1. To order non-catalog items from a supplier currently set up in UShop, click on the Non-Catalog and/or New Supplier tile found on the UShop home shopping page.

2. In the field to the right of Enter Supplier, start typing the name of your desired supplier. As you do so, the system will generate a prompt for that supplier name below the field. Click on this prompt to populate the field.

3. Or, click on supplier search. A new Supplier Search field will appear. Enter the name of your desired supplier in the available field and click Search.

4. Enter the name of your desired supplier in the available field and click Search. Click on select to the right of the supplier name.

5. The supplier information will now populate the Supplier field at the top of the form. Since the supplier is currently set up in UShop, there is no need to complete the remaining New Supplier Details fields.
6. Scroll down on the form to the **Product Description** fields and complete as thoroughly as possible. Be sure to check any applicable **Health and Safety** items.

![Product Description Form](image)

7. The **Product Details** section allows the shopper to add one line item to the cart at a time. To add multiple requisition line items, simply add the item described on this form to your cart by selecting **Add to Cart and Return** under the **Available Actions** drop down at the top of the form. Click **Go**. Repeat this process to add the desired number of line items to your cart.

![Available Actions](image)

8. Continue scrolling down on the form to the **Additional Attachment Details**. Under **Internal Attachments**, click on **Add Attachments**.

![Additional Attachment Details](image)