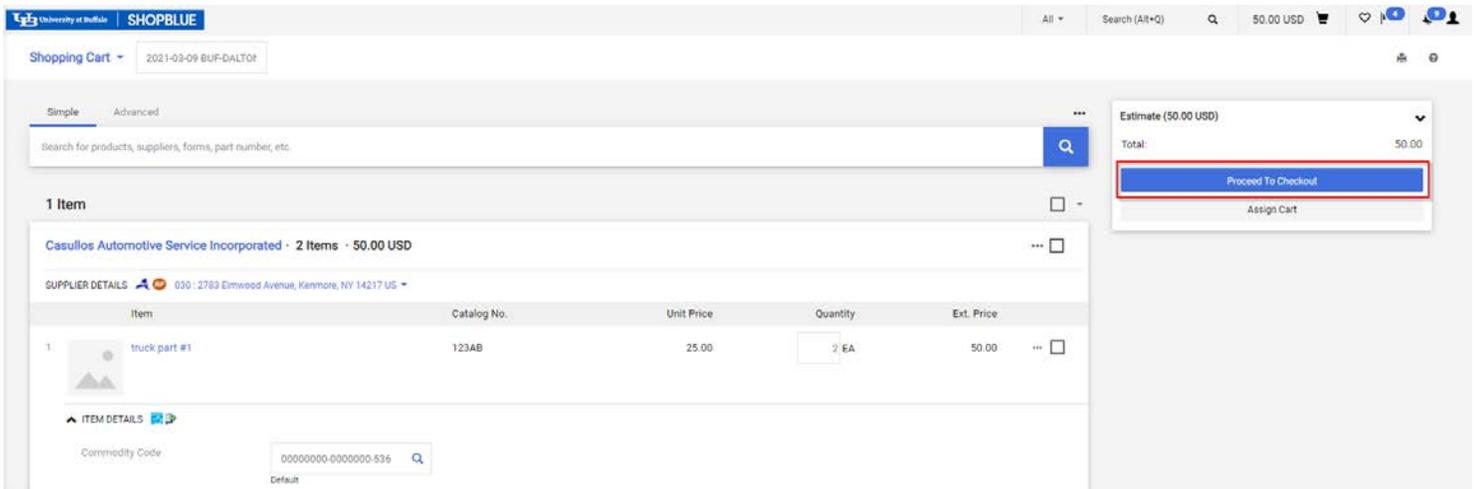

Figure 5