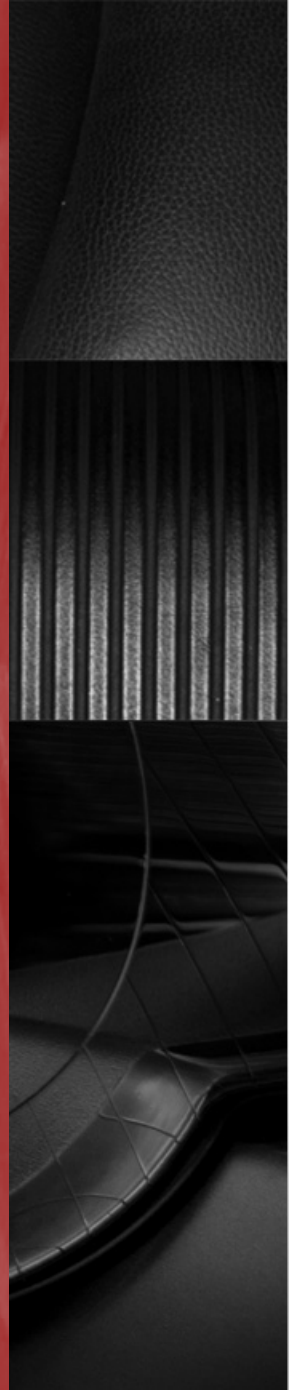# Non-Catalog Item Process and Procedure

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:
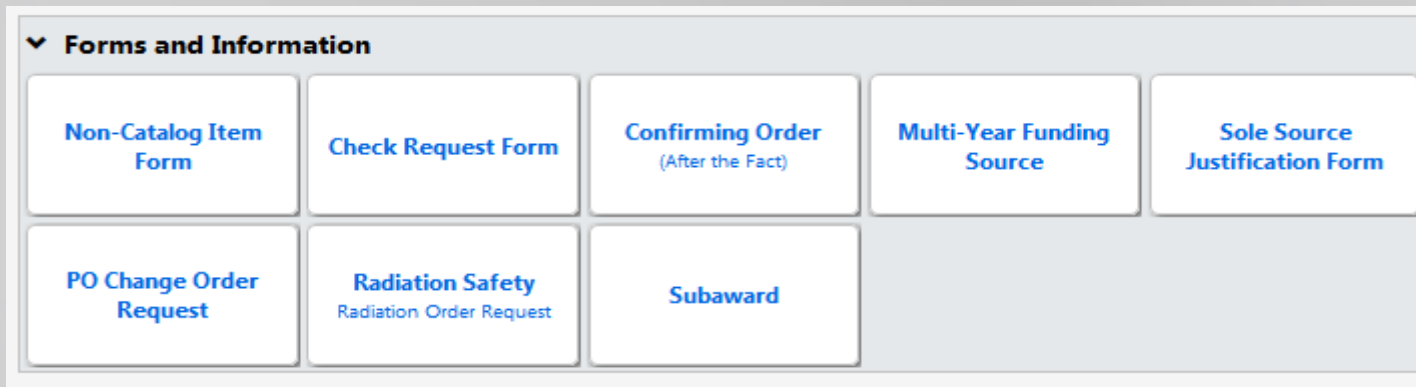
- Click on the Non-Catalog Item form

  - 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: 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 <u>Entering A Supplier Manually Job Aid</u>.

    - 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 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.

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.

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