

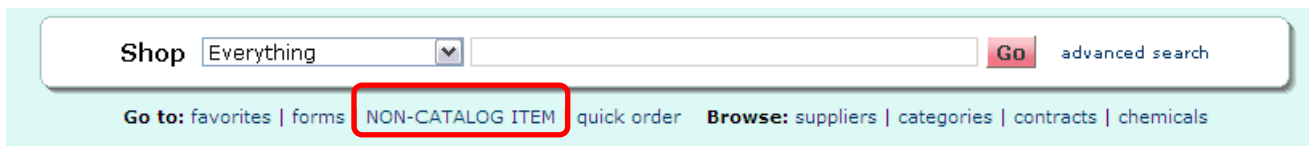
### In This Guide

- ✓ Selecting a supplier
- ✓ Specifying the details of a non-catalog item
- ✓ Submitting a non-catalog item

This guide provides the steps required to purchase a non-catalog item(s) through the WayneBuy solution.

### Procedure

1. Click on the **NON-CATALOG ITEM** link under the Shop section (shown below).



2. Search for your supplier by keying in the supplier name. The search functionality will display available suppliers as you continue to key in the supplier name.

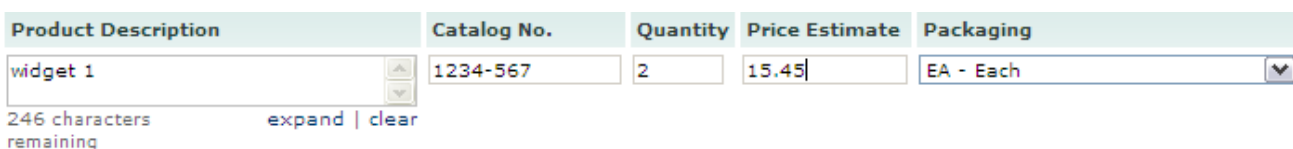


3. Select the appropriate supplier for your non-catalog purchase.



***If the supplier has multiple fulfillment centers (locations that orders are shipped from) – review the address and if it is not appropriate, click on the **different fulfillment center** link and select the appropriate fulfillment center.***

4. Enter your non-catalog item information (product description, catalog no., quantity, and price). For packaging, if the default of EA-Each is not appropriate, click on the pull down arrow to find the appropriate packaging.





5. Click on the pull down arrow for **Commodity Code** and select the appropriate commodity code for the item you are purchasing.

Commodity Code  



6. Review the item attributes and click on the attributes that apply to the item being purchased. These attributes may impact workflow and enhance reporting for the university.

**Non-Catalog Item** ? X

**Fisher Scientific**   1 select different supplier


**Fulfillment Address** Purchasing Buy From 2: (preferred)  
Part of ThermoFisher Sci  
4500 Turnberry Drive  
Hanover Park, IL 60133-5491 US  
select different fulfillment center










+ Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
widget 1 	1234-567	2	15.45	EA - Each 

246 characters remaining expand | clear

- Product Details

Commodity Code  

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

7. Once you are complete with your non-catalog item entries, select **Save and Close** if this is your only item. Or you can select **Save and Add Another** button if you have more than one item to purchase. You will be returned to the **Home/Shop** page when you are complete.

*You have successfully entered a non-catalog item.*