The non-catalog item is used to request items that are not available through Emory Express. It is also used for quotes not accessible via the PunchOut.

1. Select the **non-catalog item** link under Shop.

2. **Enter Supplier name and select** your supplier. If the supplier is not found, enter **New Supplier**. The supplier’s name, address and email should be included in the Internal Notes when you checkout.

3. **Complete the remaining bolded fields.**

4. **Select Radioactive if applicable.**

5. To order additional items from that supplier, select **Save and Add Another**. After inputting all items, **Save and Close.**

6. Select the dollar amount in your banner and **Checkout.**

7. For projects ending within 60 days, select the **General** link and **Check the Grant Purchase Validation box.** *See manual for certification language.*

8. **Select Final Review**

9. **Edit the Ship To.** **Save.**

10. **Edit the SmartKey and Account Code.** **Save.**

11. Enter New Supplier Information if applicable. **Edit Internal Notes.** Enter Supplier name, address and email. **Save.**

12. **Add attachment for supplier.** *Important: only attach quotes at the line level for the intended supplier recipient.* Emory quotes and pricing are confidential and may not be shared among suppliers.

13. **Check Budget and Place Order.** Review the History link if the order fails budget check. **Correct error.** Budget check and Place Order.

Refer to the Emory Express User Manual for additional information on non-catalog items and checkout.