

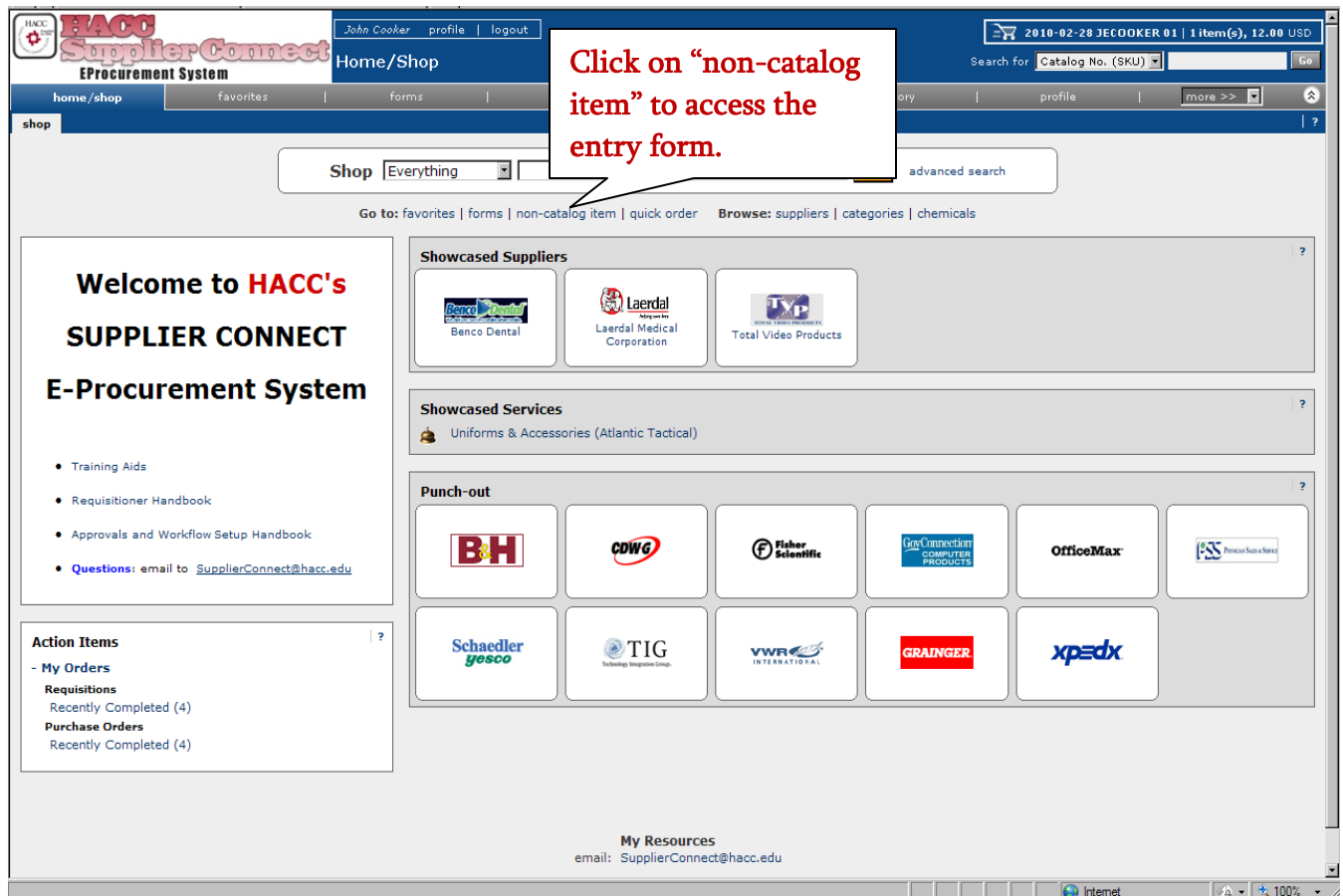


Creating an Order from a Non-Catalog Supplier

What is a “non-catalog” order?

SupplierConnect allows you to quickly and easily add non-catalog items to your cart. Non-catalog orders are orders to suppliers that are not listed among the “Punch Out” or “Hosted” catalogs. SupplierConnect’s supplier database was populated with Banner Vendors, therefore, vendors you have used should be in the system. If you are unable to locate a vendor or wish to have a vendor added, please contact SupplierConnect@hacc.edu.

There are no icons for non-catalog suppliers on the main page but you can access the “non-catalog” order form from the main page.



Starting a “Non-Catalog” Order:

When the “Go To: non-catalog item” is clicked as shown in the above illustration, the “non-catalog” form below opens.

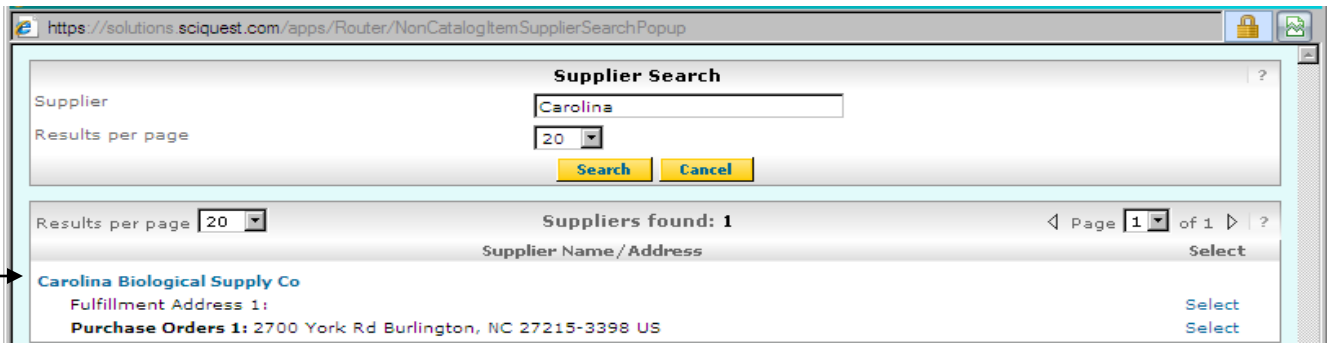
The screenshot shows the 'Non-Catalog Item' form in the HACC Supplier Connect EProcurement System. The form is titled 'Non-Catalog Item' and has a search bar at the top with 'Everything' selected. Below the search bar, there is a section for 'Enter Supplier' with a text input field and a 'supplier search' button. Underneath, there is a table with columns for 'Product Description', 'Catalog No.', 'Product Size', 'Quantity', 'Price Estimate', and 'Packaging'. The 'Packaging' column has a dropdown menu set to 'EA - Each'. Below the table, there is a text area for '255 characters remaining' and a 'Hide product details' button. To the right, there is a list of checkboxes for various product categories: Controlled Substance, Recycled, Hazardous Material, Radioactive, Rad Minor, Select Agent, Toxin, Energy Star, and Green. At the bottom of the form, there are three buttons: 'Save and Close', 'Save and Add Another', and 'Close'.

Enter a supplier name or you may search for a supplier name. If the choice is to enter a supplier name, as the name is typed a selection or selections automatically are provided to choose from. In the example below, “Carolina” was entered and an option of Carolina Biological Supply Co. appeared. Clicking on the name will enter this as the choice.

This screenshot shows the same 'Non-Catalog Item' form as above, but with a search result displayed. The 'Enter Supplier' text input field now contains 'Carolina', and a dropdown menu below it shows 'Carolina Biological Supply Co.' as a suggestion. A red callout box with the text 'Enter supplier name and choices appear to choose from.' points to this dropdown menu. The rest of the form, including the table and category checkboxes, remains the same as in the previous screenshot.

Non Catalog Supplier Search cont'd.

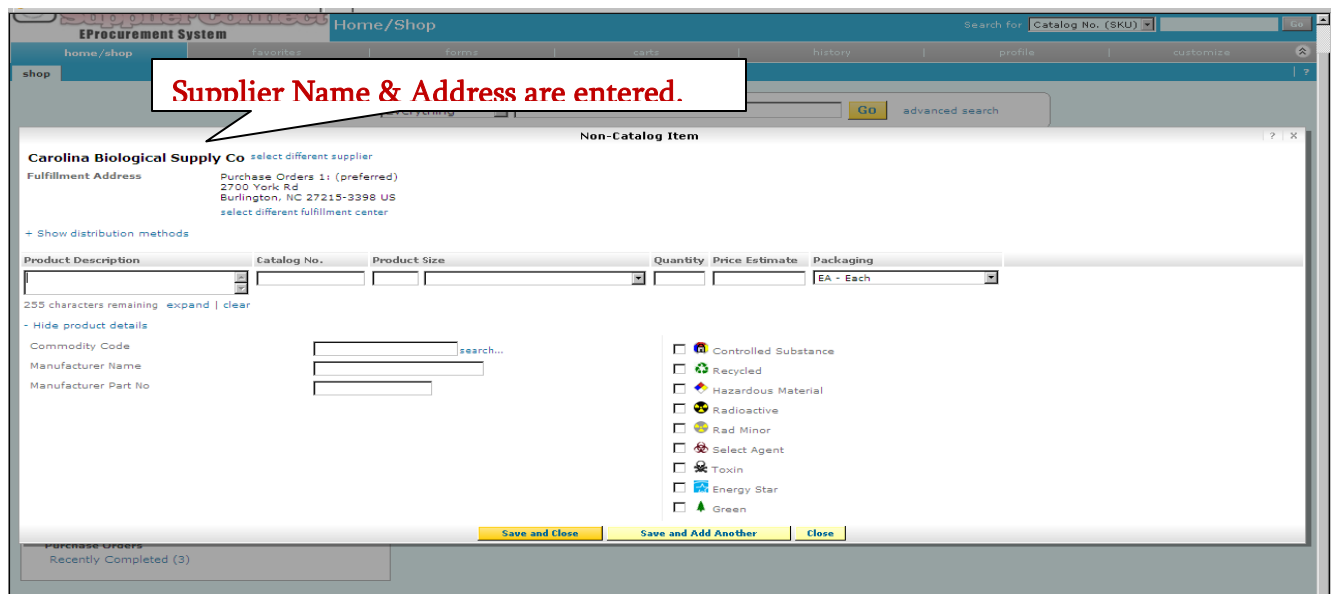
If the choice was “**supplier search**”, the screen below appears. Type in a supplier name (or a portion of the name) followed by clicking SEARCH and a choice(s) is provided.



The screenshot shows a web browser window with the URL <https://solutions.sciquest.com/apps/Router/NonCatalogItemSupplierSearchPopup>. The page is titled "Supplier Search". There is a search input field containing "Carolina", a "Results per page" dropdown set to "20", and "Search" and "Cancel" buttons. Below this, a summary bar shows "Results per page 20", "Suppliers found: 1", and "Page 1 of 1". A table lists the search results:

Supplier Name/ Address	Select
Carolina Biological Supply Co Fulfillment Address 1: Purchase Orders 1: 2700 York Rd Burlington, NC 27215-3398 US	Select Select

Clicking “**Select**” will open a window with the chosen supplier name to allow the entry of the product description, catalog #, UOM (unit of measure), price estimate and packaging.

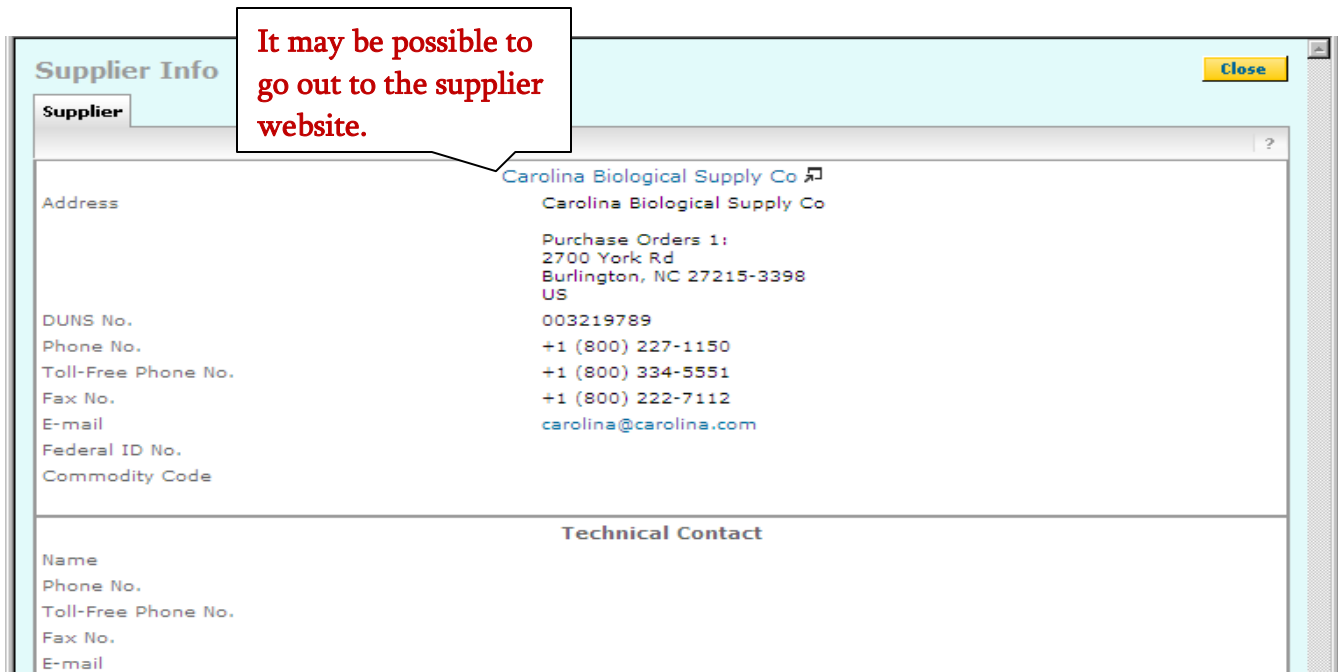


The screenshot shows the "Non-Catalog Item" entry form. A red callout box points to the supplier name and address, stating "Supplier Name & Address are entered." The form includes the following fields and sections:

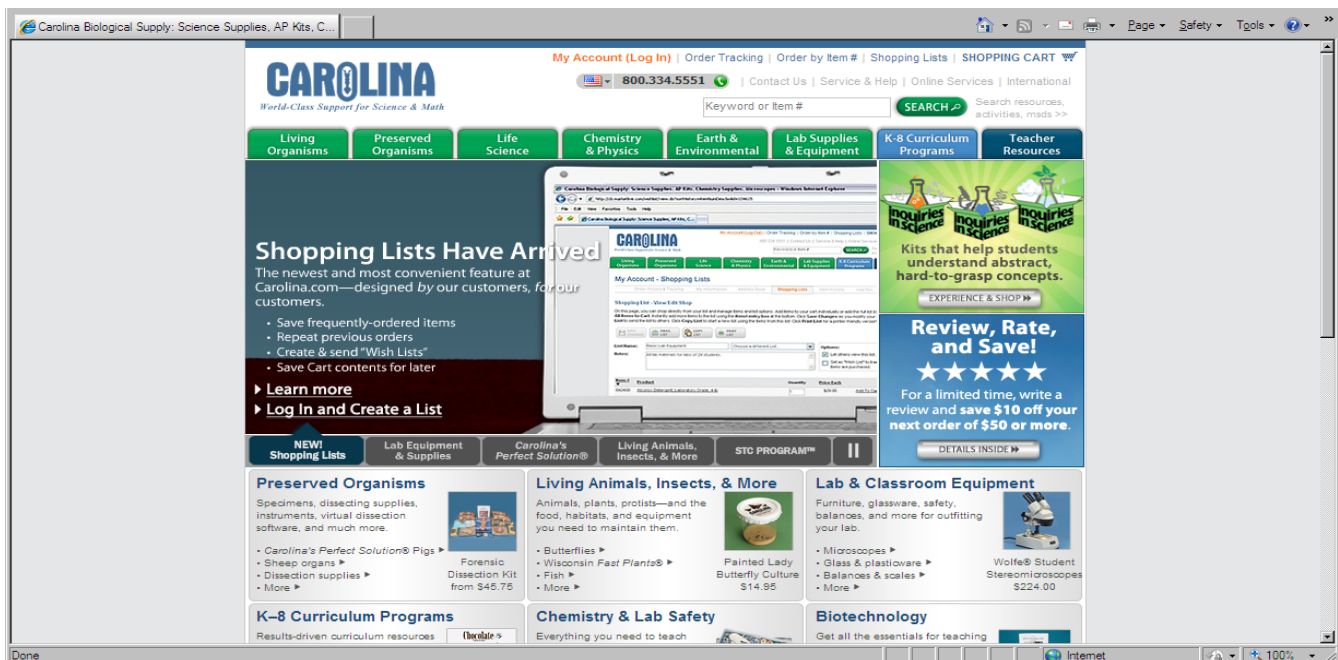
- Supplier Information:** Carolina Biological Supply Co (select different supplier), Fulfillment Address: 2700 York Rd, Burlington, NC 27215-3398 US (select different fulfillment center).
- Product Information:** Product Description, Catalog No., Product Size, Quantity, Price Estimate, Packaging (EA - Each).
- Commodity Details:** Commodity Code, Manufacturer Name, Manufacturer Part No.
- Material Safety Data Sheet (MSDS) Options:** Controlled Substance, Recycled, Hazardous Material, Radioactive, Rad Minor, Select Agent, Toxin, Energy Star, Green.
- Buttons:** Save and Close, Save and Add Another, Close.

Often times by clicking on the supplier’s name on the “Supplier Search” screen, the supplier may have provided their website link. Clicking this link will take the requestor to the supplier site.

DO NOT ATTEMPT TO BUILD THE CART IN THEIR WEBSITE. Rather use their site to collect the information needed to complete the non-catalog form.



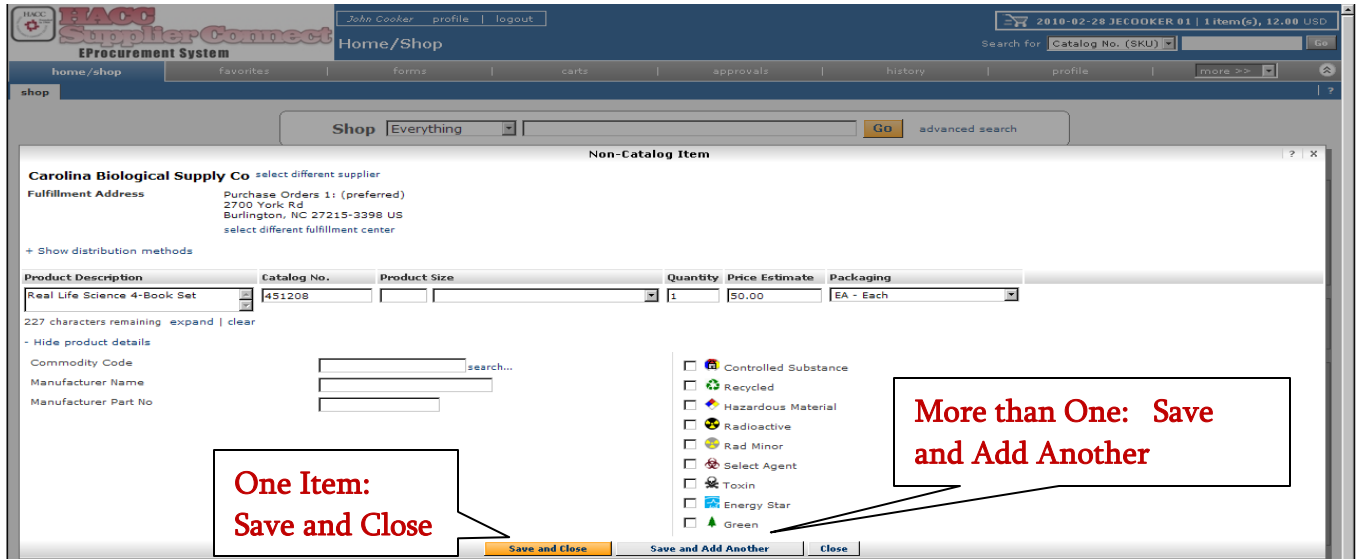
In this example, clicking Carolina Biological Supply Co. goes directly to their website to find product descriptions, catalog #'s, unit of measures, and a price estimate.



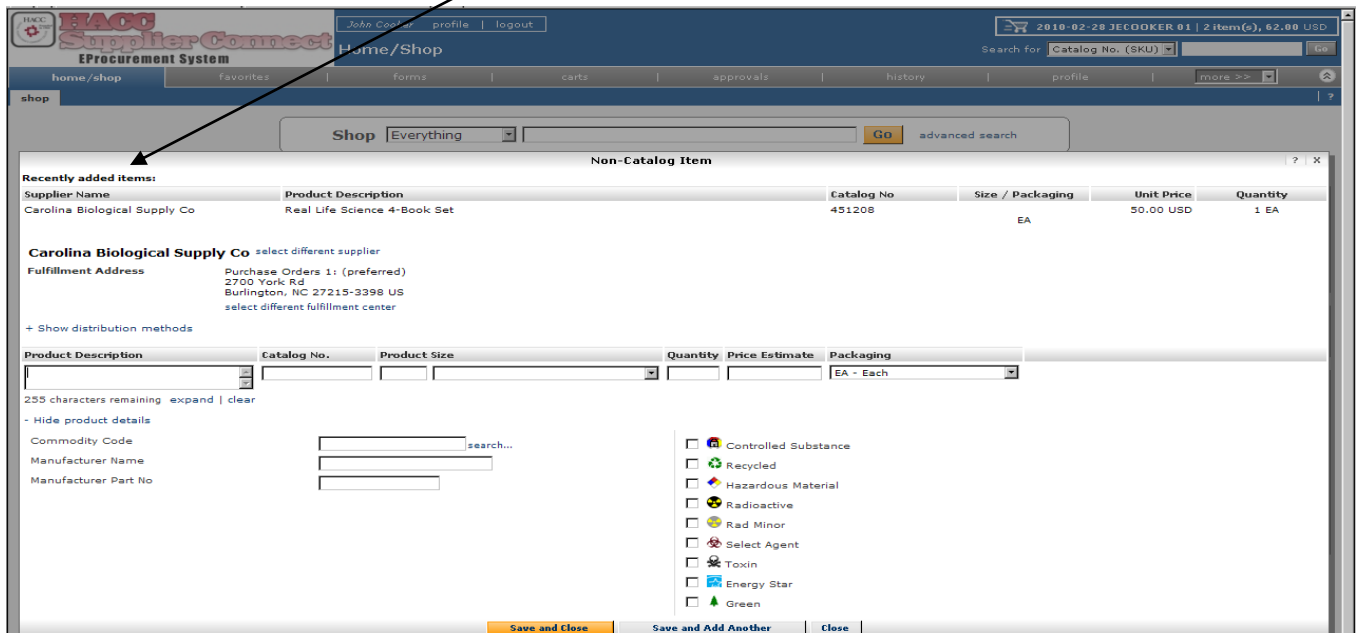
Go back to the non-catalog form and fill in the information. In this example the description is “Real-Life Science 4-Book Set”, the catalog # is 451208, the quantity is “1” and the price estimate is \$50.00.

Filling in the “non-catalog” order form cont’d.

If ordering only one, click **SAVE** and **CLOSE**.



If ordering more than one, click **SAVE** and **ADD ANOTHER**. This will keep Carolina Biological Supply Co. open but clear the “product description”, “catalog no.”, “quantity”, and “price” fields for the next item to be ordered. Notice the form populated the previous order information under the heading “Recently added items”.



Note: Commodity Codes will need to be entered. Refer to the training guide entitled, “Commodity Codes”.

Non-Catalog Order Closed and Saved Cont'd.

At this point the requestor is returned to SupplierConnect's main page. Click on the "Cart" tab on the main toolbar.

SupplierConnect E-Procurement System

Home/Shop

Search for: Catalog No. (SKU) [Go]

2010-02-18 JECOOKER 01 | 4 item(s), 1,858.74 USD

home/shop | favorites | forms | **carts** | approvals | history | profile | more >>

Shop [Everything] [Go] advanced search

Go to: favorites | forms | non-catalog item | quick

Welcome to HACC's SUPPLIER CONNECT E-Procurement System

- Training Aids
- Requisitioner Handbook
- Approvals and Workflow Setup Handbook
- Questions: email to SupplierConnect@hacc.edu

Action Items

- My Orders
- Requisitions Recently Completed (4)
- Purchase Orders Recently Completed (4)

Showcased Suppliers

- Benco Dental
- Laerdal Med Corporation

Showcased Services

- Uniforms & Accessories (Atlantic Tactical)

Punch-out

- B&H
- CDWG
- Fisher Scientific
- GeoConnect COMPUTER PRODUCTS
- OfficeMax
- PSS
- Schaeffler yosco
- TIG
- VWR INTERNATIONAL
- GRAINGER
- xpdx

There are occasions when the system returns the requestor directly to the "Active Cart" page. Completing an order requires review on the "Active Cart".

SupplierConnect E-Procurement System

Cart - Draft Requisition

Search for: Catalog No. (SKU) [Go]

2010-02-04 jecooker 01 | 1 item(s), 929.95 USD

home/shop | favorites | forms | **carts** | approvals | history | profile | more >>

active cart | draft carts | favorites | my requisitions

Create Cart [Save]

Add Products → Edit Cart → Review → PR Approvals → PO Preview → Place Order

Add Non-Catalog Item [Save]

Cart Name: 2010-02-04 jecooker 01 PO Type: []

Description: []

Priority: Normal []

Supplier / Line Item Details

For selected line items [Add To Favorites] [Go]

PO Number: [] To Be Assigned

B&H Photo-Video.com Corp more info...

Purchase Orders 1
420 Ninth Avenue, New York, NY 10001-2404 US
The items were retrieved from an external supplier site, therefore your ability to edit or view the items in this application may be limited. Click this message for more details.
The following lines cannot be accessed on the supplier's website. Click this message for more details. Line(s): 1
Add non-catalog item for this supplier...

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
EOS 50D SLR Digital Camera (Camera Body)	CAE50D	EA	929.95	1 EA	929.95 USD	<input type="checkbox"/>
Supplier subtotal					929.95 USD	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.					Subtotal	929.95
					Shipping	0.00
					Handling	0.00
					Total	929.95 USD

[Save]

See configuration for this requisition
view carts

To complete the order, refer to the training guide entitled, "Completing and Placing the Order".