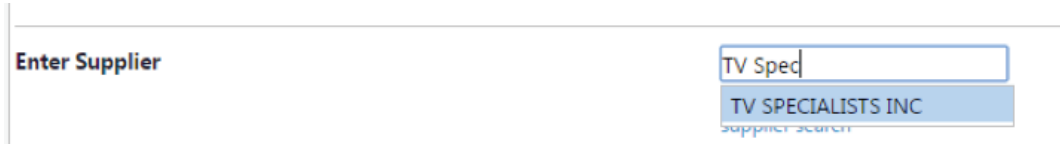


1. To order non-catalog items from a supplier currently set up in UShop, click on the Non-Catalog and/or New Supplier tile found on the UShop home shopping page.

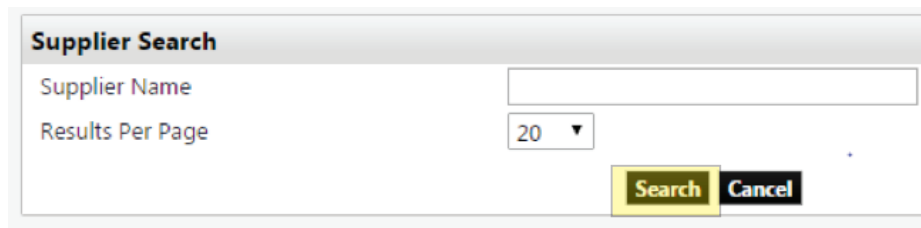


2. In the field to the right of **Enter Supplier**, start typing the name of your desired supplier. As you do so, the system will generate a prompt for **that** supplier name below the field. Click on this prompt to populate the field.



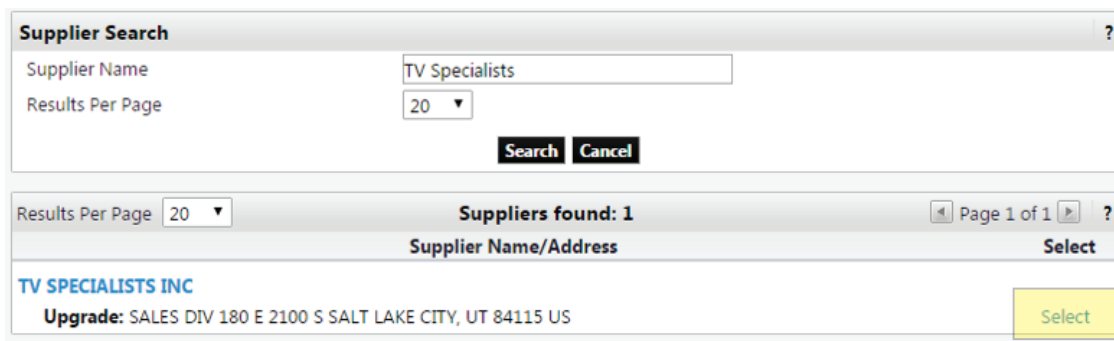
The image shows a form with a label 'Enter Supplier' and a text input field. The input field contains the text 'TV Spec'. Below the input field, a dropdown menu is open, showing the option 'TV SPECIALISTS INC'.

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**.



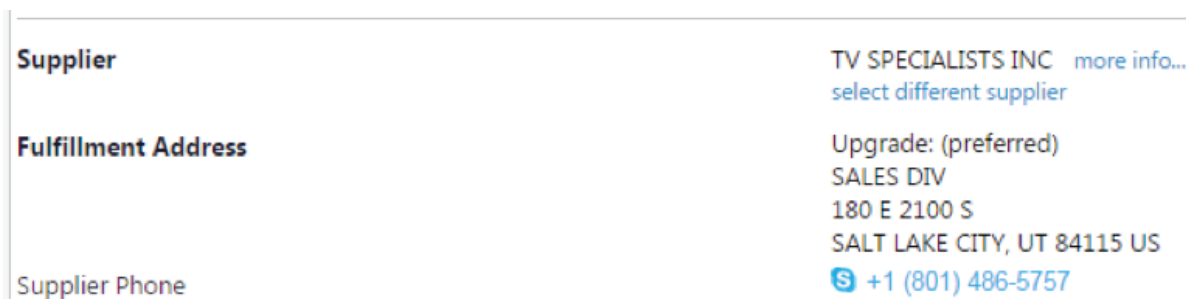
The image shows a 'Supplier Search' form. It has a text input field for 'Supplier Name' and a dropdown menu for 'Results Per Page' set to '20'. There are 'Search' and 'Cancel' buttons at the bottom right.

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.



The image shows the 'Supplier Search' form with the 'Supplier Name' field populated with 'TV Specialists'. The 'Results Per Page' dropdown is set to '20'. The 'Search' button is highlighted. Below the form, a table shows the search results. The table has columns for 'Supplier Name/Address' and 'Select'. The first row shows 'TV SPECIALISTS INC' with the address 'Upgrade: SALES DIV 180 E 2100 S SALT LAKE CITY, UT 84115 US' and a 'Select' button.

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.



The image shows a form with the following fields: 'Supplier', 'Fulfillment Address', and 'Supplier Phone'. The 'Supplier' field is populated with 'TV SPECIALISTS INC' and a link 'more info...'. The 'Fulfillment Address' field is populated with 'Upgrade: (preferred)', 'SALES DIV', '180 E 2100 S', 'SALT LAKE CITY, UT 84115 US', and a phone number '+1 (801) 486-5757'.

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.

<b>Product Description</b>	<input type="text" value="Video Camera"/>
	242 characters remaining <a href="#">expand</a>   <a href="#">clear</a>
<b>Quantity</b>	<input type="text" value="3"/>
Estimated Line Unit Price	<input type="text" value="250.00"/>
Supplier Catalog or Reference Number	<input type="text" value="A62937"/>
Manufacturer Name	<input type="text" value="Cannon"/>
Manufacturer Part No	<input type="text" value=""/>
Packaging (UOM)	<input type="text" value="1"/> <input type="text" value="EA - Each"/>
Product Size	<input type="text" value=""/> <input type="text" value=""/>
<b>Health and Safety</b>	<input type="checkbox"/> Controlled substance <input type="checkbox"/> Recycled <input type="checkbox"/> Hazardous material <input type="checkbox"/> Radioactive <input type="checkbox"/> Rad Minor <input type="checkbox"/> Select Agent <input type="checkbox"/> Toxin <input type="checkbox"/> Energy Star <input type="checkbox"/> Green

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:	<input type="text" value="Add to Cart and Return"/>	<input type="button" value="Go"/>	<input type="button" value="Close"/>
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8. Continue scrolling down on the form to the **Additional Attachment Details**. Under **Internal Attachments**, click on **Add Attachments**.

<b>Additional Attachment Details</b> ?
<b>Internal Attachments</b> should be used to attach the following documents:
<ul style="list-style-type: none"><li>• Sole Source Justification Letter</li><li>• Quotes</li><li>• List of Suppliers to Bid</li></ul>
<b>External Attachments</b> can be viewed by the supplier
Internal Attachments
<input type="button" value="Add Attachments"/>
External Attachments
<input type="button" value="Add Attachments"/>