

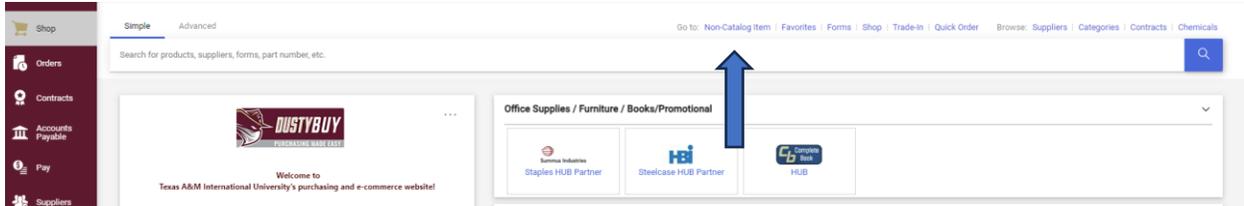
How to Create a Non-Catalog Order

1. What is a Non-Catalog Order?

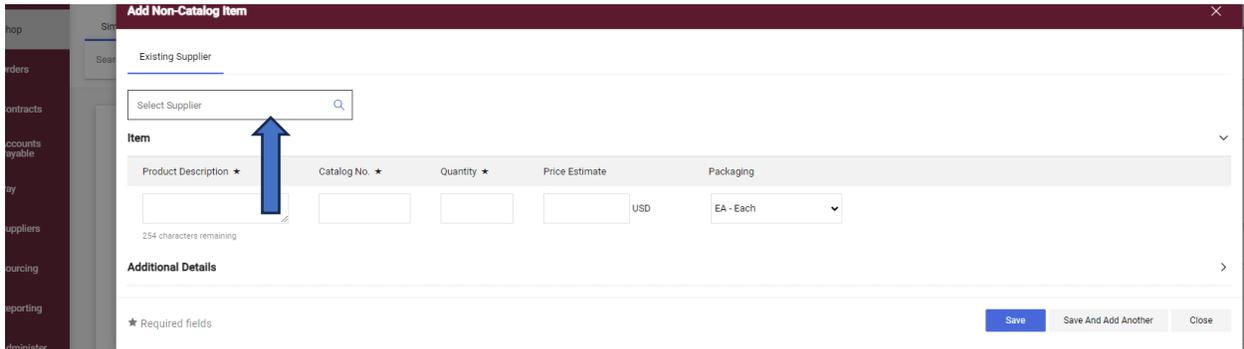
A. Non-Catalog Order – A Non-Catalog Order is a requisition allowing you to order items for which a punchout catalog is unavailable.

2. Non-Catalog Order

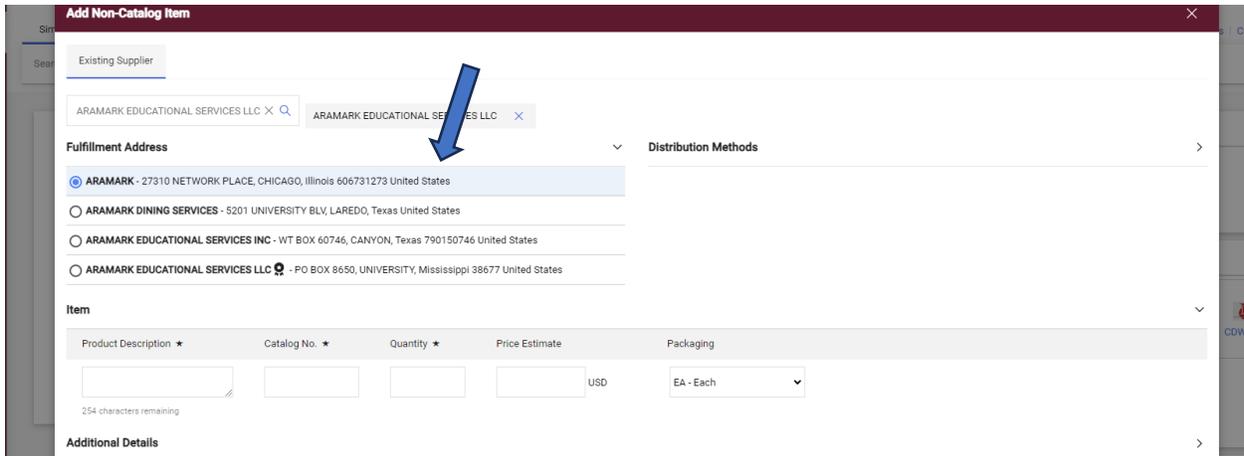
A. On the DustyBuy home page, select Non-Catalog Item.



B. Choose the supplier by typing the name and selecting from the list of options.



C. Ensure you select a supplier whose fulfillment address matches your quote.



D. Enter a detailed item description, catalog number (if applicable), quantity, price, commodity code, and packaging information.

Item

| Product Description * | Catalog No. * | Quantity * | Price Estimate | Packaging |
|-----------------------|----------------------|----------------------|--------------------------|-----------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> USD | EA - Each |

254 characters remaining

Additional Details

| | | | | |
|----------------------|----------------------|-------------------|----------------------|---|
| Commodity Code | <input type="text"/> | Manufacturer Name | <input type="text"/> | Product Flags |
| Manufacturer Part No | <input type="text"/> | | | <input type="checkbox"/> Controlled substance |
| | | | | <input type="checkbox"/> Recycled |
| | | | | <input type="checkbox"/> Hazardous material |
| | | | | <input type="checkbox"/> Radioactive |

E. Click **Save** or **Save and Add Another** if you have another line item(s) to add.

Item 132 items have been found containing '12345' in their Catalog No. [View all in search results](#)

| Product Description * | Catalog No. * | Quantity * | Price Estimate | Packaging |
|---|---------------|------------|----------------|-----------|
| Detailed Description of items being ordered | 12345 | 1 | 50.00 USD | EA - Each |

211 characters remaining

Additional Details

* Required fields

[Save](#) [Save And Add Another](#) [Close](#)

F. Click on the shopping cart.

Home Shop Orders

TEXAS A&M INTERNATIONAL UNIVERSITY

All Search (Alt+Q) 50.00 USD

Go to: [Non-Catalog Item](#) Favorites Forms Shop Trade-In Quick Order Browse Suppliers Contracts Chemicals

Go to: [non-catalog item](#)

G. Click on **Checkout**.

All Search (Alt+Q) 50.00 USD

My Cart (2023-07-07 618000916 01)

Detailed Description of items being...

Quantity: 1
Price: 50.00 USD

[View My Cart](#)

[Checkout](#)

50.00 USD

H. Edits can be made by clicking the pencil icon in the corresponding section(s). Before submitting your requisition through DustyBuy, include the following information (see below i-iv).

The screenshot shows the requisition form with three main sections: General, Shipping, and Billing. Each section has a pencil icon in the top right corner, indicating that it can be edited. The General section includes fields for Business Unit, Ordering Department, Cart Name, Share cart, Prepared by, and Prepared for. The Shipping section includes Ship To (Attn, Purchasing, c/o Central Receiving, Room, Address, and United States) and Delivery Options (Ship Via, Best Carrier-Best Way). The Billing section includes Bill To (Texas A&M International University - Accounts Payable, Address, and United States) and Accounting Info (Do Not Encumber, X).

- i. Cart Name – A description of what is being purchased.
- ii. Ship To – Ensure that the department information is accurate.
- iii. Accounting Codes – You will list the account used to pay for this purchase here.

The screenshot shows the Accounting Codes table with a pencil icon in the top right corner. The table has the following columns: Fiscal Year, Member ID, Department Code, Account Code, Report Reference C, Report Reference D, Object Code, Class Code, and Special Routing. The data row shows: 2023, 16, Texas A&M International University, 16-PURC, 16-Purchasing and Support Services, 16-210179-00000, no value, no value, no value, no value, and L Account Code.

| Fiscal Year | Member ID | Department Code | Account Code | Report Reference C | Report Reference D | Object Code | Class Code | Special Routing | | | |
|-------------|-----------|------------------------------------|--------------|------------------------------------|--------------------|-------------|------------|-----------------|----------|---|--------------|
| 2023 | 16 | Texas A&M International University | 16-PURC | 16-Purchasing and Support Services | 16-210179-00000 | no value | no value | no value | no value | L | Account Code |

- iv. Internal Notes and Attachments – Include any necessary attachments essential to the purchase, such as OIT approvals, EHS approvals, VPAT, IT Security approval, etc.

The screenshot shows the Internal Notes and Attachments section. It has two sub-sections: Internal Notes and Attachments, and External Notes and Attachments. The Internal Notes section has a 'no value' field and an 'Add' button. The External Notes section has a 'no value' field and an 'Add' button. There is also a 'PO Clauses' section with an 'Edit | View details' link.

I. Once the order is ready for submission, click **Submit Order**.

The screenshot shows the requisition form with the 'Submit Order' button highlighted in a blue box. The form is identical to the previous screenshot, showing the General, Shipping, and Billing sections and the Accounting Codes table.

- J. After submitting your order, the requisition will route through a workflow for approvals before a purchase order is issued.

