



Non-Catalog Shopping Quick Guide

Shopping is Easy in ePro!



Creating a Cart with a Non-Catalog Supplier

ePro Shoppers and Requestors:

- Both Shoppers and Requestors can shop for items and add them to carts.

Requestors have additional permissions:

- Requestors can submit carts that have been assigned to them by Shoppers.
- Requestors are users who have knowledge of ePro accounting codes and Chartfields. The requestor may need to update the requisition with these codes before placing an order.
- Responsibilities of a Requestor include following Procurement Guidelines, bid thresholds, validating accuracy of Accounting Chartfields, Ship To information, and Business Purpose.



Creating a Cart with a Non-Catalog Supplier

Your Home page contains links to make shopping easier.

If you need to purchase goods from a supplier who does not have a catalog in ePro, you can utilize the Non-Catalog Item link in the top navigation bar.

The screenshot displays the ePro shopping interface. On the left is a green sidebar with navigation links: Home, Shop, Orders, Contracts, Accounts Payable, and Suppliers. The main header area includes the UNT SYSTEM logo, navigation links for UNT, hsc, and UNT DALLAS, a search bar with 'Search (Alt+Q)', a currency indicator for '591.20 USD', and notification icons for '11' and '146'. Below the header, the page title is 'Shop • UNTS Shopping Home Page'. A green banner labeled 'Shop' contains a search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.' and a search icon. Above the search bar, there are navigation links: 'Go to: Favorites | Forms | Non-Catalog Item | Quick Order' and 'Browse: Suppliers | Categories | Contracts'. A black arrow points to the 'Non-Catalog Item' link.



Creating a Cart with a Non-Catalog Supplier

Begin by selecting a Supplier using the Search feature (the magnifying glass). A pop-up list will display for you to find your supplier.

When you begin typing the name of your supplier on the pop-up, Search will auto-populate a list of options for you. Click the “+” sign to select your supplier.

The screenshot shows the 'Add Non-Catalog Item' interface. A 'Supplier Search' pop-up window is open, displaying a search input field containing '308'. A magnifying glass icon is next to the input, and a 'Clear All Filters' button is to its right. Below the input, a list of search results is shown, including 'Name', '308 Construction, LLC', and '000-Argyle: 11835 Hilltop Rd Argyle, Texas 76226-3108 United States'. A blue plus sign is visible next to the address line. A 'Cancel' button is at the bottom right of the pop-up. Arrows point from the text instructions to the search input, the magnifying glass icon, and the plus sign.



Creating a Cart with a Non-Catalog Supplier

Add Non-Catalog Item ✕

Existing Supplier Supplier Not Known

308 Construction, LLC ✕ 308 Construction, LLC ✕

Fulfillment Address ▼ **Distribution Methods** >

000-Argyle 📍 - 11835 Hilltop Rd, Argyle, Texas 76226-3108 United States

Item ▼

Product Description ★	Catalog No.	Quantity ★	Price Estimate	Packaging
Threaded Pipe <small>241 characters remaining</small>	12345	25	25.00 USD	EA ▼

Additional Details ▼

Commodity Code 🔍 PIPE AND TUBING FITTINGS Manufacturer Name

Manufacturer Part No

★ Required fields ➔ Save Save And Add Another Close

You will need to complete information about the item:

- Product Description
- Catalog Number
- Quantity
- Price Estimate
- Packaging

Click the arrow to expand Additional Details and add a Commodity Code.

Save to add the item to your cart or Save And Add Another to continue shopping for items.



Creating a Cart with a Non-Catalog Supplier

The screenshot shows the UNTS Shopping Home Page. At the top right, there is a cart icon with a shopping cart symbol and the text '625.00 USD'. A black arrow points to this icon. Below the main navigation, a green header for the cart is visible, titled 'My Cart (2023-04-04 ntshopper01 01)'. The cart contains one item: 'Threaded Pipe' with a quantity of 25 and a price of 625.00 USD. A black arrow points from the item to the 'View My Cart' button. Below the 'View My Cart' button is a green 'Checkout' button. At the bottom of the page, there is a search bar with the text 'Search for products, suppliers, forms, part number, etc.' and a green search icon.

When you click the Cart icon or the link displaying the amount of your cart, a popup displaying items in your cart will appear.

You have the option to View My Cart or Checkout. When you choose to checkout, a requisition will be created.

If you choose the option to View My Cart, you can review items in the cart, update the Cart Name, choose a Delivery Location, and make other adjustments as needed.



Creating a Cart with a Non-Catalog Supplier

UNT SYSTEM | UNT | hsc | UNT DALLAS

All Search (Alt+Q) 625.00 USD

Shopping Cart • Shopping Cart

Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name: 2023-04-05 ntrequestor01 01

Description:

Budget Date: mm/dd/yyyy

PR Override Budget Date:

Priority: Normal

Delivery Location: 0212 101

Prepared for: NT Requestor

Ad-Hoc Approver: Select

Is Supplier a Foreign Vendor?

Details

For: NT Requestor

Total (625.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal *	625.00
Shipping	0.00
Handling	0.00
Total *	625.00

If you choose the option to View My Cart (shown on the previous slide), you can add or remove items, but you should not attempt to add items from multiple suppliers to one cart.

When you are ready to check out and create your Requisition in Marketplace, click the Proceed to Checkout button.



Creating a Cart with a Non-Catalog Supplier

Requisition • 3749984

Assign Cart Place Order

Summary Taxes/S&H PO Preview Comments Attachments History

Budget Date no value
PR Override Budget Date X
Priority Normal
Prepared by NT Requestor
Prepared for NT Requestor
Ad-Hoc Approver Select

Delivery Options
Delivery Location 0212 101 WEST SILO
Requested Delivery Date no value
Expedite X
Ship Via Best Carrier-Best Way

Accounting Codes
Values vary by line.

Internal Notes and Attachments
Internal Note no value Required
Internal Attachments Add Internal Attachments
Is Supplier a Foreign Vendor?

External Notes and Attachments
Note to all Suppliers no value
Attachments for all suppliers Add
PO Clauses 1 Edit View details

Add Attachments
Attachment Type File Link
File(s) *
Drop File or Browse
Max. File Size: 24.41 MB
★ Required fields
Save Changes Close

Edit External Notes And Attachments
External Info
Note to all Suppliers
1000 characters remaining expand | clear
PO Clauses 1
Save Close

Draft
Correct these issues. You are unable to proceed until addressed.
Required: Internal Note
Total (7,500.00 USD)
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Subtotal 7,500.00
Shipping 0.00
Handling 0.00
7,500.00
What's next for my order?
Next Step Exception Approval
Approvers Approver, AM Chauhan, Asima Grounds, Jimmy

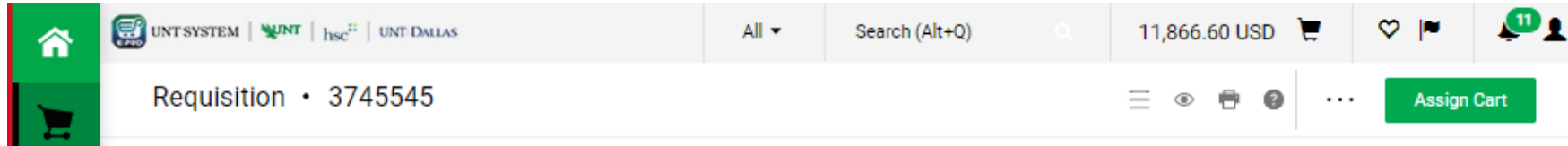
Internal and External attachments can be added by clicking the Add links in the Internal Notes and Attachments section and External Notes and Attachment section.

Please note that external attachments are visible to suppliers.



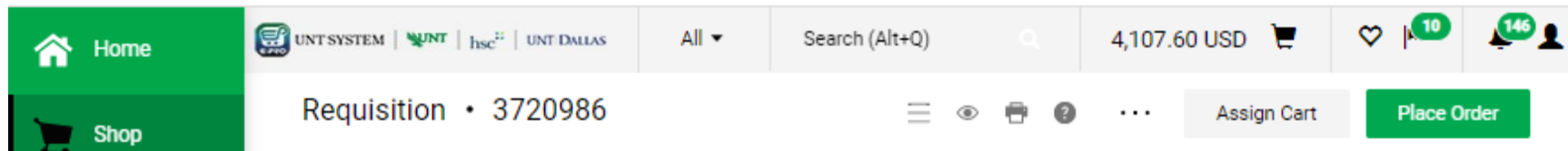
Creating a Cart with a Non-Catalog Supplier

For SHOPPERS, the next step is to Assign Cart to a designated requestor to place the order. See page 10 for additional details.



For REQUESTORS, the next step is to proceed directly to Place Order.

To continue creating your requisition or to submit requisitions assigned to you by Shoppers, please follow the instructions on page 11 and in the [Requisition from the Shopping Cart](#) document.





Creating a Cart with a Non-Catalog Supplier

If you are a Shopper, you will be prompted to select a Requestor to review and submit your cart after you click the Assign Cart button. Once your assigned Requestor places the order, the requisition will begin the ePro approval process.

Assign Cart: User Search

Assign Cart To: NT Requestor
[SELECT](#) ▼ or [SEARCH](#)

Note To Assignee:

[Assign](#) [Close](#)

Simple Advanced

Search for products, suppliers, forms, part number, etc.

✔ Cart Assigned

Requisition Summary		Options
Requisition number	3745545	Create new draft cart
Cart name	2023-04-04 ntshopper01 01	Recent orders
Requisition total	11,866.60 USD	Return to your home page
Number of line items	2	



Creating a Cart with a Non-Catalog Supplier

When the Requestor places the order, the workflow status can be viewed in the What's Next section of the requisition. Once it moves all the way through the workflow, a Purchase Order will be issued.

Requisition • 3745545

Summary Taxes/S&H PO Preview Comments Attachments History

General ... **Shipping** ... **Billing**

Status **Pending**
Initial Validation Request

Submitted 4/4/2023 11:20 AM

Cart Name 2023-04-04 ntshopper01 01

Description *no value*

Business Unit University of North Texas (NT752)

Department UNT Denton (NT752)

Budget Date 4/4/2023

PR Override **X**

Budget Date

Priority Normal

Prepared by NT Requestor

Prepared for NT Shopper

Shipping

Ship To

Deliver to: NT Shopper
Bldg/Rm: 123
UNT System Bldg
Dallas, TX 75201
United States

Delivery Options

Delivery Location **0147 103**
LIBRARY COOLING TOWER

Requested Delivery Date *no value*

Expedite **X**

Ship Via **Best Carrier-Best Way**

Billing

Bill To

Email to: invoices@untsystem.edu
UNT System Business Service Center
1112 Dallas Dr. Ste. 4200
Denton, TX 76205
United States

Accounting Codes ...

Values vary by line.

Internal Notes and Attachments ... **External Notes and Attachments** ...

Internal Note shopper test

Internal Attachments

Is Supplier a Foreign Vendor? **X**

Note to all Suppliers *no value*

Attachments for all suppliers

PO Clauses **1** [View details](#)

Pending

Total (11,866.60 USD)

What's next?

Workflow

Submitted
4/4/2023 11:20 AM
NT Requestor
On behalf of: NT Shopper

OFAC Check
Completed

Initial Validation Request
Active

Exception Approval
Future

Department Approval
Future

Final Validation Request
Future

2nd OFAC Check
Future

Create PO
Future

Finish
Future