1. Access eMarket through USC NetID.
2. At main page, click “forms” under the Shop (search) box (see Figure 1). The *Procurement Forms* landing page will appear (see Figure 2).

3. Scroll down to “Non-Catalog (Goods) / Quantity-based payments” and select it (see Figure 3).
4. Complete the order form (see highlighted fields in Figure 4) using the following information:

- **Enter Supplier**: e.g., VWR, Grainger. **NOTE**: You may purchase lab coats from other vendors, however, you will need to have the lab coats RFID-tagged and barcoded by Medico for laundering services. See [RFID a Lab Coat](#).

- **Product/Service Description**: Enter the type of lab coat (e.g., Nomex) and the size (e.g., XL). **NOTE**: To order additional sizes or other lab coat types and sizes, a separate line item for each lab coat type and size will need to be added to the Cart. See Step 5.

- **Catalog Number**: Enter the lab coat catalog number from vendor.

- **Quantity**: Enter number of lab coats requested.

- **Unit Price**: Enter lab coat price from vendor.

- **Commodity Code**: Select number 18.

- **Add attachment**: Upload supporting documents, if any.

5. To add additional sizes, go to **Available Actions**: box at top right hand of form (see Figure 4) and click down arrow to scroll/select “Add to Cart and return”. A new non-catalog goods form will appear.

6. Repeat Steps 4 and 5 for every new line item.

7. When ordering is complete, go to **Available Actions**: box at top right hand of form and click down arrow to scroll/select “Add and go to Cart” to review items ordered and submit order.

**NOTE**: If lab coats are needed quickly, you may participate in the Lab Coat Loaner Program offered by EH&S (see [Borrow a Lab Coat](#)).