

Log in to Procure+

Welcome

Registered Users please log in:

Username:

Password:

Problems logging in?
[Click here](#)

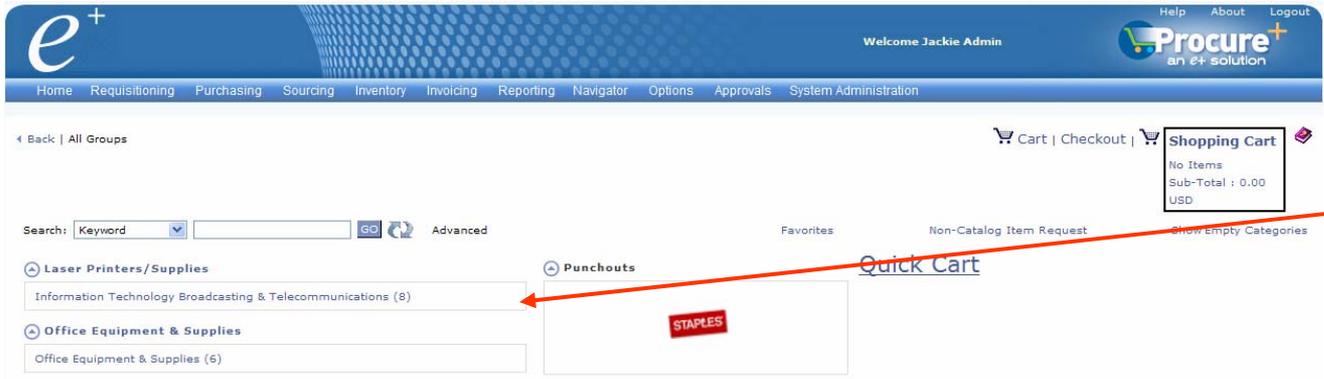
- Your Username and Password have been provided to you. If you have problems logging on, please contact your system administrator.

Your Home Page



- Click on "Requisitioning," then "South Dakota Catalog" to access the Catalog

Non-Catalog Item Request



- Select the Commodity Class associated with the Non Cat item request



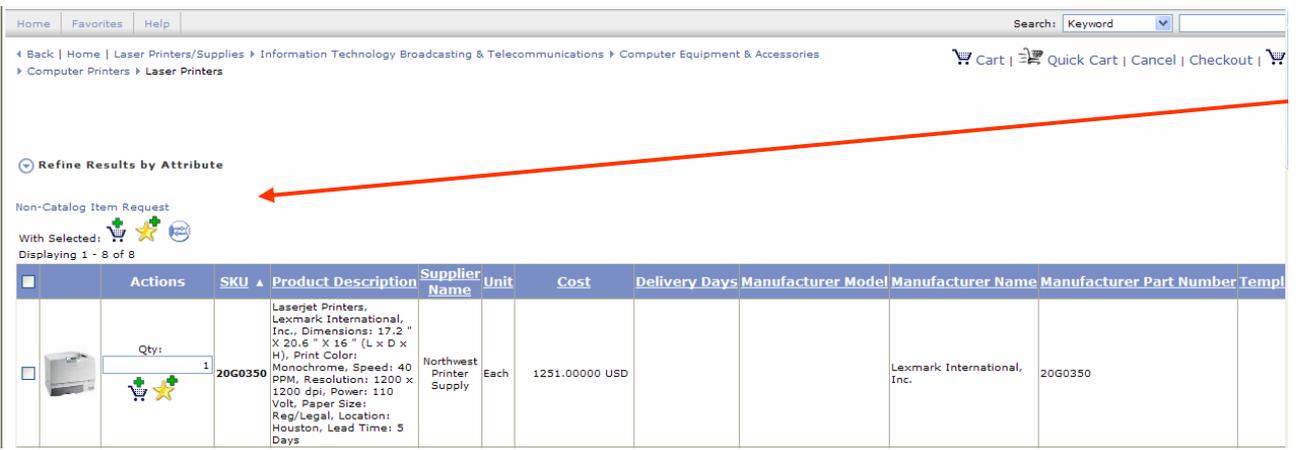
- Continue to select sub-category commodity class to reach the "leaf" level

 To ensure correct commodity code is assigned to the non-cat item, request MUST be made at the 'Leaf' level

Non-Catalog Item Request



- Continue to select sub-category commodity class to reach the "leaf" level



- Select Non-Catalog Item Request from the Leaf Level Sub-category

 To ensure correct commodity code is assigned to the non-cat item, request MUST be made at the 'Leaf' level

Non-Catalog Item Request

Specification:	- No Preference -	
Application:	- No Preference -	WIN 7.0
Brand Name:	- No Preference -	
UNSPSC:	- No Preference -	
Template Type:	- No Preference -	
Green Product:	- No Preference -	
Manufacturer Name:	- No Preference -	
Manufacturer Model:	- No Preference -	
Manufacturer Part Number:	- No Preference -	
Supplier Part Number:	- No Preference -	lx834-np

Currency:	US dollar	Cost (if known):	5.00
Description:	Demo Item	Unit of Measure:	Each
		Quantity:	1
		Supplier ID:	12345678
		Supplier Name:	Northwest Printer Supply

Submit Request Submit & Reenter

* Required Field

- Populate the "Business" Attributes as necessary
- All fields indicated by * are mandatory.
- Select Submit Request when information populated.

Non-Catalog Item Request

The screenshot shows a shopping cart page with a search bar at the top. Below the search bar, there are navigation links: Home, Favorites, Help, and a search input field with a 'GO' button. A shopping cart icon shows 'Items : 1' and 'Sub-Total : 5.00 USD'. Below this, there are buttons for 'Update Cart', 'Clear Cart', 'Checkout', and 'Continue Shopping'. The main table lists one item:

Product Image	Actions	SKU	Product Description	Supplier Name	Unit	Cost	Total
	Qty: 1.0000 [Refresh] [X]	Non-Catalog Request	Demo Item: Northwest Printer Supply; Application: WIN 7.0; Supplier Part Number: lx834-np	Northwest Printer Supply	Each	5.00000 USD	5.00000 USD

At the bottom, there is a 'Page Size: 10' dropdown, a 'SubTotal: 5.00 USD' label, an 'On Behalf Of: Jackie O'dea (jodea)' text box, and a 'Total: 5.00 USD' label. A second set of buttons for 'Update Cart', 'Clear Cart', 'Checkout', and 'Continue Shopping' is located at the bottom of the page.

- Select "Checkout" when finished shopping.