

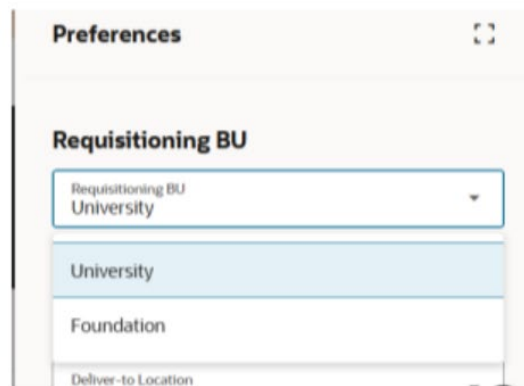
HOW TO SUBMIT A NON-CATALOG REQUISITION BY COST

Procurement Services

HOW TO SUBMIT A NON-CATALOG REQUISITION BY COST

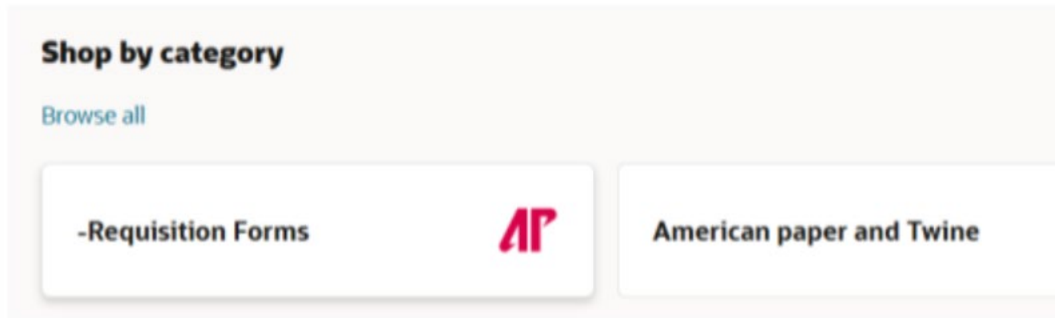
How to Submit A Non-catalog Requisition by Cost

- Navigate to the Procurement tab and select purchase requisitions.
- Choose the Business Unit (BU) by going to preferences and selecting between University or Foundation funds.

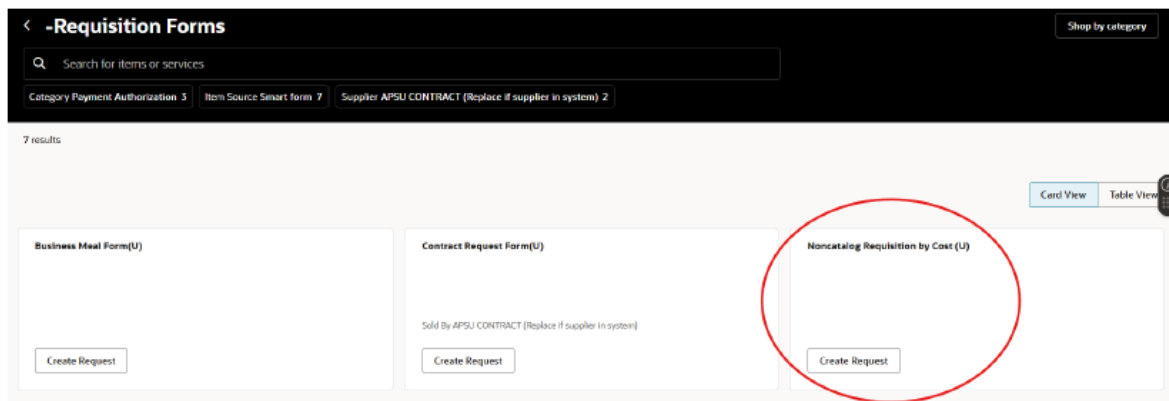


How to Submit A Non-catalog Requisition by Cost

- Navigate to “Shop by category” and select Requisition Forms.



- Select “Noncatalog Requisition by Cost.”



How to Submit A Non-catalog Requisition by Cost

- Fill in the description of the item, cost of item, and the supplier.
- Under the “Source” section, choose your supplier.
- Be sure a “Supplier Site” address populates. You may have to use the dropdown box to select the address.
- Special note: If the supplier site field is left blank, the PO will fail out and will not issue to the supplier.

Create Request Cancel Add to List Add to Cart

Noncatalog Requisition by Cost (U)

Item Description
HON office chair

Line Type
Order By Cost

Category
Noncatalog

Pricing

Amount
\$656.00

Currency
USD

☐ Negotiation required ☒ Negotiated

Source

Agreement Type
Contract Purchase Agreement

Agreement
Agreement

Supplier
A Z Office Resource Inc

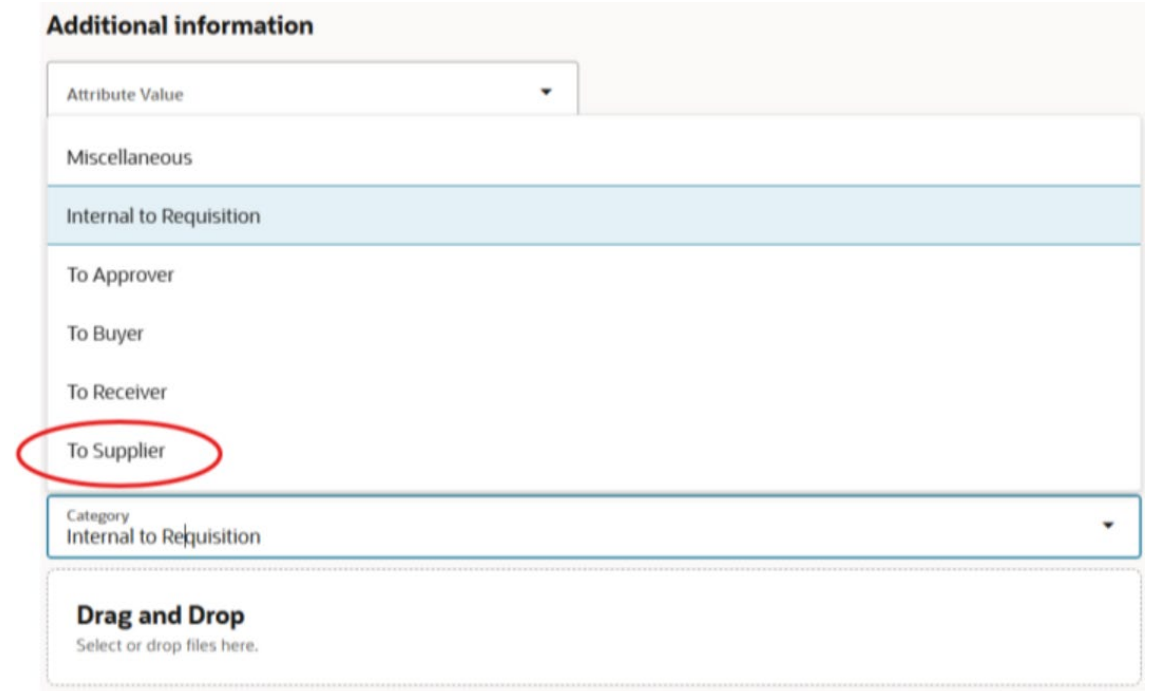
Supplier Site
Attn Accs Rec- PO-1

Supplier Contact
Julie Taylor

Supplier Item

How to Submit A Non-catalog Requisition by Cost

- Attach your quote by uploading the file or by dragging and dropping the file.
- Select “To Supplier” so that the supplier will receive this external document.
- If you have other documents that should remain internal, select “To Approver.” This will not be sent to the supplier.



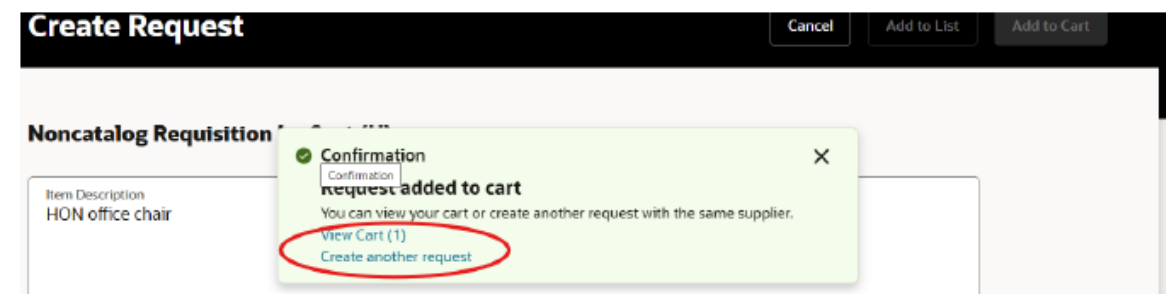
The screenshot shows a web form titled "Additional information". It contains several sections: "Attribute Value" (a dropdown menu), "Miscellaneous" (a text area), "Internal to Requisition" (a section header), "To Approver" (a text area), "To Buyer" (a text area), "To Receiver" (a text area), and "To Supplier" (a text area, which is circled in red). Below these is a "Category" dropdown menu set to "Internal to Requisition". At the bottom is a "Drag and Drop" section with the text "Select or drop files here."

How to Submit A Non-catalog Requisition by Cost

- Select “Add to Cart.”
- A box will now pop up. If you need to add another line, select “Create Another Request.”
- Once you have added all lines, click “View Cart.”



The screenshot shows the 'Create Request' form with the title 'Noncatalog Requisition by Cost (U)'. At the top right, there are three buttons: 'Cancel', 'Add to List', and 'Add to Cart'. The 'Add to Cart' button is circled in red.



The screenshot shows the 'Create Request' form with the title 'Noncatalog Requisition by Cost (U)'. A confirmation pop-up box is displayed in the center, containing the text: 'Confirmation', 'request added to cart', 'You can view your cart or create another request with the same supplier.', 'View Cart (1)', and 'Create another request'. The 'View Cart (1)' and 'Create another request' links are circled in red.

How to Submit A Non-catalog Requisition by Cost

- Once in the cart, review your selections. If you need to make a change you may select the edit button and make the change. Be sure to Update at the top right of the screen.

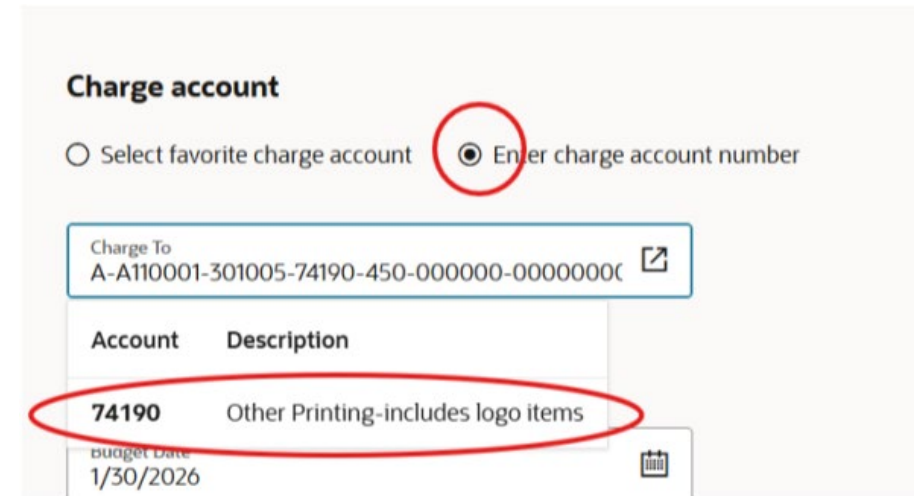
The screenshot shows a 'Cart' interface for Requisition REQU006672. It lists two items: 'HON office chair' for \$656.00 and 'desk and return' for \$1,050.00. Each item has an 'Amount' field and a set of action icons (edit, update, copy, delete). The 'edit' and 'update' icons for the first item are circled in red. On the right, a 'Requisition summary' section shows a subtotal of \$1,706.00 and an approval amount of \$1,706.00. An edit icon in the top right of the summary section is also circled in red. A 'Submit' button is in the top right corner.

Requisition summary	
Subtotal	\$1,706.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$1,706.00

Description
Requester
Lois Culwell
Deliver-to Location
Main Campus
Destination Type
Expense
Charge To
A-A110001-301005-74510-450-000000-00000000-000000-000000
Funds Status
Not reserved
Budget Date
1/30/2026

How to Submit A Non-catalog Requisition by Cost

- Review the FOAP. You may change the FOAP by selecting the edit button.
- Select “Enter Charge Account.” Do not remove any of the zeros at the end of the FOAP.



The screenshot shows a web form titled "Charge account". It has two radio buttons: "Select favorite charge account" and "Enter charge account number". The second option is selected and circled in red. Below the radio buttons is a text input field labeled "Charge To" containing the account number "A-A110001-301005-74190-450-000000-00000000" and an edit icon. Below this is a table with two columns: "Account" and "Description". The first row of the table has "74190" in the "Account" column and "Other Printing-includes logo items" in the "Description" column; this row is circled in red. Below the table is a "Budget Date" field with the value "1/30/2026" and a calendar icon.

Charge account

☐ Select favorite charge account ☒ Enter charge account number

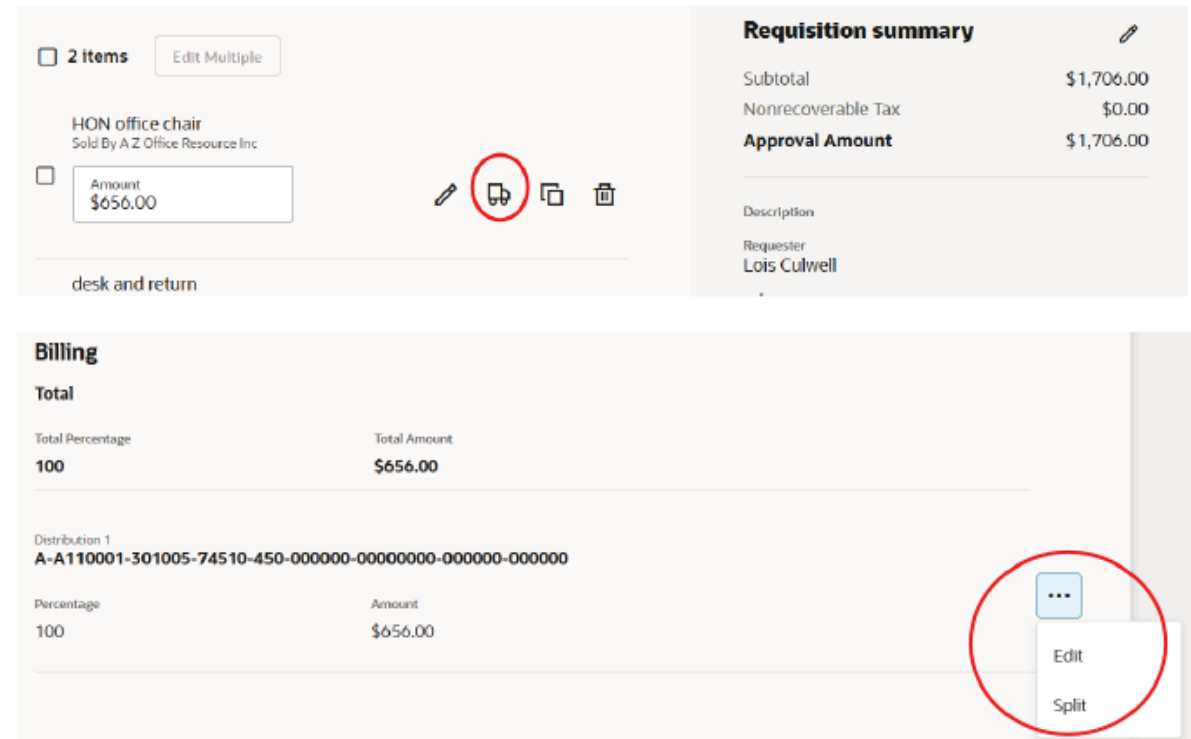
Charge To
A-A110001-301005-74190-450-000000-00000000 

Account	Description
74190	Other Printing-includes logo items

Budget Date
1/30/2026 

How to Submit A Non-catalog Requisition by Cost

- If you have multiple lines that require a different FOAP or account codes, you may change it by selecting the truck symbol beside the pencil. 
- You may also split funds at this step as well. To split the FOAP, scroll down to the 3 dots and select “Edit.”



The screenshot displays a requisition form with the following sections:

- Item Details:** Shows "2 Items" with an "Edit Multiple" button. The first item is "HON office chair" sold by "A Z Office Resource Inc" for an amount of "\$656.00". A truck icon is circled in red next to the amount.
- Requisition summary:** Includes a subtotal of \$1,706.00, nonrecoverable tax of \$0.00, and an approval amount of \$1,706.00. The requester is "Lois Culwell".
- Billing:** Shows a total amount of \$656.00. Under "Distribution 1", a table lists a 100% distribution to account "A-A110001-301005-74510-450-000000-00000000-000000-000000". A menu with three dots is circled in red, showing options for "Edit" and "Split".

How to Submit A Non-catalog Requisition by Cost

- You may check funds, view approvers or save the requisition to submit later by clicking the 3 dots next to the submit button.
- Select “Submit.”
- If you saved the requisition for later, it will now appear in “Self Service Procurement.”

Cart
Requisition REQU006672

☐ 2 Items [Edit Multiple](#)

☐ HON office chair
Sold By A Z Office Resource Inc
Amount \$656.00

☐ desk and return
Sold By A Z Office Resource Inc
Amount \$1,050.00

Requisition summary

Subtotal
Nonrecoverable Tax
Approval Amount

Description
Requester
Lois Culwell
Deliver-to Location
Main Campus
Destination Type
Expense
Charge To
A-A110001-301005-74510-450-000000-00000000-000000-000000 ☐
Funds Status
Not reserved
Budget Date
1/30/2026

Submit
Check Funds
View Approvers
View PDF
Save for Later