



## How do to an off-catalog ebuy2

First, search what you're looking for:

Items [1 item] [+ speedlink] MONTGOMERY, THOMAS

 No items were found matching your criteria. Please click the back button and revise your search. **Your Search Criteria:**  
**Keywords :** whatever you're looking for!

 Didn't find what you were looking for? Order [whatever you're looking for!](#) Off-Catalog

Not in ebuy2? Let's do an off-catalog.

My ProcureIT Procurement Invoicing Reports Excess Items

### Off-Catalog Order Request


\* Please select or add a supplier before entering item information

Supplier \*

Item No	Item Description*	Category*
<input type="text" value="something"/>	whatever you're looking for! a Description	<input type="text"/>

(if there is no item number, just insert '1' or something relevant)

Next, we'll find the supplier:

 **Find your supplier**

Category*	Qty*	Unit*	Unit
<input type="text"/>	<input type="text"/>	EA-EACH/PIECE	

Supplier \* - Internet Explorer provided by US Postal Service

https://usps.verian.com/ebuy2/cfms/custom/clients/USPS/cfms/ORs/PopUpWinDisplayVendorsFF.cfm?query=qyGetUSPSVendorsFF&StartFilt

All A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9


Please make selection(s) from the list below

BLADEN COUNTY WATER	<input type="button" value="Select"/>
Sign Language Talent, Inc	
TERRY'S LAWN MOWING PLUS	
Alexander Lumber Company	
Samantha Robinson	
NONA COBB CLEANING	
raymond Peck	
RDG VMF Bulk Funding NOA's	
Tracie Kelley	
EIS LLC	

**Name:**  **City:**

**State:**  **Zip:**


If you can't find your supplier, you can add them to the ebuy2 system:

[1 item ] [+ speedlink] MONTGOMERY, THOMAS C - BUFFALO, NY March 06, 2015

**Add Supplier**

Unit*	Unit Price*
<input type="text" value="EA-EACH/PIECE"/>	<input type="text"/>

**Process**



Once we have the supplier squared away, we can move onto 'category', qty, unit and price:

Category*	Qty*	Unit*	Unit Price*
<input type="text"/>	<input type="text"/>	<input type="text" value="EA-EACH/PIECE"/>	<input type="text"/>

**Process**

EBuy2

3

Process and then 'add to cart'

My ProcureIT **Procurement** Invoicing Reports Excess Items

**f-Catalog Item Validation**

Vendor: raymond Peck [Mount Baddock, Pa] prices in 1

Item(s): 1 Line(s)

Item No	item	GL Code	qty	unit	cost	total	note	alternatives
	something whatever you're looking for! - a Description		5	EACH	100.00	500.00		

**Add To Shopping Cart**

EBuy2

Next, we'll add a 'GL Code'. It's a fancy accounting term. Find something that resembling what you're doing and 'finish request'.

[2 items] [+ speedlink] MONTGOMERY, THOMAS C - BUFFALO, NY March 06, 201

[Special Functions] 1 item(s)

Cost	Quantity	GL Code	Action
\$ 100.0000	5		  

Estimated Order Total: \$500.00

[Finish Request](#)

AccCode\_14193052\_EACH Lookup - Internet Explorer provided by US Postal Service

https://usps.verian.com/ebuy2/cfms/Other/AccCodes/AccountCodesPopup.cfm

All	0	1	2	3	4	5	6	7	8	9
A	B	C	D	E	F	G	H	I	J	K
L	M	N	O	P	Q	R	S	T	U	V
W	X	Y	Z							

52107.000, RETAIL EQUIPMENT

**52107.000 RETAIL EQUIPMENT**

- 84211.007 RETAIL PROD INVENTORY (COMM INCURRED)
- 84212.007 RETAIL PROD INV-LOVE MRCH(COMM INCURRED)
- 84213.007 RETAIL PROD INV-SPRING MRCH(COMM INCURRED)
- 84214.007 RETAIL PROD INV-LOONEY TUNES MRCH(COMM INCURR
- 84215.007 RETAIL PROD INV-CTC MERCH(COMM INCURRED)
- 84218.007 RETAIL PROD INV-OFFICE PROD(COMM INCURRED)
- 86116.007 LAND DEL/RETAIL ADMIN BLDG EXPANSION
- 86127.007 BLDG CONSTR DEL/RETAIL ADMIN BLDG EXPAN
- 86431.007 RETAIL EQUIPMENT LOBBY (COMM. INCURRED)
- 86432.007 RETAIL EQUIPMENT WINDOW (COMM. INCURRED)
- 86433.007 RETAIL EQUIPMENT SELF-SER. (COMM. INCURRED)D

Select

Filter: Retail

Apply Filter

Clear Entry

Add your justification and make sure your bill to/ship to match up. Then, change the purchasing method:

**Create Order Request**

Requisition Name \*

Justification \*

Ship To \*  182C0R  
 182C0R (MAILING)  
 POS TRAINING ROOM  
 USPS  
 1285 WILLIAM ST STE 2  
 BUFFALO NY 142061810

Bill To \*  351028  
 351028  
 WESTERN NEW YORK CS DISTR  
 WESTERN NEW YORK CS - 140 - 4C  
 EASTERN CSAO

Date Due  (mm/dd/yyyy)

Ship Via \* Standard

Purchasing Method Local

Payment Method \* Purchase Card

Order Type  Expense  Capital

Estimated supplier tax 0.00

Estimated supplier shipping/handling cost 0.00

Request Total \$ 500.0000

Attachment(s) Add an internal attachment to this Cart 