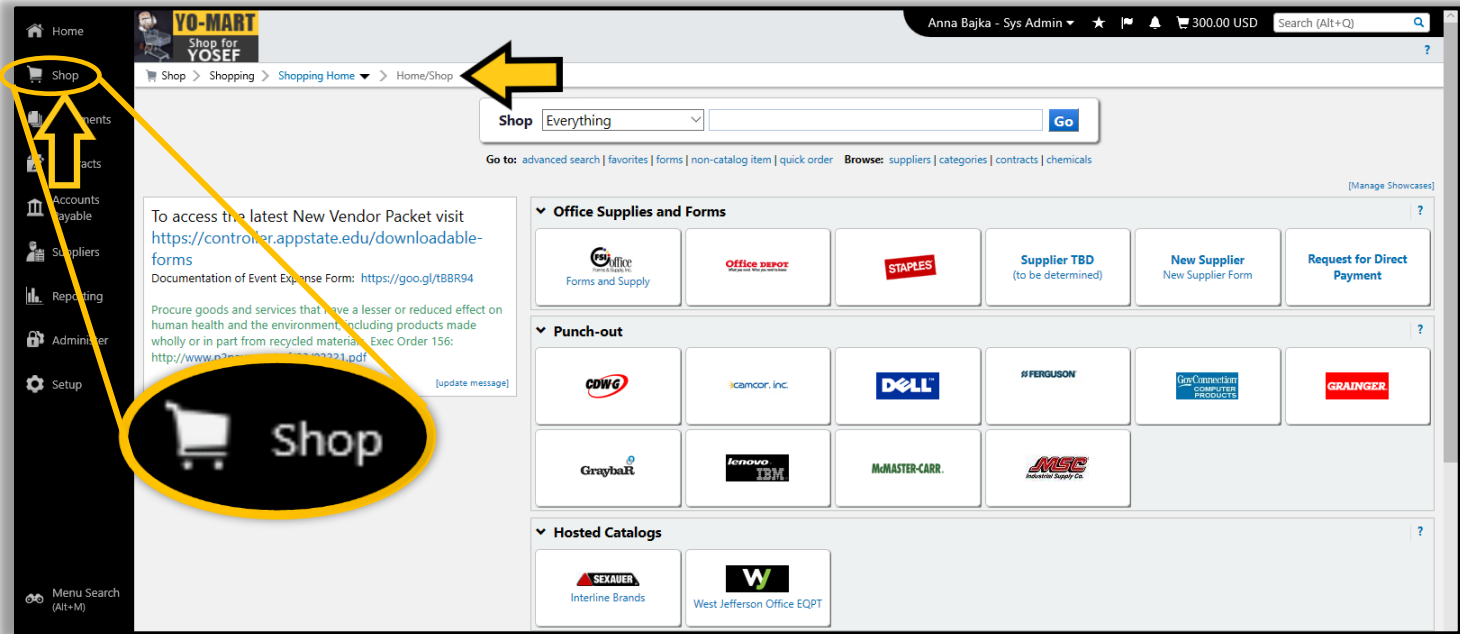


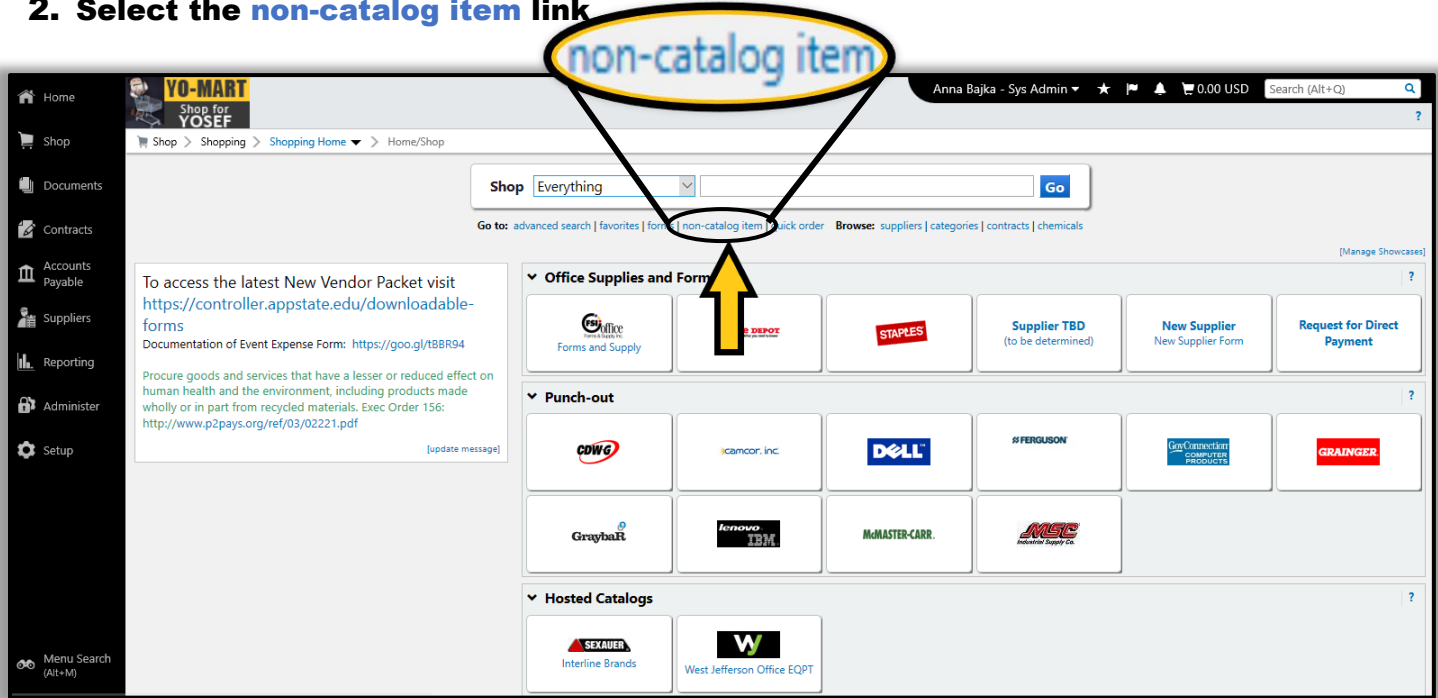


# Non-Catalog Item

## 1. Login to Yo-Mart and select Shop from the left-hand menu



## 2. Select the non-catalog item link



### 3. Complete the Non-Catalog Item form and select **Save and Close**

**Non-Catalog Item** ? X

**Enter Supplier**   
OR  
[Supplier Search](#)

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/> 254 characters remaining <a href="#">expand</a>   <a href="#">clear</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

**Product Details**

Commodity Code

Manufacturer Name

Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

**Save and Close** Save and Add Another Close

### 4. Select the shopping cart from the top menu

**300.00 USD**

**YO-MART** Shop for YOSEF

Anna Bajka - Sys Admin 300.00 USD Search (Alt+Q)

Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

**Office Supplies and Forms**

- Office Supply
- Office Depot
- STAPLES
- Supplier TBD (to be determined)
- New Supplier New Supplier Form
- Request for Direct Payment

**Punch-out**

- CDWG
- icamcor, inc.
- DELL
- #FERGUSON
- COMPUTER PRODUCTS
- GRAINGER
- Graybar
- Lenovo IBM
- McMASTER-CARR.
- MSC

**Hosted Catalogs**

- SEKAUER Interline Brands
- West Jefferson Office EQPT

## 5. Select **Checkout** from the My Cart box

The screenshot displays a procurement system interface. At the top right, the user is identified as 'Anna Bajka - Sys Admin' with a shopping cart icon showing '300.00 USD' and a search bar. The main header includes 'YO-MART Shop for YOSEMITE' and navigation links for 'Shop', 'Shopping', 'Shopping Home', and 'Home/Shop'. A search bar is set to 'Everything'. Below the header, there are links for 'Go to: advanced search | favorites | forms | non-catalog item | quick order' and 'Browse: suppliers | categories'. A 'My Cart' box is overlaid on the right side, showing '2019-07-12 BAJKAAB 01' and a total of '300.00 USD'. The cart contains one item: 'Pest Control' with a quantity of 1 and a price of 300.00 USD. A yellow arrow points to the 'Checkout' button in the cart. The main content area is divided into sections: 'Office Supplies and Forms' (with logos for Office Depot, Staples, Supplier TBD, and New Supplier), 'Punch-out' (with logos for CDWG, icamear, Inc., DELL, #FERGUSON, GRAUBENSKIT, and GRAINGER), and 'Hosted Catalogs' (with logos for SEKAUER and West Jefferson Office EQPT). A sidebar on the left contains navigation options: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Reporting, Administer, Setup, and Menu Search (Alt+M). A message box on the left provides information about a 'New Vendor Packet' and a link to a document.