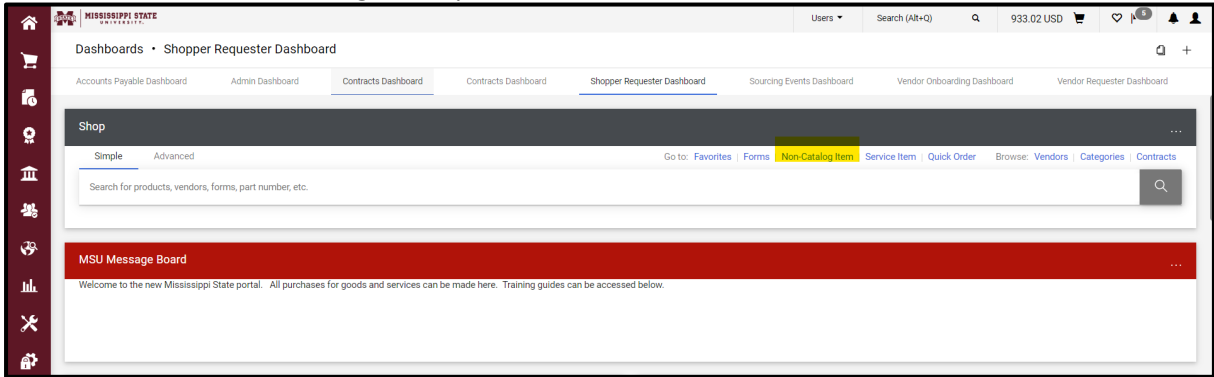


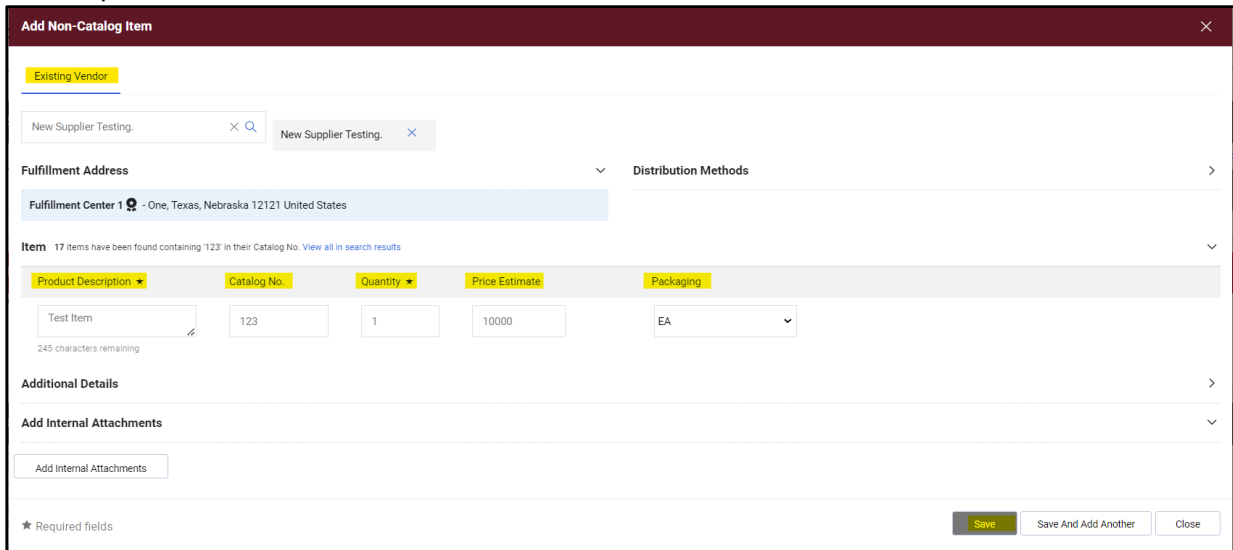


Adding a Non-Catalog Item to a Cart

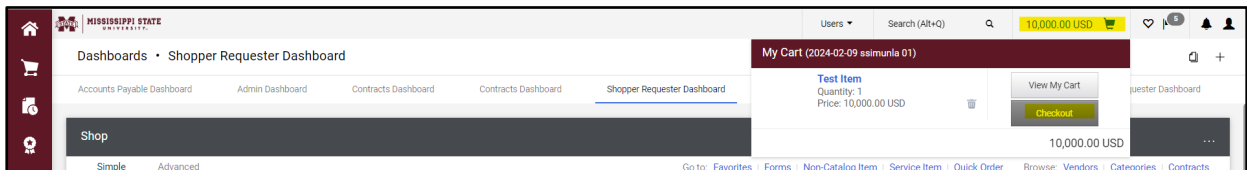
- Select the *Non Catalog Item* option as seen below



- Select the vendor and complete all the required fields. Select *Save cart and Add Another* to add a second line item to your cart. Once you are done adding all the lines, select *Save* to proceed.



- Select the *Cart* icon and then select *Checkout*.





- A non-catalog item will be added to the cart. Proceed to complete and submit the requisition.

The screenshot displays the 'Requisition 3952389' page. The interface includes a top navigation bar with the university logo, search bar, and user information. Below the navigation, there are tabs for 'Summary', 'PO Preview', 'Comments', 'Attachments', and 'History'. The main content area is divided into three columns: 'General', 'Shipping', and 'Billing'. The 'General' column contains details such as Cart Name (2024-02-09 salmunla 01), Description (no value), Priority (Normal), and Prepared by (Sunmeet Simunla). The 'Shipping' column shows Ship To (Attn To: Jennifer Mayfield, 245 Barr Avenue, 610 McArthur Hall, Mississippi State, MS 39762, United States), Delivery Options (Expedite: X), and Ship Via (Best Carrier-Best Way). The 'Billing' column includes Bill To (Accounts Payable, PO Box 5307, Mississippi State, MS 39762, United States) and Credit Card Info (No credit card has been assigned). On the right side, there is a 'Summary' panel showing a 'Draft' status, a total of 10,000.00 USD, and a workflow diagram with steps for 'Draft' (Active) and 'PR Validation' (Future).