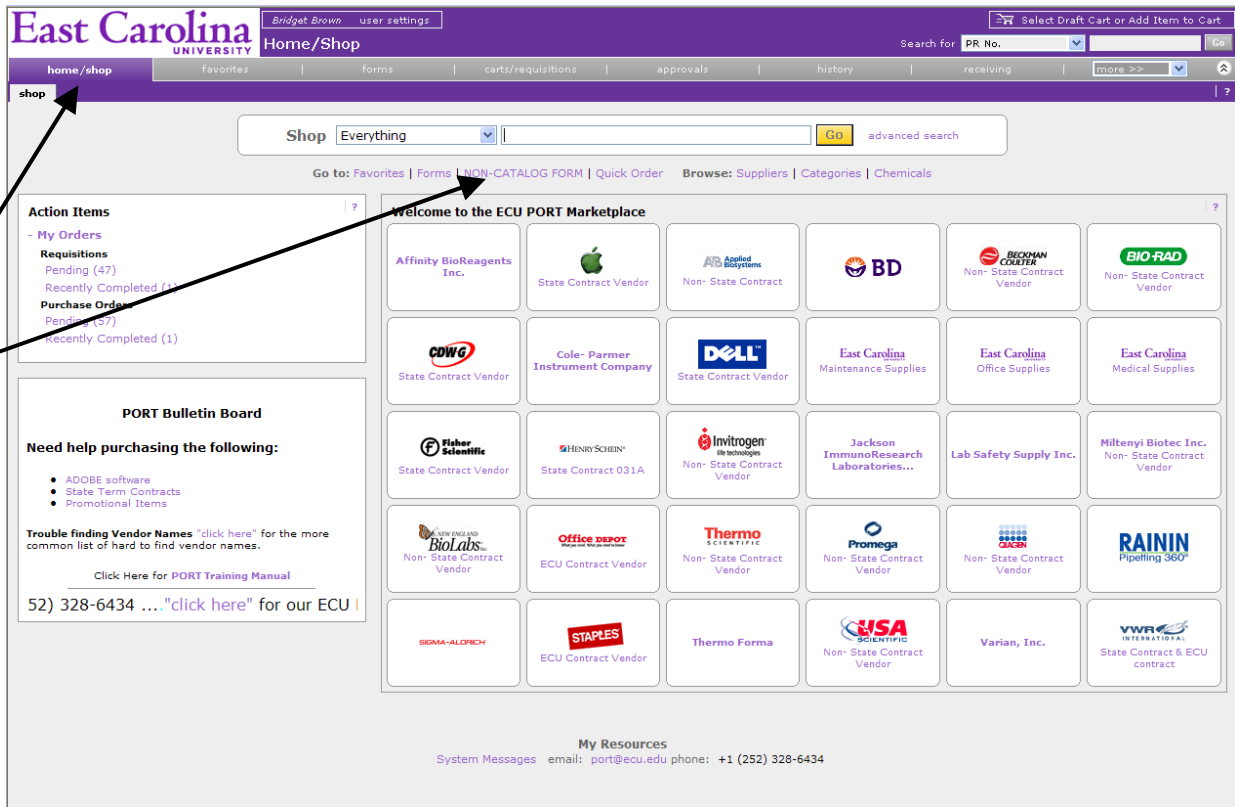


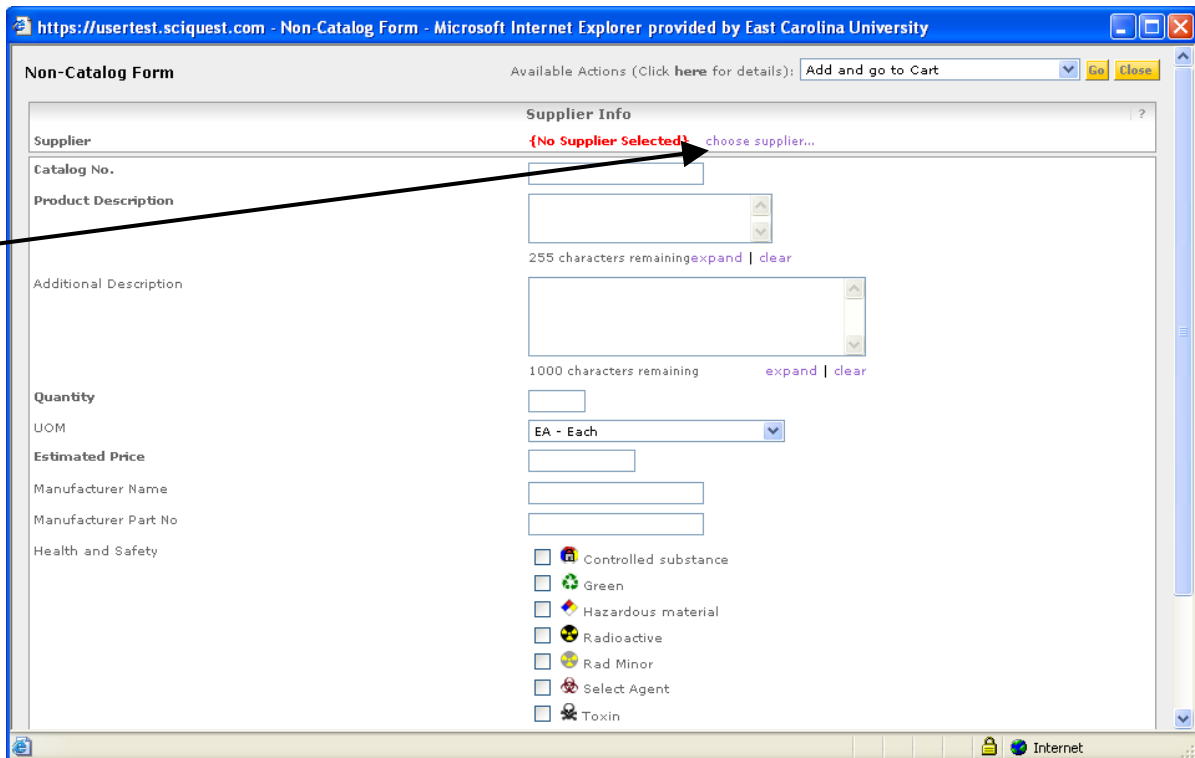
SHOPPING CART – NON-CATALOG

Last Updated on: 7/22/2011



- 1.
- 2.

1. Ensure that you are on the **home/shop** tab.
2. Click on the **Non-Catalog Form**.



- 3.

3. A new window pops up to display the **Non-Catalog Form**. Click on the **choose supplier** link to search for a supplier.

SHOPPING CART – NON-CATALOG

Last Updated on: 7/22/2011

Supplier Search

Supplier Name: Ha

Results per page: 20

Search Cancel

4. A new window pops up to display the Supplier Search Form. Type the Vendor's name in the **Supplier Name** field. **Note:** To be more successful with your Supplier Name search, it is recommended that you do not type in the complete name. Just type in the first part of the supplier's name and scroll through the results to find the desired vendor.
5. Click on the **Search** button.

Supplier Search

Supplier Name: Ha

Results per page: 20

Search Cancel

Results per page: 20

Suppliers found: 5

Page 1 of 1

| Supplier Name / Address | Select |
|--|--------|
| Haddock Insurance PO 1: 333 Jones Circle Chocowinity, NC 27858 US | Select |
| Hadley-Strader Assoc PO 1: Box 181 338 S Sharon Amity Charlotte, NC 28211 US | Select |
| Hagemeyer PO 1: 1001 Howell St Greenville, NC 27834 US | Select |
| Happy Signs PO 1: 125 Sad St Dallas, TX 89325 US | Select |
| Hastings Ford Inc PO 1: Po Box 1886 Greenville, NC 27835-1886 US | Select |

6. Click on the **Select** link beside the desired supplier's address. **Note:** Some suppliers have multiple addresses and you will need to select the correct address for your requisition.

SHOPPING CART – NON-CATALOG

Last Updated on: 7/22/2011

Supplier Info
Supplier: Hastings Ford Inc [WBE](#) [change...](#) [reset...](#)
[more info...](#)
Address: Po Box 1886
Greenville, NC 27835-1886 US
Supplier Phone: +1 (252) 758-0114

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Fax: +1 (919) 659-6118
Manual

Catalog No.: car
Product Description: 2009 Ford Shelby Mustang GT500
Additional Description: 225 characters remaining [expand](#) | [clear](#)
1000 characters remaining [expand](#) | [clear](#)

Quantity: 1
UOM: EA - Each
Estimated Price: 45789.00
Manufacturer Name:
Manufacturer Part No:

7. Enter the appropriate information for the following fields: **Catalog #, Product Description, Additional Description, Quantity, Unit of Measure (UOM), and Estimated Price.** Note: If you do not have a Catalog # for the item, you can enter a descriptive term for the item.
8. Scroll down the page to enter additional information for the line item.

Additional Description:
1000 characters remaining [expand](#) | [clear](#)

Quantity: 1
UOM: EA - Each
Estimated Price: 45,789.00
Manufacturer Name:
Manufacturer Part No:
Health and Safety:
 Controlled substance
 Recycled
 Hazardous material
 Radioactive
 Rad Minor
 Select Agent
 Toxin
 Energy Star
 Green

Contract Start Date: mm/dd/yyyy
Contract End Date: mm/dd/yyyy
Total: 45,789.00

9. If appropriate, you can enter the **Manufacture Name, Manufacture Part No., Health and Safety flags, Contract Start Date, and Contract End Date** (for Maintenance Agreements).
10. Scroll to the top of the page.

SHOPPING CART – NON-CATALOG

Last Updated on: 7/22/2011

https://usertest.sciquest.com - Non-Catalog Form - Microsoft Internet Explorer provided by East Carolina University

Non-Catalog Form Available Actions (Click here for details) Add to Cart and Return Go Close

Supplier Info
Supplier: Hastings Ford Inc WBE change... reset... more info...
Address: Po Box 1886 Greenville, NC 27835-1886 US
Supplier Phone: +1 (252) 758-0114

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Fax: +1 (919) 659-6118
Manual

Catalog No.: car

Product Description: 2009 Ford Shelby Mustang GT500
225 characters remaining expand | clear

Additional Description: 1000 characters remaining expand | clear

Quantity: 1
UOM: EA - Each
Estimated Price: 45789.00

11.

12.

11. For non-catalog orders that have more than one line item, you select **Add to Cart and Return** under **Available Actions**. **Note:** If this order is for a single line item, you leave the **Available Action** to the default value of **Add and go to Cart** and click the **Go** button.

12. Click the **Go** button.

https://usertest.sciquest.com - Non-Catalog Form - Microsoft Internet Explorer provided by East Carolina University

Form added to cart successfully
Each Add to Cart action adds the item to the cart. Use the Save option to update the item in the cart.

Non-Catalog Form Available Actions (Click here for details) Add and go to Cart Go Close

Supplier Info
Supplier: Hastings Ford Inc WBE change... reset... more info...
Address: Po Box 1886 Greenville, NC 27835-1886 US
Supplier Phone: +1 (252) 758-0114

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Fax: +1 (919) 659-6118
Manual

Catalog No.: mats

Product Description: Grey Floor Mats
240 characters remaining expand | clear

Additional Description: 1000 characters remaining expand | clear

Quantity: 4
UOM: EA - Each
Estimated Price: 45.00

13.

14.

13. Note the message that **Form added to cart successfully**. Repeat steps 7 – 12 until you get to the last line item. On the last line item, you will select **Add and go to Cart** under **Available Actions**.

14. Click the **Go** button.

SHOPPING CART – NON-CATALOG

Last Updated on: 7/22/2011

East Carolina UNIVERSITY

Bridget Brown user settings

2011-07-22 brownb 01 | 5 item(s), 45,979.00 USD

Cart - 609708 - Draft Requisition

home/shop | favorites | carts/requisitions | approvals | history | receiving / invoices | contracts | more >> | AAA

active cart | draft carts | favorites | my requisitions

Continue Shopping

Almost ready to go! The list below needs to be addressed before the cart can be submitted.

- Required field: State Exempt

Shopping Cart

5 Item(s) for a total of 45,979.00 USD

Save

Proceed to Checkout

Cart was saved successfully

Priority: Normal

Prepared by: Bridget Brown

Prepared for: Bridget Brown

Cart Name: 2011-07-22 brownb 01

Business Purpose / Note to Approvers: add note...

Work Order #: [input field]

State Exempt: [dropdown menu]

Backup Required: [checkbox]

Backup Type: None

Special Instructions: [dropdown menu]

Notes to Suppliers: add note...

Supplier / Line Item Details

For selected line items: Add To Favorites

Hastings Ford Inc

PO 1

Po Box 1886, Greenville, NC 27835-1886 US

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price |
|-----------------------------------|------------|------------------|------------|----------|---------------|
| 1 2009 Ford Shelby Mustang GT 500 | car | EA | 45,799.00 | 1 EA | 45,799.00 USD |
| 2 Grey Floor Mats | mats | EA | 45.00 | 4 EA | 180.00 USD |

Supplier subtotal: 45,979.00 USD

| | |
|----------|---------------|
| Subtotal | 45,979.00 |
| Shipping | 0.00 |
| Handling | 0.00 |
| Total | 45,979.00 USD |

Save

Proceed to Checkout

16.

15.

15. This brings you to the shopping cart **Edit Cart** section.

16. **Note:** You can now view the future **Requisition #** before you submit the cart. Now if you have issues with a draft cart, you can call Materials Management with the future **Requisition #** for assistance. See the **Edit Cart Header** procedure to continue the review process.