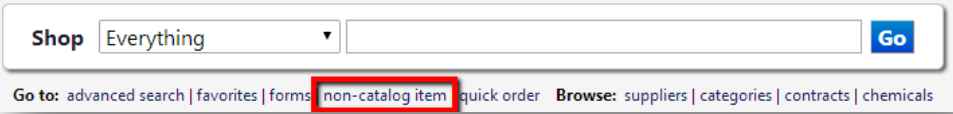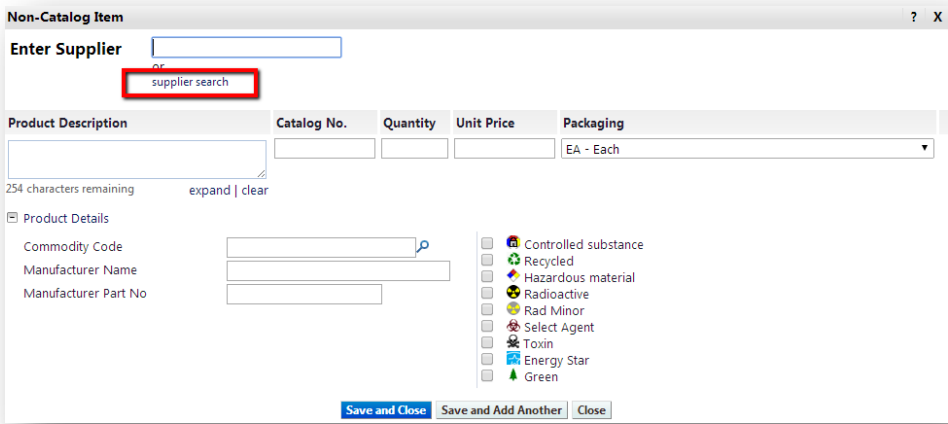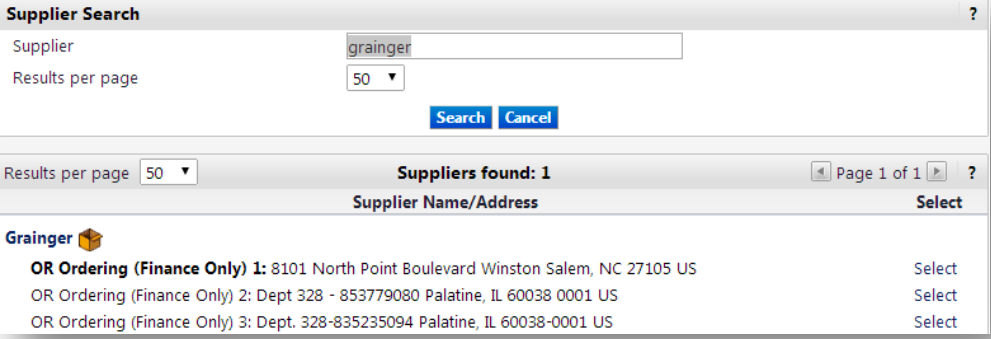# DEACON **DEPOT**

Toolbox: Entering a Non-Catalog Item Quick Guide

To enter a non-catalog item:

Click on the non-catalog item link under the Shop at the Top bar. There are many other places in the application that this can be found, but this is the most common.	**Shop** Everything ▾ [ ] **Go** Go to: advanced search | favorites | forms | **non-catalog item** | quick order **Browse:** suppliers | categories | contracts | chemicals

The non-catalog item form will display.
 	
Enter the name of the supplier or click the "supplier search" link to search for a supplier.
	Non-Catalog Item ? X
	Enter Supplier [ ]
	or
	supplier search
	
	Product Description **Catalog No.** **Quantity** **Unit Price** **Packaging**
	[ ] [ ] [ ] [ ] EA - Each ▾
	254 characters remaining expand | clear
	⊟ Product Details
	Commodity Code [ ] 🔍 ☐ Controlled substance
	Manufacturer Name [ ] ☐ Recycled
	Manufacturer Part No [ ] ☐ Hazardous material
	                                          ☐ Radioactive
	                                          ☐ Rad Minor
	                                          ☐ Select Agent
	                                          ☐ Toxin
	                                          ☐ Energy Star
	                                          ☐ Green
	               Save and Close **Save and Add Another** **Close**

In the Supplier field, type the name of the desired supplier and click search. Matching results will display below.	**Supplier Search** ?
	Supplier grainger
	Results per page 50 ▾
	              Search **Cancel**
	
	Results per page 50 ▾ **Suppliers found: 1** ◀ Page 1 of 1 ▶ ?
	                     Supplier Name/Address **Select**
	Grainger 📦
	OR Ordering (Finance Only) 1: 8101 North Point Boulevard Winston Salem, NC 27105 US Select
	OR Ordering (Finance Only) 2: Dept 328 - 853779080 Palatine, IL 60038 0001 US Select
	OR Ordering (Finance Only) 3: Dept. 328-835235094 Palatine, IL 60038-0001 US Select

Once the name of the desired supplier displays in the search results, click "Select" link to have that supplier name returned to the form.	
Enter the remainder of the necessary information for the order. For product description, enter as detailed a description as possible to ensure that the proper item is ordered. NOTE: The Catalog No. field is required. If the catalog number is not known, enter "na".	
Enter the Commodity Code: Click the magnifying glass to search for the correct code. When the search box displays, simply click the "Search" button to display the full list of commodity codes (there are only 57).	

When the list of commodity codes displays, click the "Select" link beside the code that most closely matches the item being purchased. The selected code will be returned to the non-catalog form.	
Click the "Save and Close" button to add the non-catalog item to the active cart.	