

How to Create a NON-Catalogue order (New Experience)

Click Non-Catalogue Form from the shopping home page > Search for Supplier > add Justification> Catalogue Number> add Goods or Service Description> Unit Price > Quantity

In available actions (top right corner) use drop down menu and search for ADD and go to Cart > click GO

(If you need to add another line, choose Add to Cart and RETURN)

The screenshot shows the 'Non Catalogue Form' interface. It includes sections for 'Supplier Info' (with fields for supplier name, search, and currency), 'Justification' (a text area), 'General Info' (with 'Item Information' and 'Additional Item Information' sub-sections), and 'External Info'. The 'Item Information' section contains fields for 'Catalogue No.', 'Good or Service Description', 'Need by Date', 'Unit Price', and 'Quantity'. The 'Additional Item Information' section contains fields for 'Manufacturer Name', 'Manufacturer Part No', and 'Notes'. The 'External Info' section has a table with columns 'Size' and 'Date'. At the top right, there is an 'Available Actions' dropdown menu with 'Add and go to Cart' selected, and 'Go' and 'Close' buttons. The bottom right corner shows a 'Total' label.

CART

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, adjust quantities, and view an estimated total purchase amount.

New shopping experience




Click to empty, create or share a cart

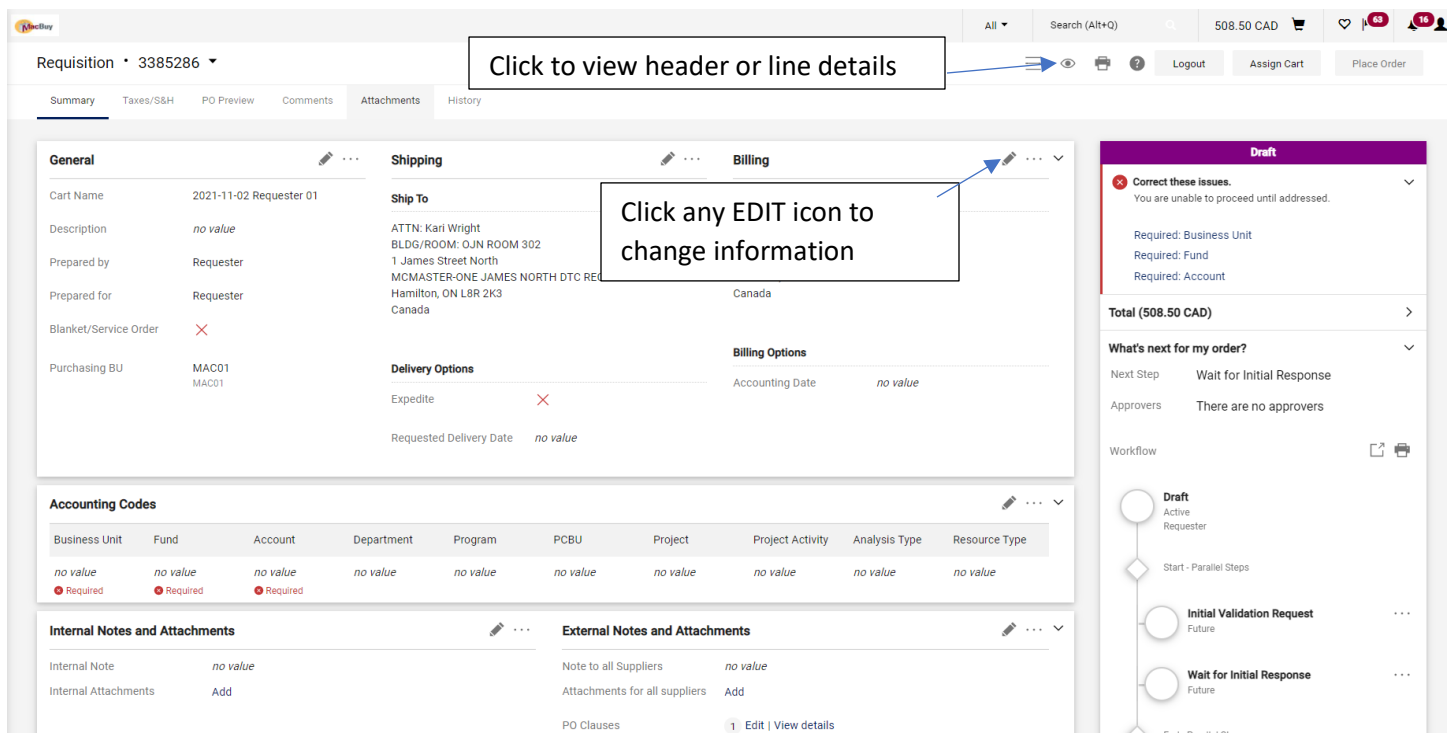
The screenshot shows the shopping cart interface with several annotations. At the top, there is a 'Shopping Cart' header with a cart icon and a 'Proceed To Checkout' button. Below the header, there is a search bar with the text 'Search to jump back to shopping'. The main content area shows '3 Items' from 'WESTDALE FLORISTS' with a total of '450.00 CAD'. A table lists the items, including 'Scientific Lab Tubes' with a quantity of 3 and an extended price of 450.00. Annotations point to various elements: 'Click to empty, create or share a cart' points to the cart icon; 'Click to jump back to shopping' points to the search bar; 'Click to open Action menu for supplier' points to the supplier details; 'Click to open Action menu for individual items' points to the item action menu; 'Add commodity code, use search icon if needed' points to the commodity code field; and 'Estimated totals' points to the 'Estimated totals' section on the right. The right sidebar shows a 'Correct these issues' message, a 'Details' section for the requester, and an 'Estimate (508.50 CAD)' section with a breakdown of costs: Subtotal (450.00), GST/HST (58.50), Shipping (0.00), and Handling (0.00), totaling 508.50.

PROCEED TO CHECKOUT

Checkout

Tabs at the top of the page contain additional information about the document. Items are listed in the bottom section.

- Click tabs to view and edit information within them.
- Click the edit  icon to modify information in a section.
- Click the actions  icon to see actions that can be performed for the area you are in. In the Items section, on individual items, you will see actions that can be applied that item only. If you select the icon near the top of the Items section, you will see actions that can be taken for all selected items.
- Click the drop-down menus next to headings see a list of additional actions that can be taken. For example, clicking the drop-down menu next to the Requisition heading displays Continue Shopping or Add Comment actions. Select a line item and open the Actions menu to see a list of actions that can be taken for the selected items.
- The right sidebar shows document totals, primary actions, and related documents. Users can also view approval workflow information in the [What's next for my order?](#) section.
- Click the FILTER VIEW icon  view or hide header and line-item details, line items only, or accounting codes only.



Requisition • 3385286

Click to view header or line details

Click any EDIT icon to change information

General

Cart Name: 2021-11-02 Requester 01

Description: no value

Prepared by: Requester

Prepared for: Requester

Blanket/Service Order: ✗

Purchasing BU: MAC01

Shipping

Ship To: ATTN: Kari Wright, BLDG/ROOM: OJN ROOM 302, 1 James Street North, MCMMASTER-ONE JAMES NORTH DTC RE, Hamilton, ON L8R 2K3, Canada

Billing

Billing Options: Accounting Date: no value

Accounting Codes

Business Unit	Fund	Account	Department	Program	PCBU	Project	Project Activity	Analysis Type	Resource Type
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value
Required	Required	Required							

Internal Notes and Attachments

Internal Note: no value

Internal Attachments: Add

External Notes and Attachments

Note to all Suppliers: no value

Attachments for all suppliers: Add

PO Clauses: 1 Edit | View details

Draft

Correct these issues. You are unable to proceed until addressed.

Required: Business Unit

Required: Fund

Required: Account

Total (508.50 CAD)

What's next for my order?

Next Step: Wait for Initial Response

Approvers: There are no approvers

Workflow

Draft Active Requester

Start - Parallel Steps







Initial Validation Request Future









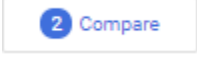
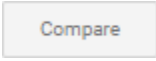









Wait for Initial Response Future

End - Parallel Steps

Icons

You will see these icons in the new shopping pages:

-  Click to switch between the classic and new shopping experiences
-  Click to display additional options available for items in a panel or page
-  Click to edit information in a panel
-  Collapse section
-  or  Expand section

-  Click to add an item to Favorites
-  Item is a user's personal Favorite
-  Item is a shared Favorite
-  Shared cart
-  The recommended item has been added to a requisition in the last 30 days
- **COMPARE** or  Click to add an item to the Compare list
- **COMPARE**  or  Item has been added to the Compare list
-  Click to generate a comparison
-  No items have been selected for comparison
-  Show shopping search results in a grid view
-  Show shopping search results in a list view
-  Choose which item details to display on tiles in the grid view
-  Item requires sourcing
-  Item is associated with a contract
-   Show or hide sidebar
-  View or hide header and line item details, line items only, or accounting codes only
-  Click to view help information