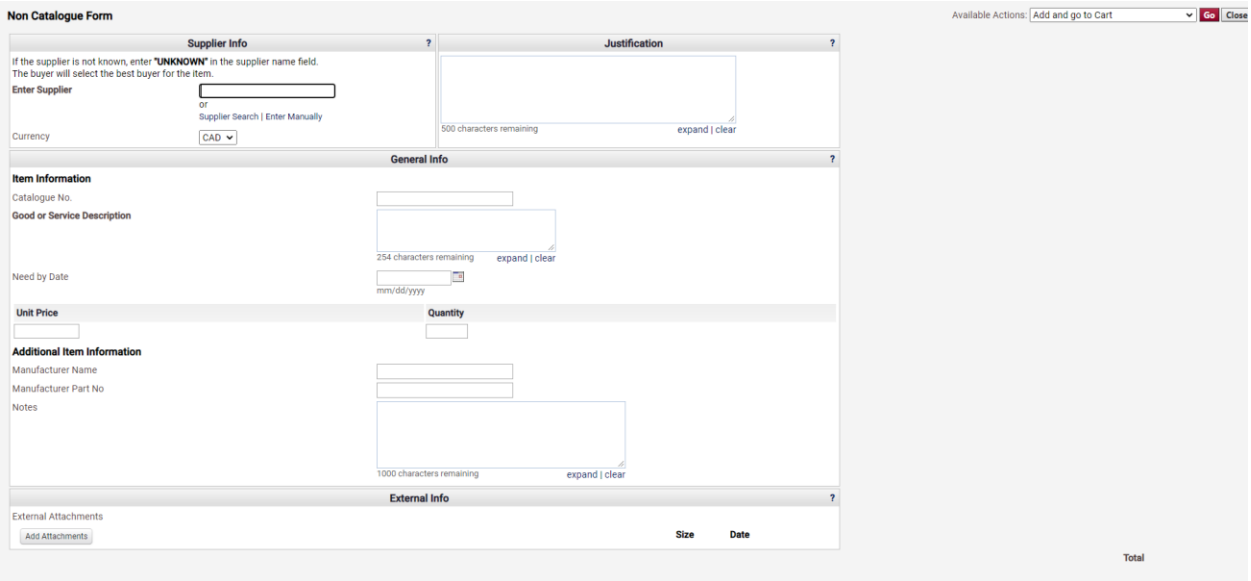
How to Create a NON-Catalogue order (New Experience)

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

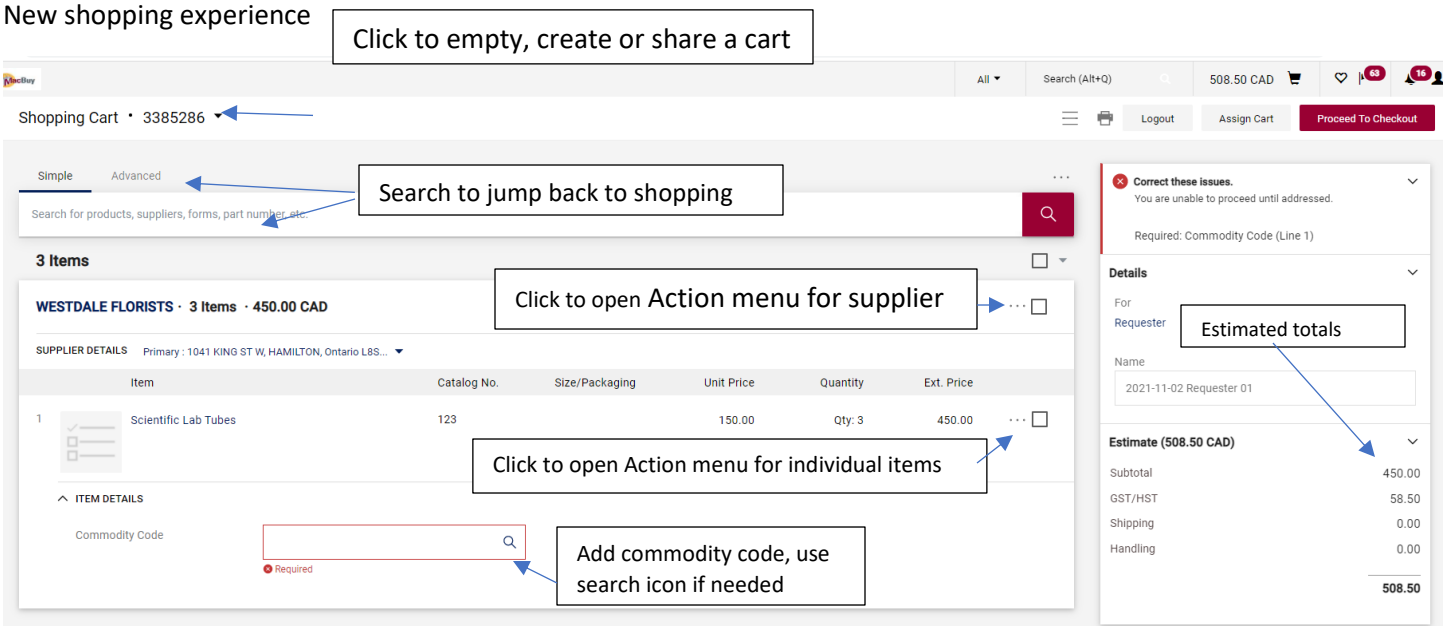
(If you need to add another line, choose Add to Cart and RETURN)



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

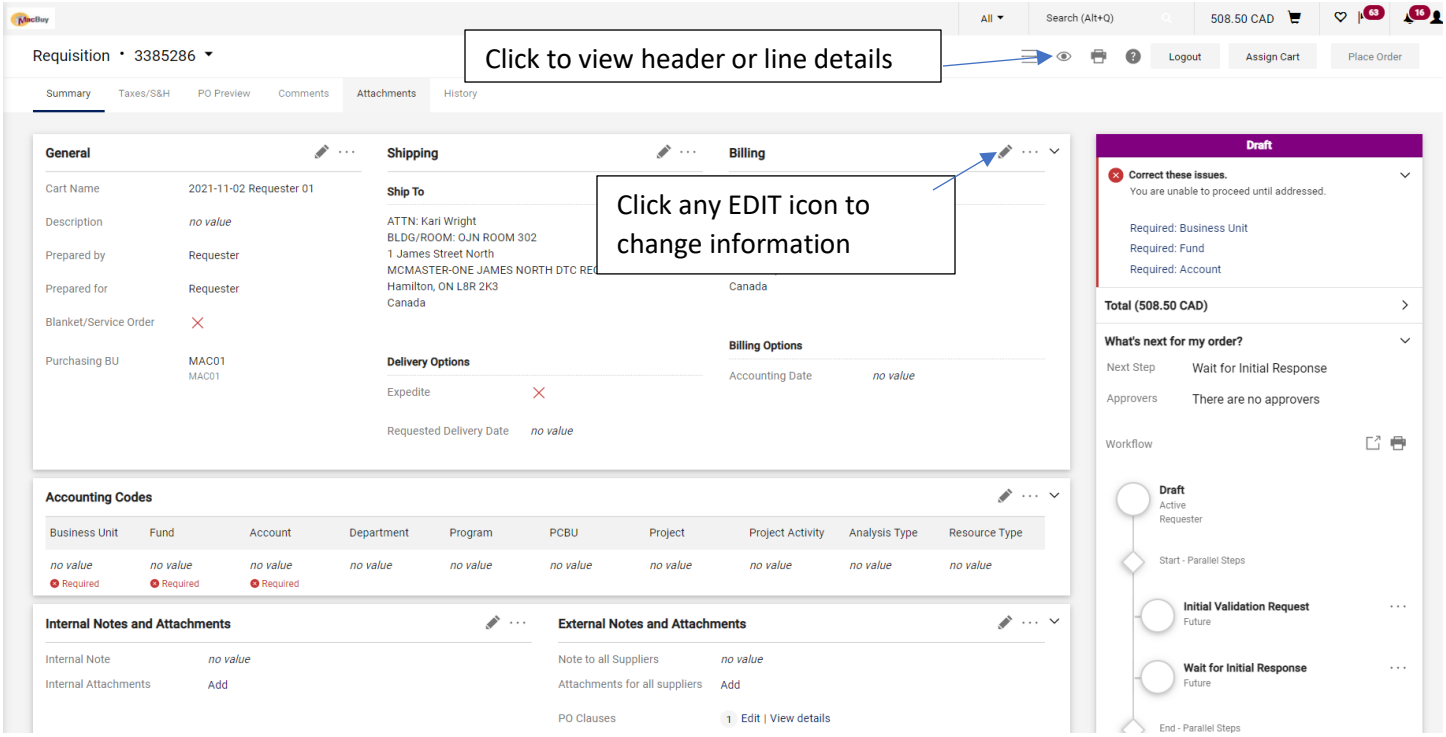


PROCEED TO CHECKOUT

Checkout

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

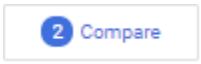
- Click tabs to view and edit information within them.
- Click the edit icon to modify information in a section.
- Click the actions icon to see actions that can be performed for the area you are in. In the Items section, on individual items, you will see actions that can be applied that item only. If 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.

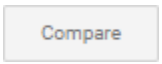


Icons

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
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Show or hide sidebar
- View or hide header and line item details, line items only, or accounting codes only
- Click to view help information