

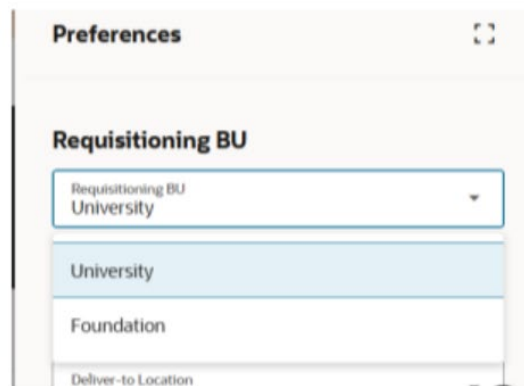
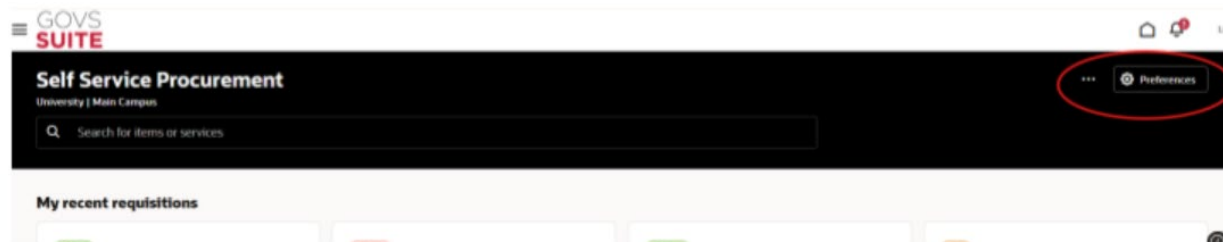
HOW TO SUBMIT A NON-CATALOG REQUISITION BY QUANTITY

Procurement Services

HOW TO A SUBMIT NON-CATALOG REQUISITION BY QUANTITY

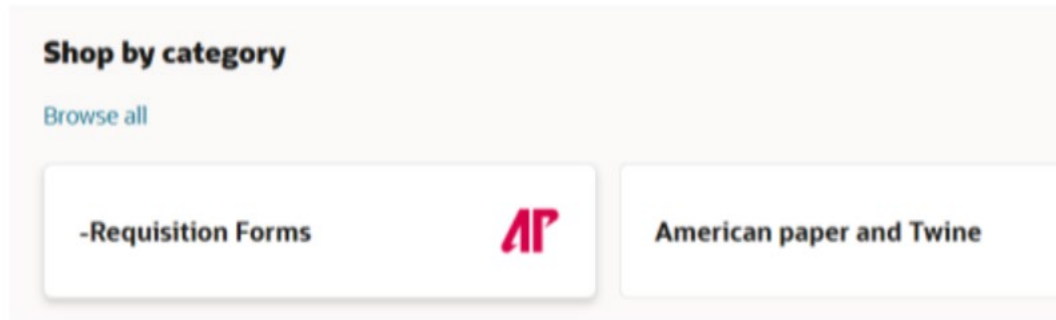
How to Submit A Non-catalog Requisition by Quantity

- 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.

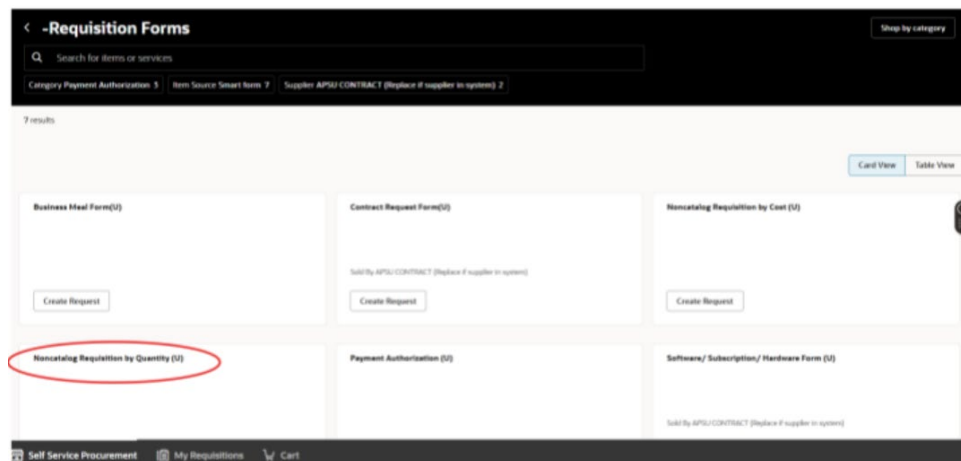


How to Submit Non-catalog Requisition by Quantity

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



- Select “Noncatalog Requisition by Quantity.”



How to Submit A Non-catalog Requisition by Quantity

- Fill in the Item Description with line-item description.
- Under Pricing, put the Quantity, Unit of Measure, and Price.

Create Request Cancel Add to List Add to Cart

Noncatalog Requisition by Quantity (U)

Item Description
Name tags 231

Line Type
Order By Quantity

Category
Noncatalog

Pricing

Quantity
6

UOM
EA

Price
\$ 10.00

Currency
USD

How to Submit A Non-catalog Requisition by Quantity

- 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.

Source

Agreement Type Contract Purchase Agreement	Agreement
Supplier Sportys Awards Enter at least 3 characters.	Supplier Site 2505 41-A Bypa-PO-3
Supplier Contact A00003848-Conta Name	Supplier Item

How to Submit A Non-catalog Requisition by Quantity

- 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.

Additional information

Attribute Value

Miscellaneous

Internal to Requisition

To Approver

To Buyer

To Receiver

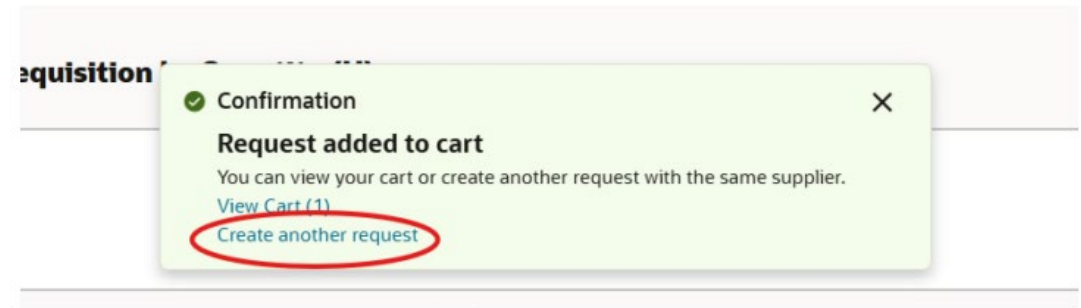
To Supplier

Category
Internal to Requisition

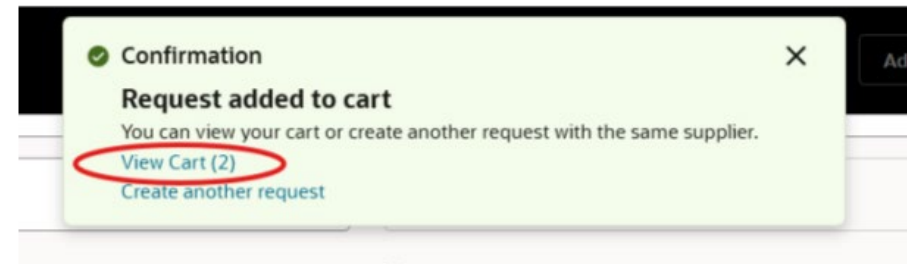
Drag and Drop
Select or drop files here.

How to Submit A Non-catalog Requisition by Quantity

- 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.”



Once you have added all lines, click on View Cart.



How to Submit A Non-catalog Requisition by Quantity

- 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 displays a web interface for a requisition cart. At the top, a black header bar contains the word "Cart" and a "Submit" button. Below the header, the text "Requisition REQU006667" is visible. The main content area is divided into two columns. The left column lists items in the cart: "2 Items" with an "Edit Multiple" button, "Name tags" (Sold By Sportys Awards) with a quantity of 0 and a price of \$10.00 EA, and "Awards" (Sold By Sportys Awards) with a quantity of 1 and a price of \$15.00 EA. Each item has an edit icon (pencil) circled in red, along with icons for deleting, copying, and printing. The right column contains a "Requisition summary" section with a table showing Subtotal (\$75.00), Nonrecoverable Tax (\$0.00), and Approval Amount (\$75.00). Below the summary, there is a "Description" section with fields for Requester (Lois Culwell), Deliver-to Location (Main Campus), Destination Type (Expense), and Charge To (A-A110001-301005-74510-450-000000-00000000-000000-000000). The Funds Status is listed as "Not recovered".

Requisition summary	
Subtotal	\$75.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$75.00

Description

Requester
Lois Culwell

Deliver-to Location
Main Campus

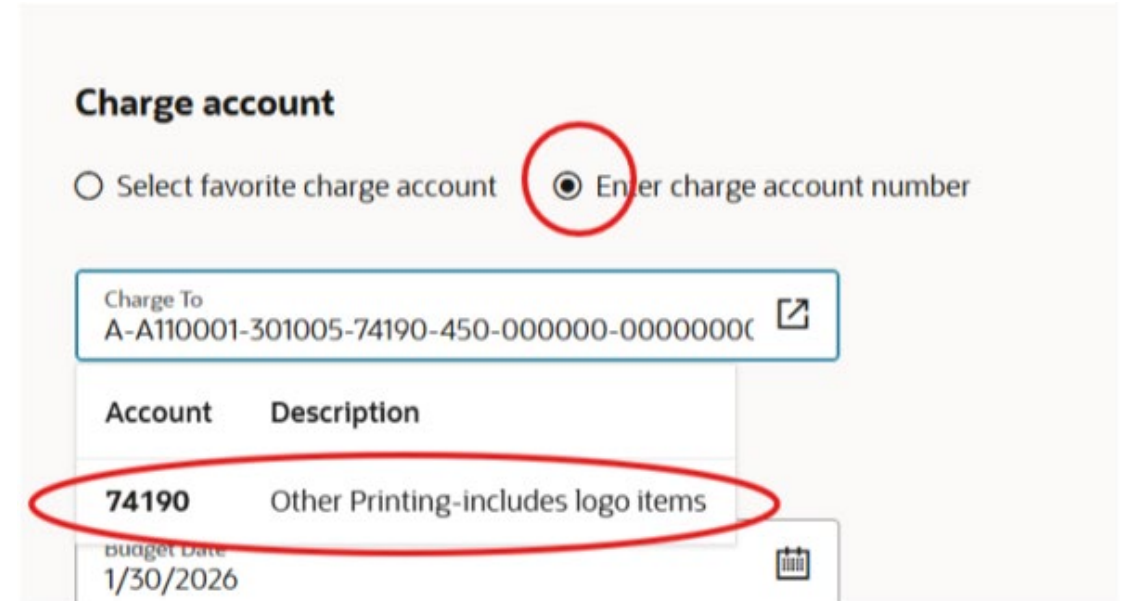
Destination Type
Expense

Charge To
A-A110001-301005-74510-450-000000-00000000-000000-000000

Funds Status
Not recovered

How to Submit A Non-catalog Requisition by Quantity

- 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" with an edit icon. Below this is a table with two columns: "Account" and "Description". The first row of the table is circled in red and contains the account number "74190" and the description "Other Printing-includes logo items". 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

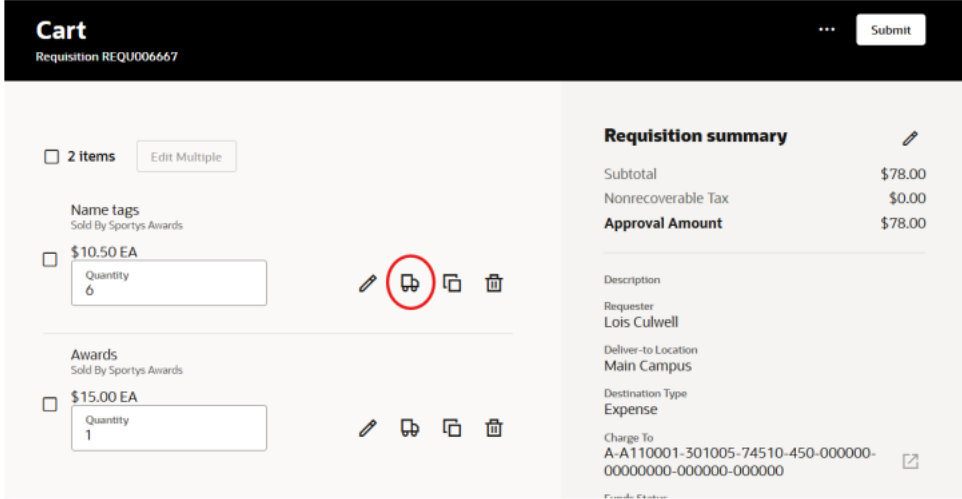
Charge To
A-A110001-301005-74190-450-000000-00000000

Account	Description
74190	Other Printing-includes logo items

Budget Date
1/30/2026

How to Submit A Non-catalog Requisition by Quantity

- 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.



Cart
Requisition REQU00667

Submit

☐ 2 Items [Edit Multiple](#)

Name tags
Sold By Sportys Awards

☐ \$10.50 EA
Quantity 6

Awards
Sold By Sportys Awards

☐ \$15.00 EA
Quantity 1

Requisition summary 

Subtotal \$78.00
Nonrecoverable Tax \$0.00
Approval Amount \$78.00

Description
Requester
Lois Culwell
Deliver-to Location
Main Campus
Destination Type
Expense
Charge To
A-A110001-301005-74510-450-000000-00000000-000000-000000 

How to Submit A Non-catalog Requisition by Quantity

- 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 REQU005205

Submit

Check Funds
View Approvers
View PDF
Save for Later

☐ 2 Items [Edit Multiple](#)

Names tags
Sold By Sports Awards

☐ \$10.50 EA
Quantity 6

Awards
Sold By Sports Awards

☐ \$15.00 EA
Quantity 1

Requisition summary

Subtotal
Nonrecoverable Tax
Approval Amount

Description
Requester
Lois Culwell
Deliver To Location
Main Campus
Destination Type
Expense
Charge To
Multiple
Funds Status
Not reserved
Budget Date
1/23/2026