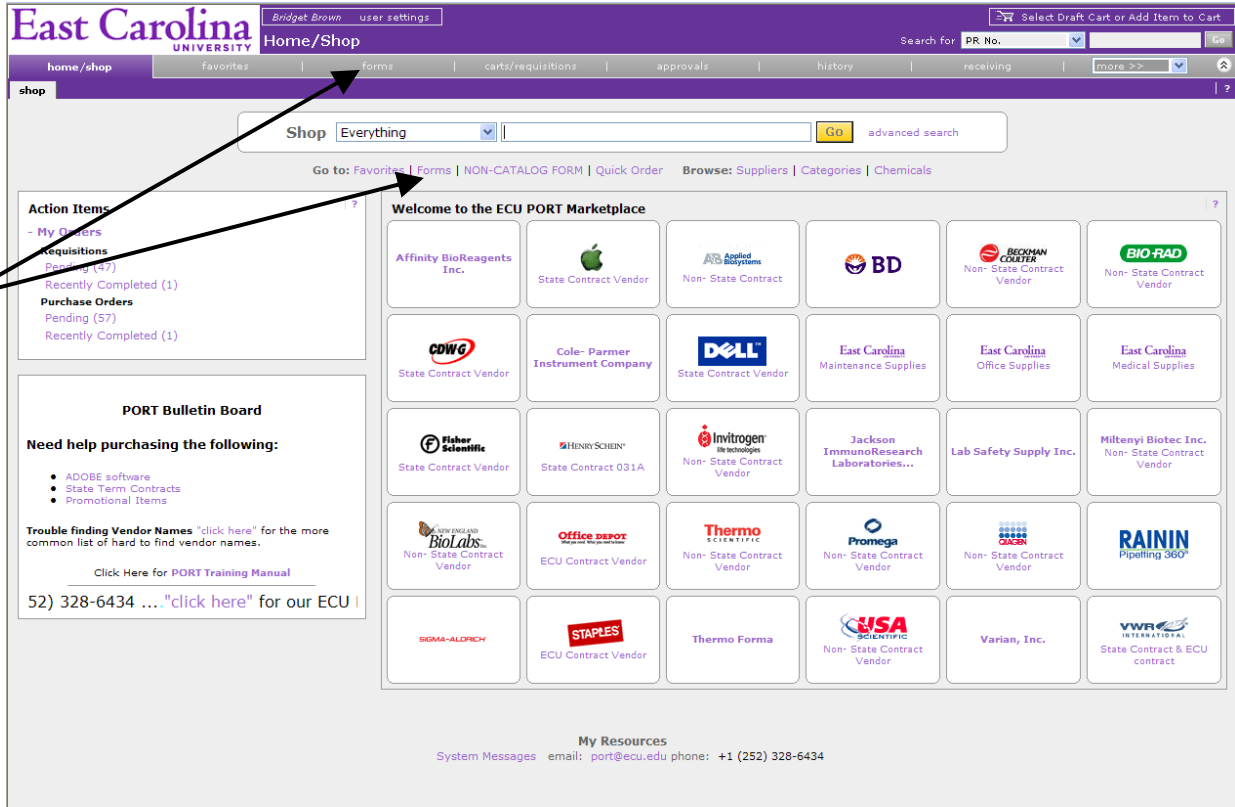
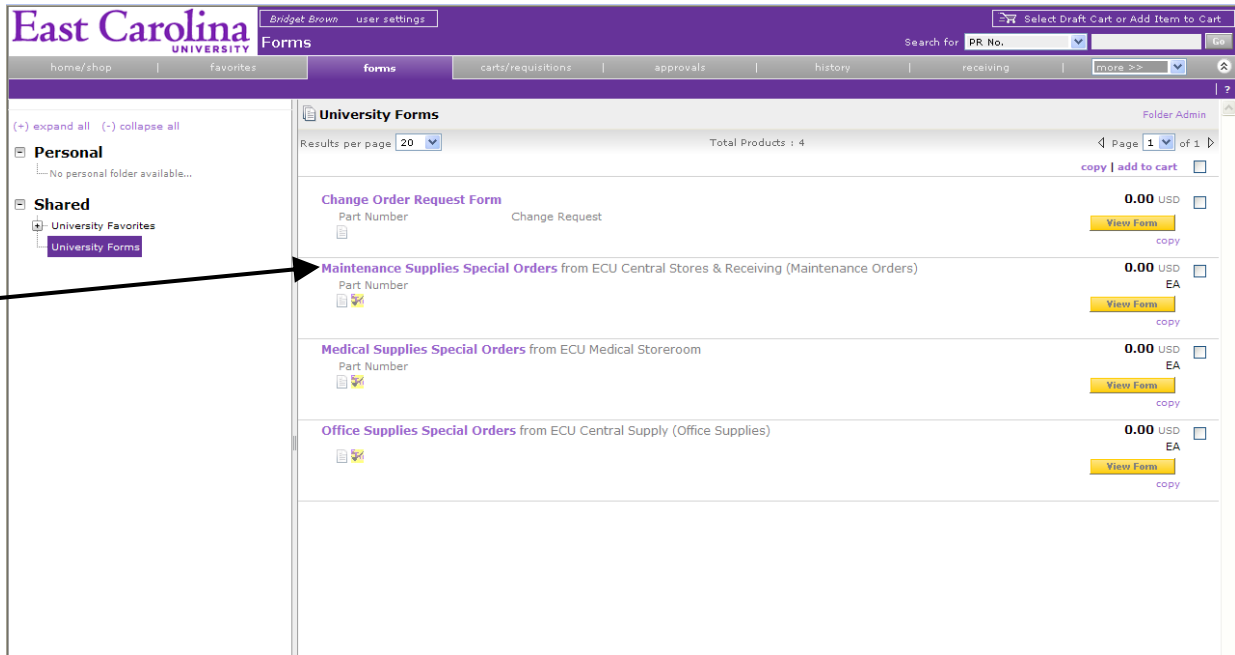


# SHOPPING CART – SPECIAL ORDERS FORM

Last Updated on: 11/8/2010



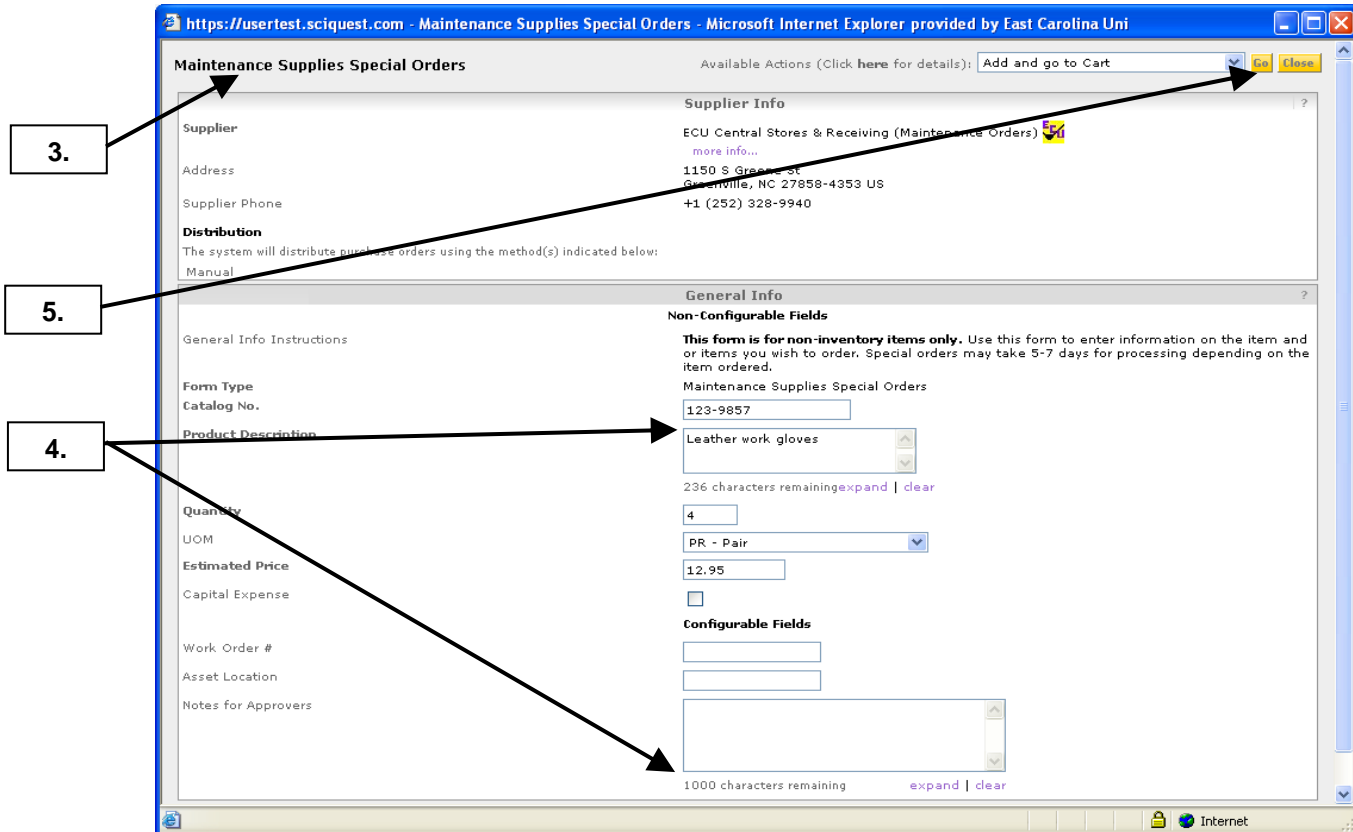
1. Click on **forms** tab or the **Forms** link.



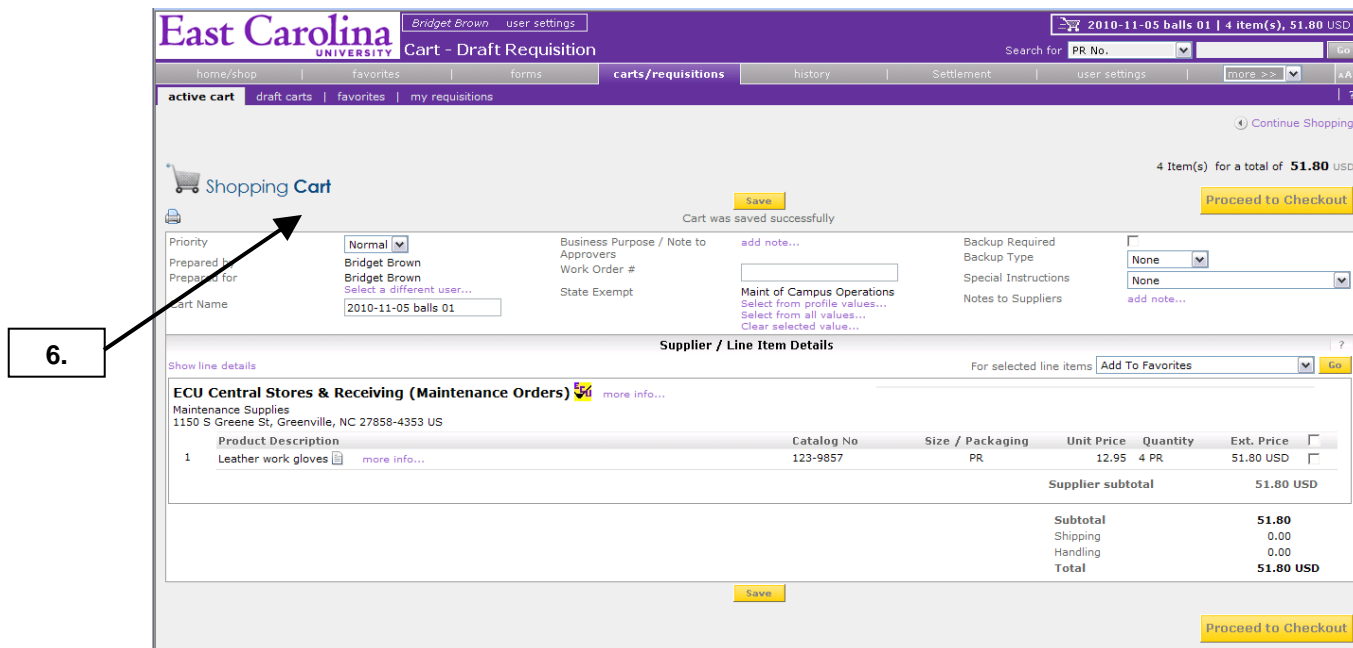
2. Click on the appropriate form for your order. The following forms are for each storeroom: **Maintenance Supplies Special Orders**, **Medical Supplies Special Orders**, and **Office Supplies Special Orders**.  
**Note: These forms are used for non-inventory items only.**

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3. A new window pops up to display the **Maintenance Supplies Special Order** form.
4. Enter the appropriate information for the following fields: **Catalog #**, **Product Description**, **Quantity**, **Unit of Measure (UOM)**, and **Unit Price**. **Note:** If you do not have a Catalog # for the item, you enter either N/A or a descriptive term for the item
5. Click on the **Go** button to add the item to an active cart.



6. This brings you to the **New Shopping Cart** edit section. See the **Edit Cart Header** procedure to continue the review process.