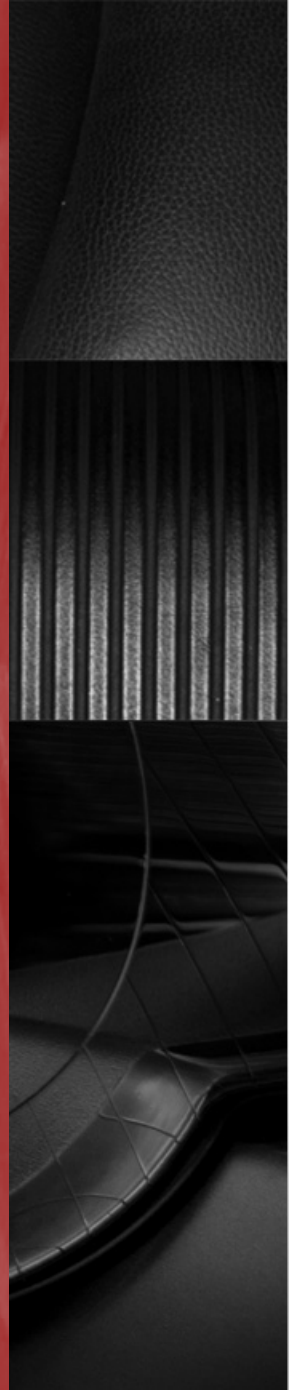


# Non-Catalog Item Process and Procedure

Procurement Services



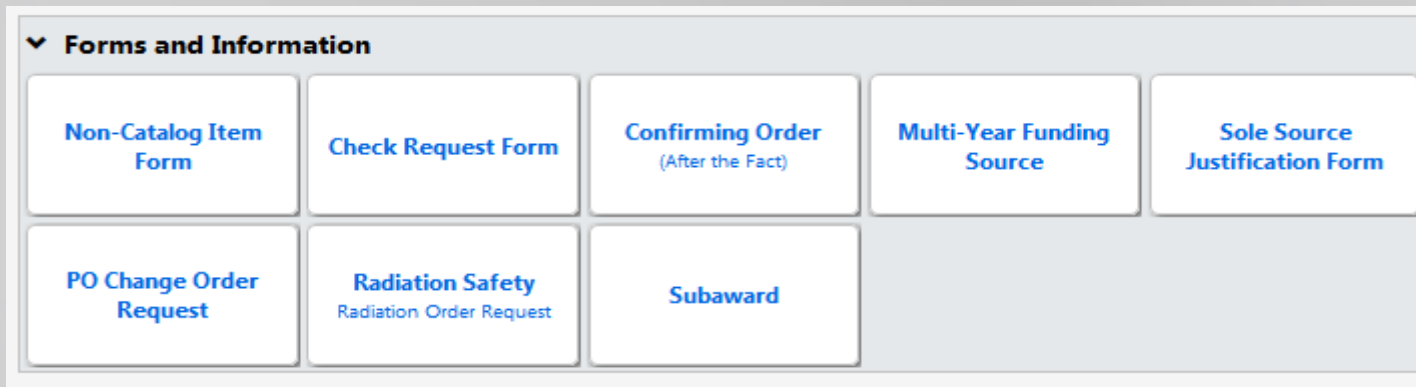


## Non-Catalog Item Form: When To Use

- The Non-Catalog Item Form is used to purchase goods and services not available from Smart Source's 18 catalog suppliers such as VWR Choice, Telrose, Dell, and Graybar.
  - If you have access to a Procurement Card (P-Card) and your purchase is within P-Card policy, you may use your P-Card instead of utilizing the Non-Catalog Item form in Smart Source.
    - Use Smart Source instead of the P-Card if the purchase is not compliant with the P-Card policy; the supplier does not take credit cards; or if the supplier charges a fee to process a payment.

## Non-Catalog Item Form: Where To Find

- The Non-Catalog Item Form can be found on the Smart Source homepage in the Forms and Information section:



- Click on the Non-Catalog Item form
  - Only users with Requester or Requester + roles will have access to the form. Shoppers cannot access the Non-Catalog Item form.

# Non-Catalog Item Form: Form Overview

- The Non-Catalog Item Form requests six pieces of information:
  - Supplier Information
  - Product/Service Description
  - Internal Attachments

**Non-Catalog Item Form** Available Actions: Add and go to Cart Go Close

Non-Catalog Item Form ?	Instructions ?						
<p>DREXEL UNIVERSITY <b>Smart Source</b> Procure to Pay</p>	<p>Use a non-catalog form to place an order for goods or services not available from a Catalog supplier.</p> <p>Job Aid for the form can be found at <a href="http://www.drexel.edu/procurement/makingPurchases/smart-source/smart-source-training/">www.drexel.edu/procurement/makingPurchases/smart-source/smart-source-training/</a></p>						
Supplier Information ?	Product/Service Description ?						
<p>Enter Supplier <input type="text"/></p> <p>or <a href="#">Supplier Search</a>   <a href="#">Enter Manually</a></p> <p>Is this requisition for a service? <input type="radio"/> No <input type="radio"/> Yes</p> <p>Is a contract or agreement attached? <input type="radio"/> No <input type="radio"/> Yes</p>	<p><b>Product/Service Description</b></p> <p>Catalog No. <input type="text"/></p> <table border="1"><thead><tr><th>Purchase Description</th><th>Unit Price</th><th>Quantity</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> <p>254 characters remaining <a href="#">expand</a>   <a href="#">clear</a></p> <p><b>Product/Service Description Total:</b> <b>0.00</b></p>	Purchase Description	Unit Price	Quantity	<input type="text"/>	<input type="text"/>	<input type="text"/>
Purchase Description	Unit Price	Quantity					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
Additional Information ?							
<p><b>Internal Attachments</b></p> <p><input type="button" value="Add Attachments"/></p>							
<p><b>Total</b> 0.00 <a href="#">See configuration for this form</a></p>							

## Non-Catalog Item Form: Supplier Section

- Supplier
  - Enter the name of the supplier. As you enter the supplier's name, a list of matching results will appear. If the supplier is not found, select the *Enter Manually* link. For assistance with entering a supplier manually, please refer to the [Entering A Supplier Manually Job Aid](#).
  - Once you select the supplier, the fulfillment address will automatically populate. A fulfillment address is the address the purchase order would be sent to for order fulfillment. Most suppliers have their purchase orders faxed or emailed. If you need to select a different fulfillment address, select the *Select Different Fulfillment Address* link.

Non-Catalog Item	
<b>Enter Supplier</b>	Brucker
	Brucker Daltonics Inc.
	Brucker Nano Inc
	Brucker Optics Inc

Non-Catalog Item	
<b>Brucker Nano Inc</b>	<a href="#">select different supplier</a>
<b>Fulfillment Address</b>	PO Purchasing 4: (preferred) 3030 Laura Ln Ste 140 Middleton, WI 53562-1872 US
	<a href="#">select different fulfillment center</a>

## Non-Catalog Item Form: Contract/Services Question

- If the requisition is for the payment of a service, please select yes.
- If the requisition has an associated contract or agreement, please select Yes and ensure the document is attached to the form.

**Is this requisition for a service?**  No  
 Yes

**Is a contract or agreement attached?**  No  
 Yes

## Non-Catalog Item Form: Product/Service Description Section

- Product/Service Description

- This text box is where you would provide a description for the goods or services you wish to purchase. This information should be clear, concise and contain sufficient detail. This should include (if applicable):
  - Quote Number
  - Service Dates
  - Description of what purchase is for
  - Type of Purchase (ex. Blanket Order)
- This section also includes the catalog number (if applicable), the unit price and quantity.

The screenshot shows a form titled "Product/Service Description". It includes a "Catalog No." field, a "Purchase Description" text area with a character count of "254 characters remaining" and "expand | clear" links, and two input fields for "Unit Price" and "Quantity".

Product/Service Description		
Catalog No.	<input type="text"/>	
Purchase Description	Unit Price	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>
254 characters remaining <a href="#">expand</a>   <a href="#">clear</a>		

## Non-Catalog Item Form: Submitting Form

- Once you have completed the form, you will select *Add and go to Cart* from the dropdown and click Go.

The screenshot shows a web form titled "Non-Catalog Item Form" with a yellow header bar containing the text "Available Actions: Add and go to Cart" and buttons for "Go" and "Close". The form is divided into several sections:

- Non-Catalog Item Form:** Includes the Drexel University logo and the text "DREXEL UNIVERSITY Smart Source Procure to Pay".
- Instructions:** Provides guidance on using the form and a link to the Job Aid: [www.drexel.edu/procurement/makingPurchases/smart-source/smart-source-training/](http://www.drexel.edu/procurement/makingPurchases/smart-source/smart-source-training/).
- Supplier Information:** Lists details for Bruker Daltonics Inc., including fulfillment address (40 Manning Road, Billerica, MA 01821 US) and phone number (+1 978-663-3660 ext. 1230).
- Distribution:** Includes a checkbox for "Check this box to customize order distribution information" and an email field (ms.support.us@bruker.com).
- Product/Service Description:** Features a table with columns for "Purchase Description", "Unit Price", and "Quantity". A "Catalog No." field is also present. A total row shows "Product/Service Description Total: 0.00".
- Additional Information:** Contains an "Internal Attachments" section with an "Add Attachments" button.

- The form will appear in your shopping cart for processing. You can then proceed to checkout and submit your requisition.