

## Purchasing Non-Catalog Items from Catalog Vendors

If the item you need is not on the Catalog order site then you will have to add it as a **Non-Catalog Item**.

**Note:** You will need the product information from the Vendor's public site, their catalog or a sales rep.

- ❖ If you already have an AggieMart cart with items from the Catalog vendor, follow the steps below to add Non-catalog items (from the same vendor) to your cart.
- ❖ If you do **not** have an AggieMart cart with items from the catalog vendor, follow the instructions for [Placing a Non-Catalog Order](#). **Note:** Do not select a contract.

1. Once you have completed shopping for catalog items (from the vendor's site), you will automatically be redirected back to your **AggieMart Shopping Cart**:

The screenshot shows the 'Shopping Cart' page for cart ID 3291944. At the top, there are navigation options: 'Simple' (selected) and 'Advanced'. A search bar is present with the placeholder text 'Search for products, vendors, forms, part number, etc.'. Below the search bar, it indicates '6 Items' and a vendor summary for 'Staples Contract & Commercial Inc' with '6 Items' and a total value of '282.18 USD'. Under 'VENDOR DETAILS', there are links for 'MODIFY ITEMS' and 'VIEW ITEMS', and a timestamp 'Item(s) was retrieved on: 7/13/2021 3:33:38 PM'. A list of items is shown, including 'Staples Multiuse Copy Paper, 8.5" x 11", 20 lbs., Bright White, 500 Sheets/Ream, 8 Reams/Carton (26860-CC)'. A table lists the items with columns: Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The first item is 'Staples Multiuse Copy' with Catalog No. 114961, Size/Packaging CT - Ca, Unit Price 47.03, and Quantity 6 CT - Carton. To the right of the vendor name, there is a 'Vendor Actions' icon (three dots) which has a callout box labeled '2' pointing to it. A second callout box labeled '3' points to the 'Add Non-Catalog Item' option in the dropdown menu that appears when the three dots are clicked.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Staples Multiuse Copy	114961	CT - Ca	47.03	Qty: 6 CT - Carton	

2. To the right of the vendor name → Click the **Vendor Actions** ... icon (3 dots).
3. Click on **Add Non-Catalog Item** from the drop-down menu.

The **Add Non-Catalog Item** window will be displayed.

**Add Non-Catalog Item** ✕

Existing Vendor
Vendor Not Known

Staples Contract & Commercial Inc ✕ 🔍
Staples Contract & Commercial Inc ✕

**Fulfillment Address** ▼

**Distribution Methods** >

**EF Fulfillment -Procure & AP only 1** 📍 - PO Box 6721, The Lakes, Canada 88901 United States

**Item** ▼

Description <span>★</span>	Catalog No.	Quantity <span>★</span>	Price	Packaging
<input style="width: 95%; height: 25px;" type="text"/> <small>254 characters remaining</small>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%; border: none;" type="text" value="EA"/> <span>▼</span>

**Additional Details** >

★ Required fields 📍 Preferred

Save
Save And Add Another
Close

4. The **Vendor** name will carry over from the cart.
5. Enter the item information: **Description, Catalog No., Quantity, Price Estimate** and **Packaging** (unit of measure). *Note: Only select from these options for Packaging:*
  - **EA** (*each*)
  - **LO** (*lot*)
6. Click **Save**, or **Save And Add Another** to add more items. Clicking **Close** will cancel this item.

Shopping Cart • 3291944

Assign Cart Proceed To Checkout

Simple Advanced

Search for products, vendors, forms, part number, etc.

7 Items

**Staples Contract & Commercial Inc** • 7 Items • 302.17 USD

VENDOR DETAILS

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 7/13/2021 3:33:38 PM

- Staples Multiuse Copy Paper, 8.5" x 11", 20 lbs., Bright White, 500 Sheets/Ream, 8 Reams/Carton (26860-CC)

Item

Details 7

For Chris Stamm

Name

Office supplies

Estimate (302.17 USD)

Total: 302.17

7. Review your cart → Click **Proceed to Checkout** or **Assign Cart**.

*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.*

For instructions on checking out, refer to the [Checkout Screen \(Draft Requisition\)](#) guide.