

Using Non-Catalog Forms for Shopping

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

1. Begin by accessing CU Marketplace via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
2. From the **CU 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.

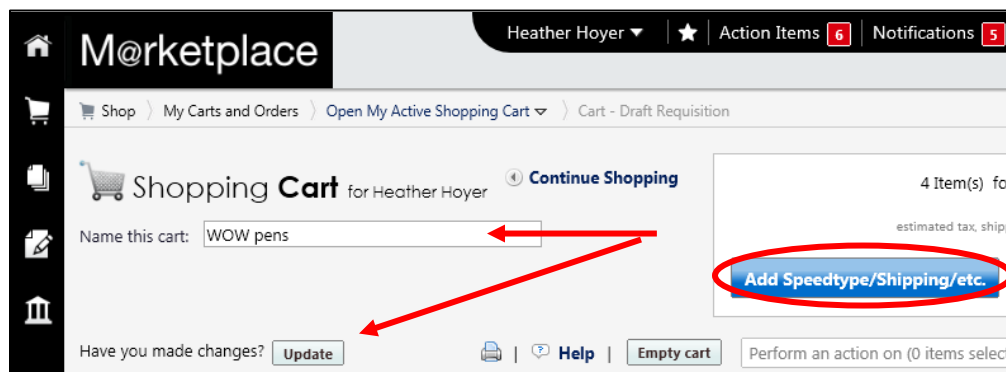
Note: If the distribution method is *Manual*, and the PO total is \$5,000 or less, you will need to communicate your PO to the supplier.

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

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

- 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 [finalize the shopping cart](#) and submit the shopping cart as a requisition.