

### Using Non-Catalog Forms to Shop

The entire Non-Catalog form shopping procedure is discussed in the Step-by-Step Guide [Using Non-Catalog Forms to Shop in CU Marketplace](#).

1. Begin by accessing CU Marketplace via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. From the **CU Purchasing & Payment Forms** section of the CU Marketplace home page, select the **Non-Catalog Form**. The form will appear in a separate window.
3. Enter the **Supplier** or click the **supplier search** link. Select the appropriate supplier from the list of results.

#### Can't find your supplier?

A supplier must be set up in CU Marketplace before you can enter a form. Refer to the [CU Supplier Portal web page](#) for guidance.

4. Verify that supplier information is correct. Note that the **Fulfillment Address** is the address to which the resulting Purchase Order (PO) will be issued. A fulfillment address specified by the supplier as preferred will default.

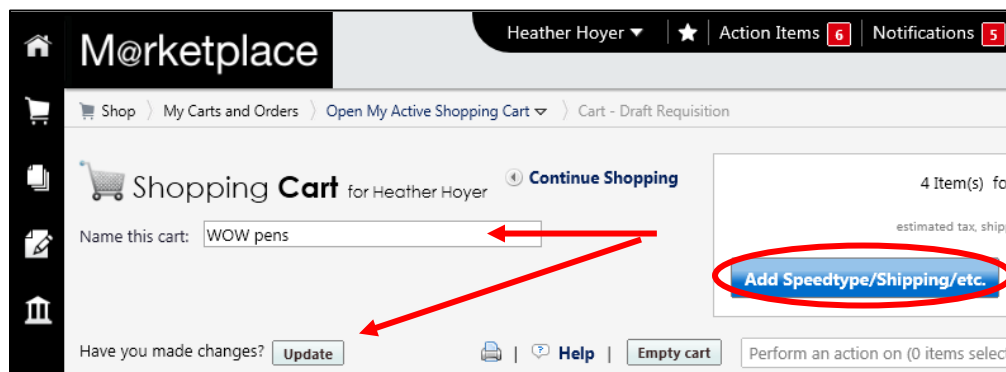
**Note:** If the distribution method is *Manual*, and the PO total is \$5,000 or less, you will need to communicate your PO to the supplier.

Supplier Info		?
<b>Supplier</b>	ABC Company <a href="#">more info...</a> <a href="#">select different supplier</a>	
<b>Fulfillment Address</b>	77799 99th Avenue: (preferred) 77799 99th Avenue Denver, CO 80222 US <a href="#">select different fulfillment center</a>	
<b>Distribution</b>	The system will distribute purchase orders using the method(s) indicated below: <b>Manual</b>	

5. Enter the required **Item Information**, indicated by the boldfaced fields.
  - a. If available, enter the **Catalog No.**
  - b. Enter a detailed **Description**.
  - c. Enter the **Quantity**.

Supplier and Item Information	
<b>Supplier and Item Information</b>	
Catalog No.	
Description	Polycom Workstation 2W conference phones 214 characters remaining <a href="#">expand</a>   <a href="#">clear</a>
Quantity	10
Packaging (UOM)	EA - Each
Unit Price	504.99
Commodity Code	18 - Telecommunications / AV
<b>External Info</b>	
External Attachments <a href="#">add attachment...</a>	

- d. If appropriate, select a different **Packaging (UOM)** measurement.
  - e. Enter the **Unit Price**.
  - f. Select a **Commodity Code**.
  - g. If appropriate, click the [add attachments...](#) link to attach **External Attachments**. External attachments will be dispatched to the supplier with your PO.
6. Use the **Available Actions** dropdown menu located at the top of page and select either:
- *Add and go to Cart* to finalize your request as is; or,
  - *Add to Cart and Return* to add more goods/services to your shopping cart.
- Click the **Go** button.
- (If you select *Add to Cart and Return*, repeat the above steps to add each good/service. Select *Add and go to Cart* when ready to finalize.)
7. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click the **Update** button to save your shopping cart's new name.



*If you are a Shopper:* You **must** [assign your shopping cart](#) to a Requestor for processing. (Before assigning your shopping cart, if appropriate, you can [enter SpeedType and/or shipping information](#).)

*If you are a Requestor:* It is now time to [add details to the shopping cart](#) and submit the shopping cart as a requisition.