How to Create a Non-Catalog Order

1. What is a Non-Catalog Order?

A. Non-Catalog Order – A Non-Catalog Order is a requisition allowing you to order items for which a punchout catalog is unavailable.

2. Non-Catalog Order

A. On the DustyBuy home page, select Non-Catalog Item.

📜 Shop	Simple Advanced	Go to: Non-Catalog Item Favorites Forms Shop Trade-In Quick Order Browse: Suppliers Categories Con	itracts Chemicals
Orders	Search for products, suppliers, forms, part number, etc.	▲	Q
Contracts		Office Supplies / Furniture / Books/Promotional	~
Accounts Payable			
O Pay	Welcome to	Stanles Hulle Partner Steelcase HUB Partner HUB	
Suppliers	rexas norm international University's purchasing and e-commerce website!		

B. Choose the supplier by typing the name and selecting from the list of options.

000	Sim	Add Non-Catalog Item							×
irders	Sear	Existing Supplier							
ontracts		Select Supplier	Q						
ccounts ayable		Item							~
'ay		Product Description *	Catalog No. ★	Quantity ★	Price Estimate	Packaging			
uppliers		254 characters remaining			USD	EA - Each 👻			
ourcing		Additional Details							>
eporting		★ Required fields					Save	Save And Add Another	Close

C. Ensure you select a supplier whose fulfillment address matches your quote.

Add Non-Catalog item					
Existing Supplier		_	7		
ARAMARK EDUCATIONAL SERVICE		DUCATIONAL SET	IS LLC X		
Fulfillment Address		1	~	Distribution Methods	
ARAMARK - 27310 NETWORK PL	ACE, CHICAGO, Illinois 606731	273 United States			
O ARAMARK DINING SERVICES - 52	01 UNIVERSITY BLV, LAREDO,	Texas United States			
ARAMARK EDUCATIONAL SERVIC	CES INC - WT BOX 60746, CAN	IYON, Texas 79015074	6 United States		
O ARAMARK EDUCATIONAL SERVIC	CES LLC 🤶 - PO BOX 8650, UI	NIVERSITY, Mississippi	38677 United States		
Item					
Product Description *	Catalog No. ★	Quantity ★	Price Estimate	Packaging	
			USD	EA - Each 🗸	
254 characters remaining					
Additional Details					

D. Enter a detailed item description, catalog number (if applicable), quantity, price, commodity code, and packaging information.

Item								
Product Description *	Catalog No. ★	Quantity * Price Estim	nate	Packaging				
			USD	EA - Each	~			
254 characters remaining								
Additional Details								
Commodity Code	Q	Manufacturer Name			Pr	roduct Flags		
Manufacturer Part No						Controlled substance		
] 🔶 Hazardous material		
						🛛 😨 Radioactive		
E. C	lick Save or	Save and Add	Anothe	r if vou ha	ave anoth	her line iten	n(s) to add.	_
Item 182 ieros have been found containing 1224	all in their Catalog No. View all in s	ent) reads		,				~
Product Description *	Catalog No. *	Quantity · Price Estimate		Packaging				
Datailed Description of								
items being ordered	12345	1 50.00	USD	EA - Each	•			
211 characters remaining								
Additional Details								>
· Recuired fields						Sere	Save And Add Another	Close
 required lields 			-					
F. Cl	lick on the s	shopping cart.						
	LUNIVERSITY					All • Search (Alt+Q)	a 50.00 USD 📜 🗢	10 101
Shop Simple Advanced				Go to: Non-Catalog Item	Favorites Forms Shop	Trade-In Quick Order Browse: 1	Suppliers Contracts	Chemicals
Search for products, suppli	iers, forms, part number, etc.			Go to: non-catalog ite	em			Q
LO Urder's								

G. Click on Checkout.

	All 👻	Search (Alt+Q)	Q	50.00 USD	⊂ ♡
My Cart (2023-	-07-07 618000	916 01)			oceed T
Qua	tailed Descrip antity: 1	otion of items bein		View My Cart	
	00.00000000	-		Checkout	
				50.00	USD

H. Edits can be made by clicking the pencil icon in the corresponding section(s). Before submitting your requisition through DustyBuy, include the following information (see below i-iv).

Summary	Taxes/S&H PO Preview Comme	nts Attachments History		
General	/	Shipping 🧳 .	Billing 🎤 🗸	Draft
Business Unit	16-Texas A&M International Univer	Ship To	Bill To	Total (36.93 USD)
Ordering Department	16-PURC (16-PURC)	Attn: Purchasing c/o Central Receiving	Texas A&M International University – Accounts Payable ***Do Not Mail Invoice*** Email Invoices to invoices@tamiu.edu	each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Cart Name	Description of Purchase	Room 5201 University Blvd	5201 University Blvd. Laredo, TX 78041-1920	Subtotal 36.93
Share cart	No user groups available	Laredo, TX 78041 United States	United States	Shipping 0.00
Prepared by	Carlos Bella		Accounting Info	Handling 0.00
Prepared for	Carlos Bella	Delivery Options Ship Via Best Carrier-Best Way	Do Not Encumber X	36.93

- i. Cart Name A description of what is being purchased.
- **ii.** Ship To Ensure that the department information is accurate.
- **iii.** Accounting Codes You will list the account used to pay for this purchase here.

Accounting Code	es							đ	* ~	Shipping
Fiscal Year	Member ID	Department Code	Account Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routi	7	Handling
2023	16 Texas A&M International University	16-PURC 16-Purchasing and Support Services	16-210179-00000 Dt-Purchasing & Contract Administra	no value	no value	no value	no value	L Account Code		
										What's next fo

.

 iv. Internal Notes and Attachments – Include any necessary attachments essential to the purchase, such as OIT approvals, EHS approvals, VPAT, IT Security approval, etc.

Internal Notes and Attac	hments	ø ····	External Notes and Attachr	ø ··· v	
Internal Note	no value		Note to all Suppliers	no value	
Internal Attachments	Add		Attachments for all suppliers	Add	
			PO Clauses	1 Edit View details	

I. Once the order is ready for submission, click Submit Order

Requisition •	172906351						≡ • ⊕ 0	Submit Order
Summary	Taxes/S&H	PO Preview Comme	nts Attachments H	istory				
General		ø	Shipping	ø	Billing	ø v	Draft	
Business Unit	16-Texas A&M Inte	ernational University (16)	Ship To		Bill To		Total (36.93 USD) Shipping, Handling, and Tax charges are	e calculated and charged by
Ordering Department	16-PURC (16-PURC	2)	Attn: Purchasing c/o Central Receiving		Texas A&M International Unive ***Do Not Mail Invoice*** Email invoices to invoices@ta	ersity – Accounts Payable miu.edu	each supplier. The values shown here a budget checking, and workflow approva	re for estimation purposes, als.
Cart Name	Description of Pur	chase	Room 5201 Liniversity Rivd		5201 University Blvd. Laredo TX 78041-1920		Subtotal	36.93

J. After submitting your order, the requisition will route through a workflow for approvals before a purchase order is issued.

