

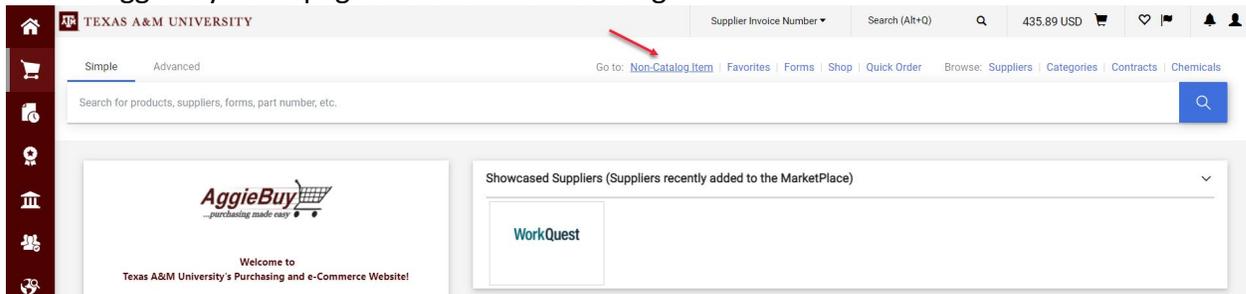
# Shopping: Non-Catalog Orders

## How to Create a Non-Catalog Order

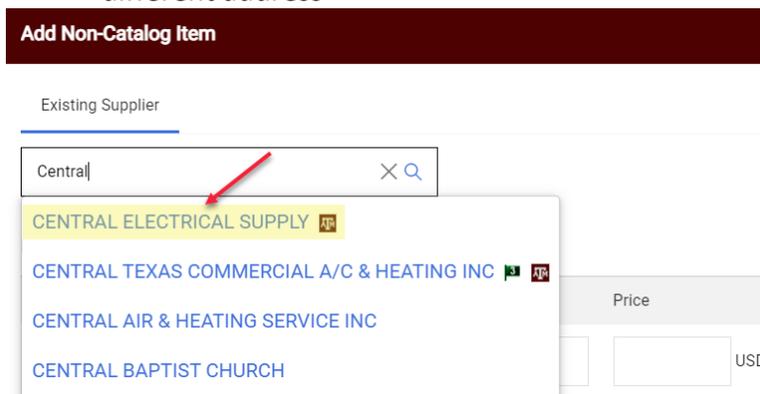
### Quick Steps:

1. Go to the AggieBuy Homepage
2. Click Non-Catalog Item
3. Choose the supplier
4. Verify the fulfillment address
5. Enter the item description, catalog number, quantity, price, and packaging information.
6. Click "Save"
7. View the cart and adjust any applicable optional fields
8. Click "Submit Order"

1. On the AggieBuy homepage and click "Non-Catalog Item"



2. Choose the supplier by typing the name of the supplier and then choosing from the list of options
  - a. If a different fulfillment address needed you can open the dropdown to select a different address



3. Enter the item description, catalog number, quantity, price, and packaging information.

## Item

Description *	Catalog No. *	Quantity *	Price	Packaging
3M Performance Plus Wire Connector <small>220 characters remaining</small>	R/Y+JUG	2	57.00 USD	CS - Case ▼

4. Click "Save" or "Save and Add Another" if you have another item to add

### Add Non-Catalog Item

Existing Supplier

CENTRAL ELECTRICAL SUPPLY

CENTRAL ELECTRICAL SUPPLY

Fulfillment Address  Distribution Methods

CENTRAL ELECTRICAL SUPPLY - PO BOX 4226, BRYAN, Texas 77805 United States  
 CENTRAL ELECTRICAL SUPPLY OF BRYAN INC - PO BOX 4226, BRYAN, Texas 77805 United States

Fax +1 979-822-2928

Item

Description *	Catalog No. *	Quantity *	Price	Packaging
3M Performance Plus Wire Connector <small>220 characters remaining</small>	R/Y+JUG	2	57.00 USD	CS - Case ▼

Additional Details

★ Required fields

5. Click on your shopping cart

TEXAS A&M UNIVERSITY Supplier Invoice Number Search (Alt+Q) 114.00 USD

Simple Advanced Go to: Non-Catalog Item | Favorites | Forms | Shop | Quick Order Browse: Suppliers | Categories | Contracts | Chemicals

Search for products, suppliers, forms, part number, etc.

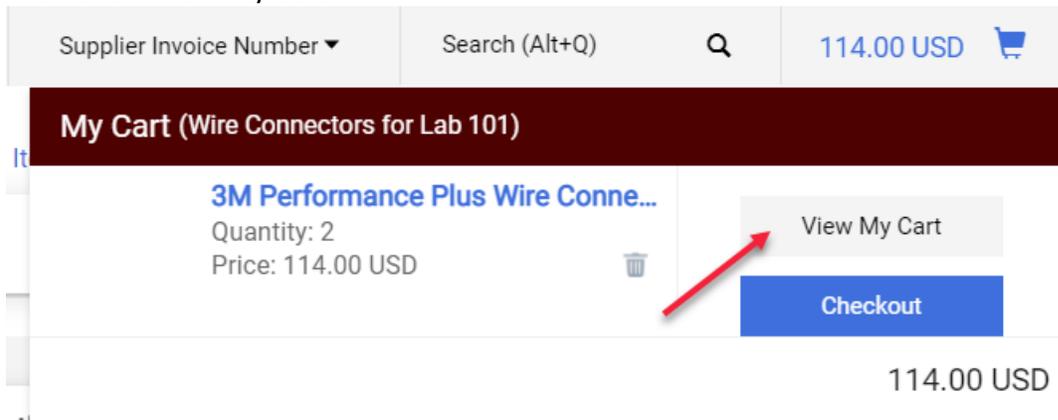
**AggieBuy**  
...purchasing made easy

Welcome to Texas A&M University's Purchasing and e-Commerce Website!

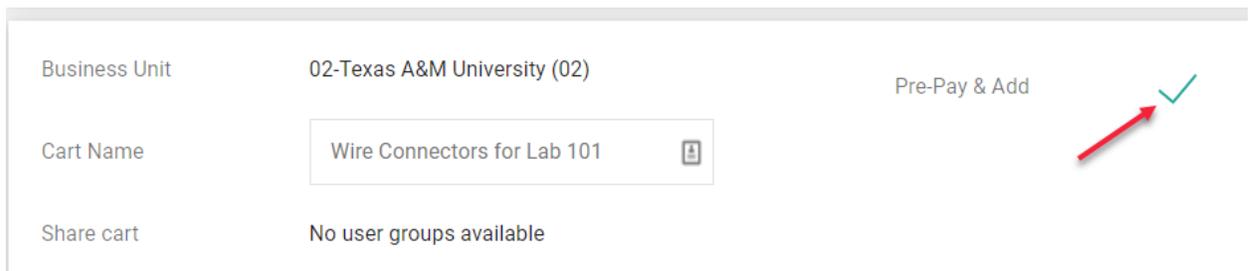
Showcased Suppliers (Suppliers recently added to the MarketPlace)

WorkQuest

6. Then click “View My Cart”



- 7. The “Pre-Pay & Add” checkbox may be used on local funds only for up to \$50
  - a. Check with your dept’s business office on usage of this field
  - b. Can not be used with state funds



- 8. The “Cost Receipt Required” checkbox is normally left blank.
  - a. Please check with your department’s business office on how to use this field.

Cart Description/Purpose

Order Category

Report Reference A

Report Reference B

Cost Receipt Required  ←

9. Once this screen has been completed you may click “Proceed to Checkout”

The screenshot shows a procurement cart interface. At the top, there are tabs for 'Simple' and 'Advanced', and a search bar. The main area contains several fields: Business Unit (02-Texas A&M University (02)), Cart Name (Wire Connectors for Lab 101), Share cart (No user groups available), Prepared by (Kyle Metcalf), Prepared for (Kyle Metcalf), Cart Description/Purpose (Wire Connectors for Lab 101), Order Category (1 - Regular), Report Reference A and B (empty), and Cost Receipt Required (checkbox). On the right, a 'Details' sidebar shows an 'Estimate (114.00 USD)' with a breakdown: Subtotal (114.00), Shipping (0.00), and Handling (0.00), resulting in a Total of 114.00 USD. A blue button labeled 'Proceed To Checkout' is at the bottom of the sidebar, with a red arrow pointing to it.

10. Click “Submit Order”

The screenshot shows a requisition summary page for Texas A&M University. The top navigation bar includes the university logo, a search bar, and a cart icon showing 114.00 USD. The main content area is titled 'Requisition : 83429443' and has tabs for 'Summary', 'Taxes/S&H', 'PO Preview', 'Comments', 'Attachments', and 'History'. The 'Summary' tab is active, displaying three columns: 'General', 'Shipping', and 'Billing'. The 'General' column shows Ordering Department (02-FISC-OPS (02-FISC-OPS)), Business Unit (02-Texas A&M University (02)), Cart Name (Wire Connectors for Lab 101), and Prepared by (Kyle Metcalf). The 'Shipping' column shows Ship To (Attn: Financial Management Operations, GSC, Suite 3101, 750 Agronomy Rd, 6000 TAMU, College Station, TX 77843-6000, United States). The 'Billing' column shows Bill To (Texas A&M University-EDM, \*\*\*Do Not Mail Invoices\*\*\*, Email invoices to tamu.invoices@edmgrou.com, PO BOX 3687, Scranton, PA 18505, United States). On the right, a 'Draft' sidebar shows a 'Total (114.00 USD)' breakdown: Subtotal (114.00), Shipping (0.00), and Handling (0.00), resulting in a Total of 114.00. A blue button labeled 'Submit Order' is at the bottom of the sidebar, with a red arrow pointing to it.