# Purchasing a Non-Catalog Item

Complete this form when a product or service cannot be found within the marketplace catalogs.

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the MyTools tab
   - Click the Mountaineer Marketplace button

2. In the list of PCPS Automated Forms on the Mountaineer Marketplace Home page, click **Non-Catalog Form** to open the form.

3. Enter the supplier who will be paid for the good or service:
   1. Click **Supplier Search** to find the Supplier.
   2. If the Supplier is not listed, click **Supplier Request**. After the supplier has been registered, you can return to this form.
4. Complete all bolded fields in the General Info region. (Non-bolded fields are optional.)
   - **Product Description:** should be as detailed as possible about the product or service you are requesting.
   - **Independent Contractor:** If applicable, select ‘Yes’ and complete the Independent Contractor Form. Attach the completed and signed form to the cart. Instructions on attachments are located under *Shopping Instructions*.
   - **Quantity:** the quantity you are requesting. For services, enter *one*.
   - **Unit Price:** the unit price per item. For services, enter the *total dollar value*.

5. If applicable, enter information in the UNSPSC field or check the box.

6. At the top of the form, view choices in the **Available Actions** region in the upper right corner. Choose **Add Item and Close Form**. Click **Go**.

7. A shopping cart has been created that contains this form. You may click either:
   - **Proceed to Checkout** (Go to step 10) OR
   - **Assign Cart** (Go to step 8).

   **Note:** If you do not know the account number to be charged, discuss with your business office if the form should be assigned to another employee or submitted to the EBO.
8. To assign the cart to another employee, click **Assign Cart** and then choose the employee who will review the cart; click **Assign**.

9. You will see a verification that the cart was assigned.

   **End of instructions** if you assigned the cart.

10. After you click **Proceed to Checkout**, you may either:
    - Complete the account number (go to step 11)
    - OR
    - Let your business office enter the account number (go to step 13).

11. To enter the account number that will be charged, click the **Accounting Codes** tab.

12. Complete the account number to be charged.

13. Click **Submit Requisition**.
14. You will see a verification that the requisition was submitted.

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