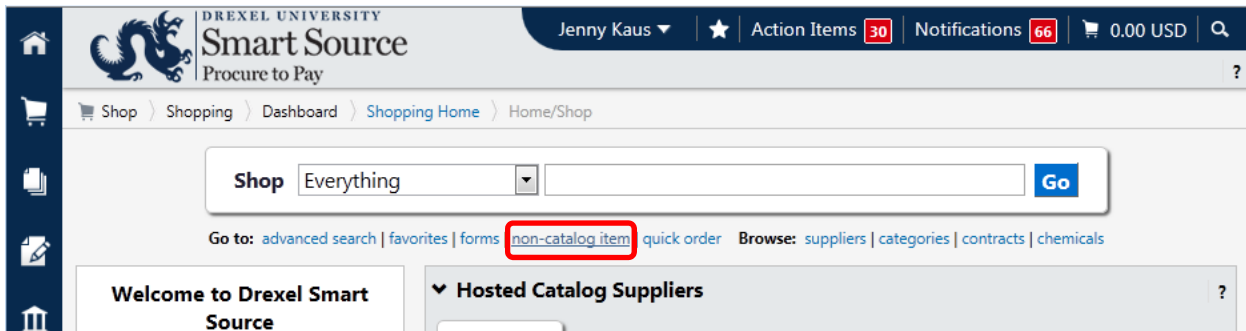


# Smart Source Step-by-Step Guide

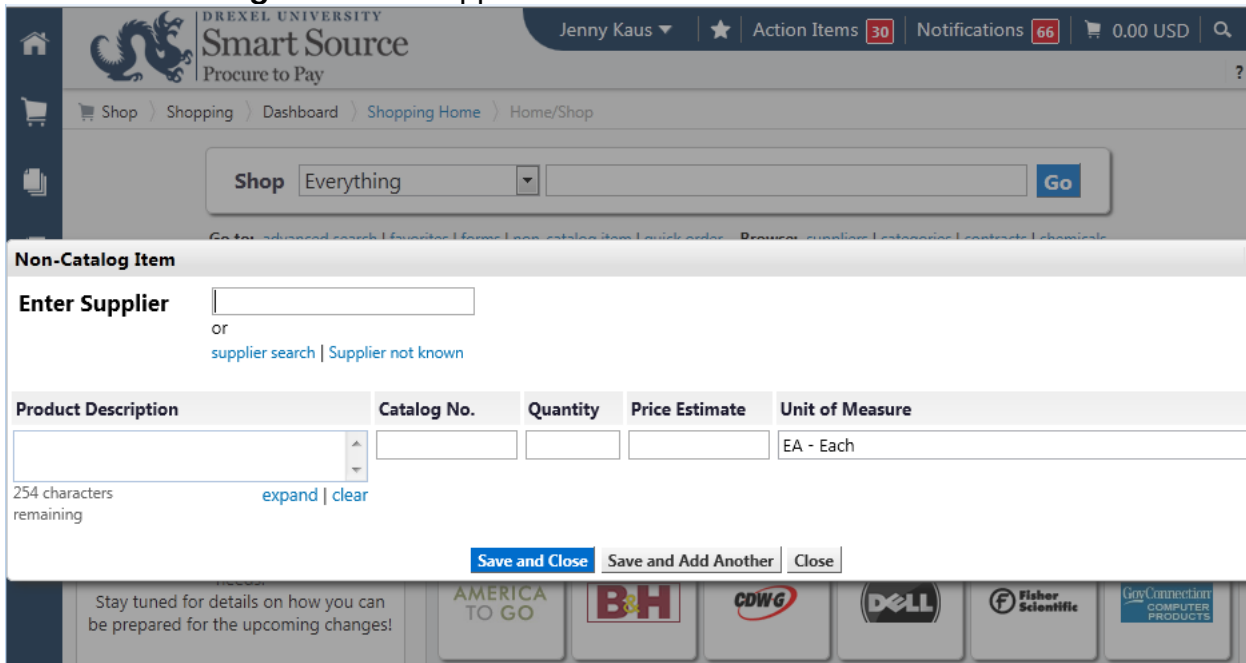
## Adding a Non-Catalog Item to a Cart

### Procedure

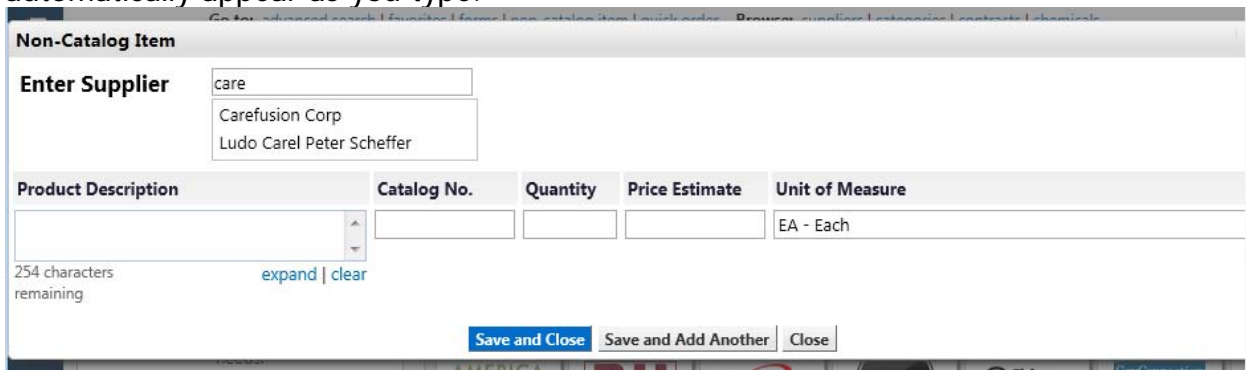
1. Smart Source home page, select the **Non-Catalog** link.



2. The **Non-Catalog Item** form appears.



3. Start typing the name of the preferred supplier in the **Supplier** field. Suggestions will automatically appear as you type.



4. If you do not have a preferred supplier, select the **Supplier Not Known** not known link.

The screenshot shows the 'Non-Catalog Item' form. Under the 'Enter Supplier' section, there is a text input field, the word 'or', and a 'supplier search' button. A link labeled 'Supplier not known' is highlighted with a red box. Below this is a table with columns: Product Description, Catalog No., Quantity, Price Estimate, and Unit of Measure. The 'Product Description' field contains a text area with '254 characters remaining' and 'expand | clear' links. At the bottom, there are three buttons: 'Save and Close', 'Save and Add Another', and 'Close'.

5. Populate the **Product Description** field with as much information about your request as possible. Include things such as specifications, measurements, and any other details that will help the Procurement Services team obtain the desired items. Include the catalog number (if applicable) as well as the quantity and price estimate. Once you've provided the required information, select the **Save and Close** icon.

The screenshot shows the 'Non-Catalog Item' form with the following details: Supplier is 'Carefusion Corp' with a 'select different supplier' link and address '22745 Savi Ranch Pky, Yorba Linda, CA 92887 US'. There is a 'Distribution Methods' link. The table below has the following data: Product Description: 'Phenomenex Synergi 2.5um Fusion RP 100A New Column 30 x 2.0 mm' (192 characters remaining); Catalog No.: '342Z657'; Quantity: '10'; Price Estimate: '158.45'; Unit of Measure: 'EA - Each'. The 'Save and Close' button is highlighted with a red box.

6. The item has been successfully added to your shopping cart.
7. Select the **shopping cart** icon to view the contents of your cart. Select the **Checkout** icon to complete the shopping/requisitioning process.

The screenshot shows the Smart Source shopping cart interface. At the top, there is a navigation bar with 'Jenny Kaus', 'Action Items 30', 'Notifications 66', and a shopping cart icon with '1,584.50 USD'. Below this is a 'My Cart' pop-up window for '2014-09-08 KAUSJK 01'. It lists one item: 'Phenomenex Synergi 2.5um Fus...' with 'Quantity: 10' and 'Price: 1,584.50 USD'. A 'View My Cart' button is highlighted with a red box. Below the item list, there is a 'Checkout' button and a total of '1,584.50 USD'. The background shows the Smart Source website header and navigation.

*You have successfully added a non-catalog item to a cart.*