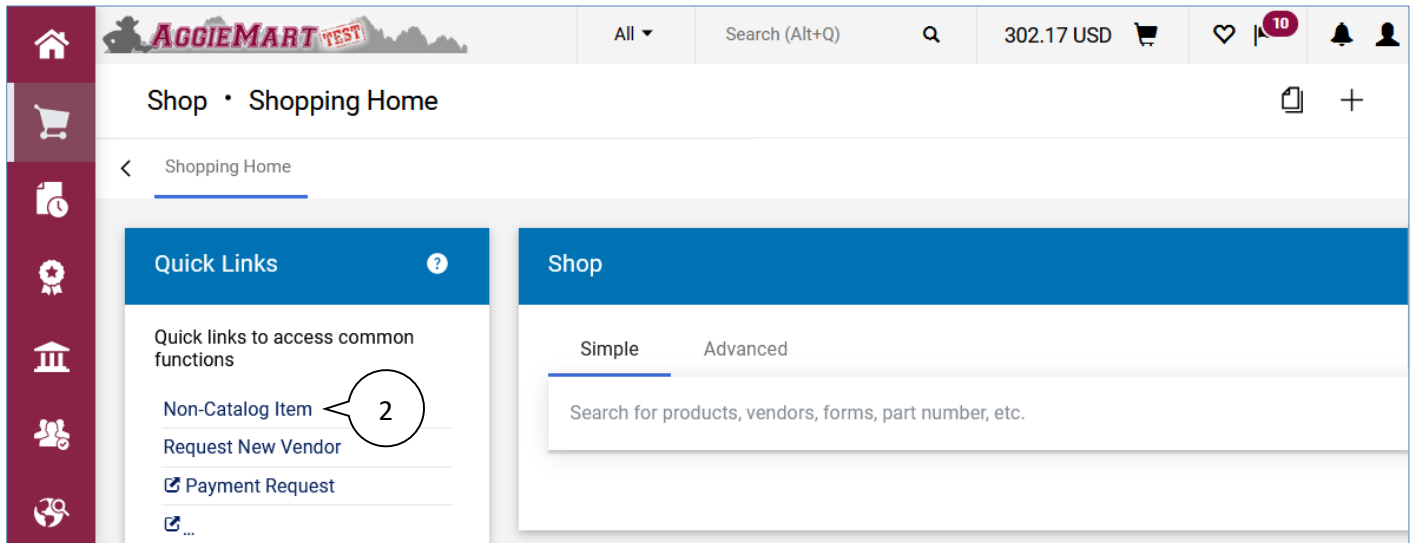


Placing a Non-Catalog Order

What is a Non-Catalog Order?


A Non-Catalog order is a purchase from a supplier/vendor that has not provided their product lines directly to AggieMart.

1. Login to **myNMSU** → Click the **AggieMart** link  on the left side of the screen.





2. Click the **Non-Catalog Item** link in the **Quick Links** section of the AggieMart home page.

The **Non-Catalog Item** window is displayed:

3. Click on the **Vendor Search**  icon. *Note: if you are certain which vendor you need, you can type the name in the **Select Vendor** field. Keep in mind that vendors may have names which are similar to other vendors.*

The **Vendor Search** window will be displayed.

4. Enter a search term in the **Vendor** box → Click the **Search**  icon. Partial search terms are acceptable and will return broader results.
5. Locate the vendor in the results → Click the **Select**  icon (plus sign) to choose the vendor.

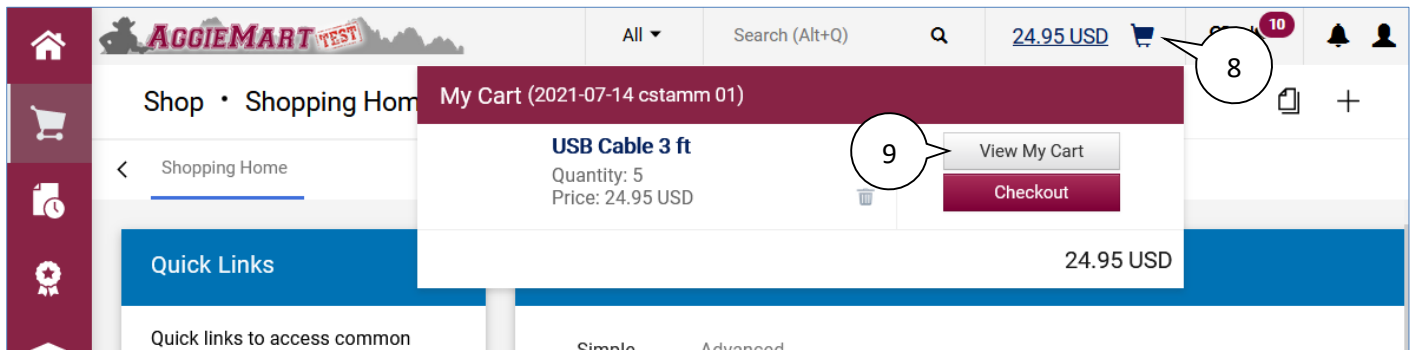
The vendor will appear in the **Non-Catalog Item** window.

6. Enter the **Description**, **Catalog No.**, **Quantity**, **Price Estimate** and **Packaging** (unit of measure).
Note: Only select from these options for packaging:

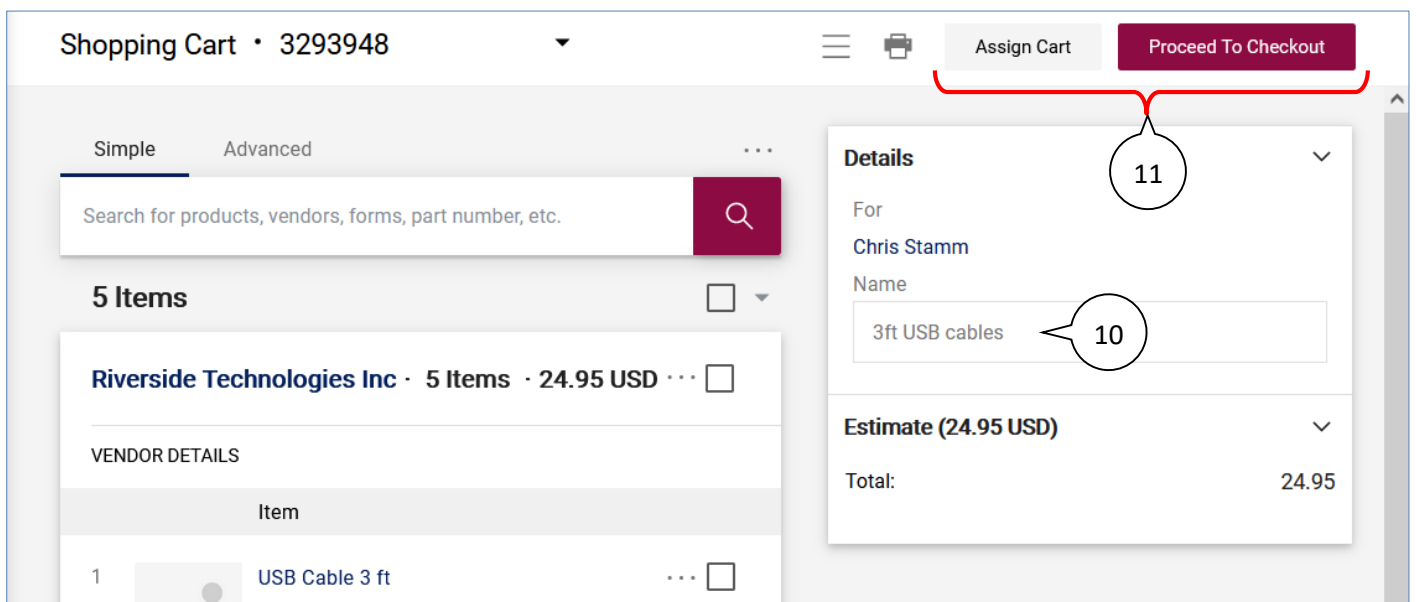
- **EA** (*each*)
- **LO** (*lot*)

7. Click **Save**, or **Save And Add Another** to add more items. Clicking **Close** will cancel this item.

You will be returned to the AggieMart home page:



8. Click the **Cart icon**.
9. Click on **View My Cart** to review your cart before checkout.



10. Enter a meaningful name for the cart in the **Name** field.
11. If there is not an approved contract with the vendor (do not select a contract if you are ordering from a Catalog vendor) → Click **Assign Cart** or **Proceed to Checkout**.

***Note:** the options available to you depend on your role in AggieMart. A Purchaser (**Shopper+**) will see both options, whereas a Requester (**Shopper**) will see only Assign Cart.*

If a contract exists, or you are uncertain if one exists, refer to the [Purchasing with a Contract Attached \(copier, etc.\)](#) guide before checking out.