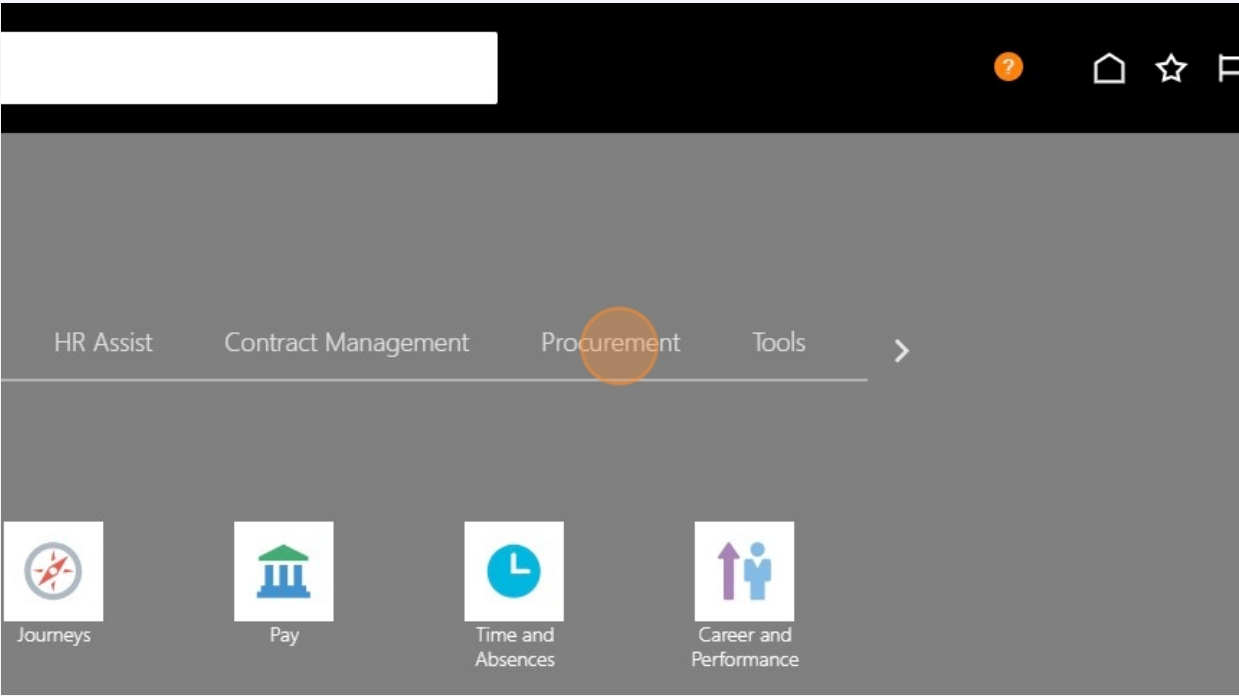
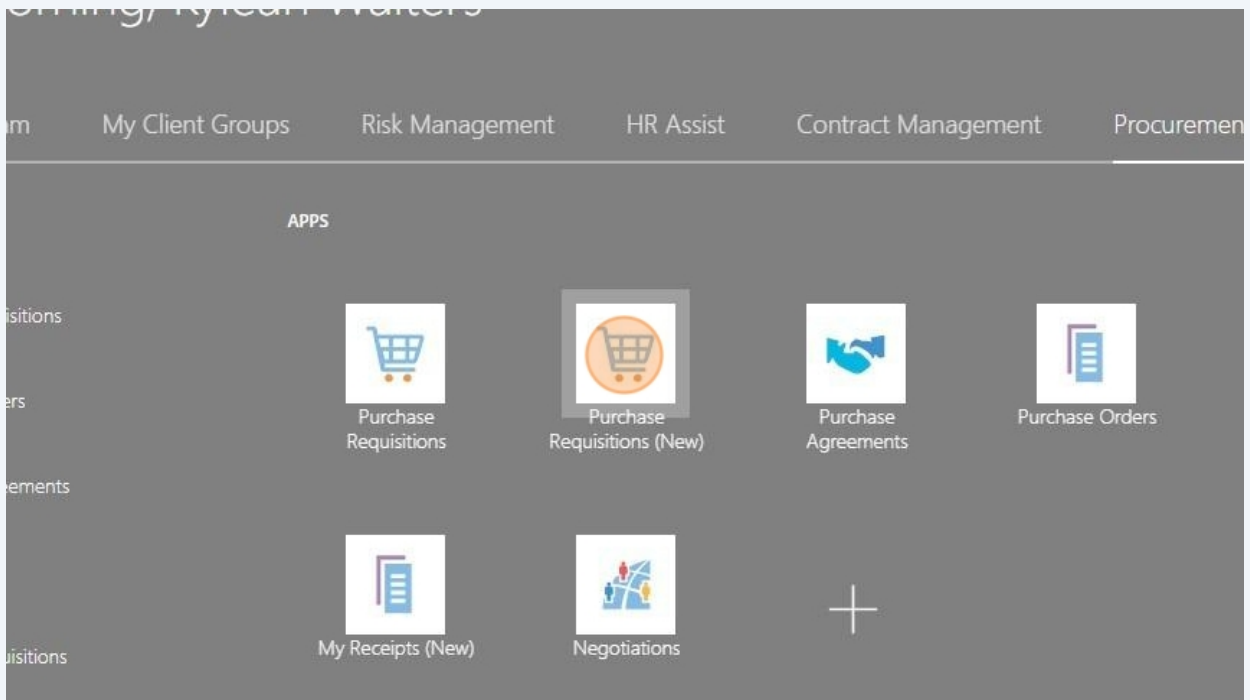


# How to Create a Non-Catalog Requisition (Quantity Based)

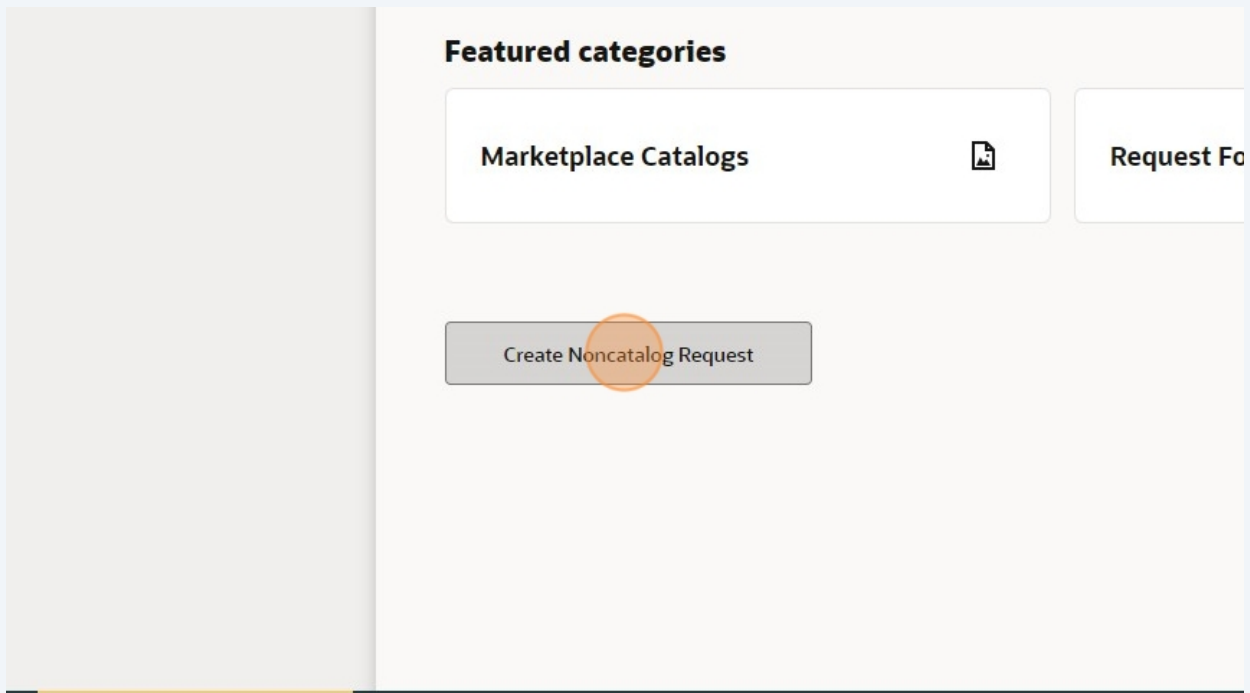
1 Click "Procurement"



2 Click "Purchase Requisitions (New)"



3 Click "Create Noncatalog Request"



4 Click "Item Description"

The screenshot shows the 'dash' application interface. At the top, there is a dark header with a hamburger menu icon and the word 'dash'. Below the header is a dark grey bar with the title 'Create Noncatalog Request'. The main content area is a light beige form. The 'Item Description' field is a large text input box, currently empty, and is highlighted with an orange circle. Below it are several other fields: 'Item Type' is a dropdown menu with 'Goods billed by quantity' selected; 'Category' is a text input field; 'Quantity' is a text input field with '1' entered; and 'UOM' is a text input field.

5 Enter the line item description, example "Office Chairs"

This screenshot shows the same 'Create Noncatalog Request' form as the previous one, but now the 'Item Description' field contains the text 'Office Chairs'. The other fields remain the same: 'Item Type' is 'Goods billed by quantity', 'Category' is empty, 'Quantity' is '1', and 'UOM' is empty. A 'Currency' field is also visible at the bottom of the form, which is currently empty.

6

Click "Item Type" and choose "Goods billed by Quantity"

Item Description  
Office Chairs

Item Type  
Goods billed by quantity

Goods billed by quantity

Services billed by amount

Services billed by quantity

Category

UOM

Currency  
USD

Required

**Manufacturer**

7

Click "Category"

Item Description  
Office Chairs

Item Type  
Goods billed by quantity

Category

UOM

Currency  
USD

Required

Required

Required

8 Start typing the category name or scroll to find the correct option.

A screenshot of a web form showing a dropdown menu for category selection. The dropdown is open, displaying several options. The first option is "Furniture & Furnishings" with the subtext "Furniture, carpet, furnishings". An orange circle highlights this option. Below it is "UTK HVACR [Packaged Units]" with the subtext "FS UTK The all-in-one heating and cooling system for homes that don't have a lot of r...". Below that is "USD". The dropdown is part of a form with other fields, including one labeled "Quantity" and another labeled "Category" with the value "furn".

9 Click "Quantity" and enter the amount, example 5.

A screenshot of a web form with several fields. The "Quantity" field is highlighted with an orange circle. The form includes fields for "Item Type" (Goods billed by quantity), "Category" (Furniture & Furnishings), "UOM", "Price" (Required), "Currency" (USD), and "Manufacturer".

10 Click "UOM"

Chairs

Units billed by quantity

Category Furniture & Furnishings

UOM

Number greater than or equal to 0. Required

Currency USD

Required

**Manufacturer**

Manufacturer Part Number

11 Type the UOM or scroll to find the correct option, example "Each".

quantity

Category Furniture & Furnishings

UOM each

Each 1

Each

Required

**Manufacturer**

Manufacturer Part Number

12 Click the "Price" field and type the price of the item, example 450.00

The screenshot shows a form with several input fields. The 'Price' field is highlighted with an orange circle. The form contains the following fields:

- Item Type: Goods billed by quantity
- Quantity: 5
- Price: (highlighted with an orange circle)
- Category: Furniture & Furnishin
- UOM: Each
- Currency: USD
- Manufacturer: (with a globe icon)
- Manufacturer Part Num
- Supplier: (with a globe icon)

13 Click the "Supplier" field

The screenshot shows a form with several input fields. The 'Supplier' field is highlighted with an orange circle. The form contains the following fields:

- Manufacturer: (with a globe icon)
- Supplier: (highlighted with an orange circle)
- Supplier Site
- Supplier Contact: (with a dropdown arrow)
- Supplier Item
- Or Enter new supplier information

14

Type the Supplier name, and click the suppliers name from the list below, example "ACME Block and Brick INC."

**Supplier**

Supplier  
acme

Supplier Site

ACME AUTO LEASING LLC

ACME Block and Brick INC.

ACME INDUSTRIAL PIPING

Or Enter new supplier information

**Attachments**

Category  
Internal to Requisition

15

If the Supplier has multiple sites, you will have to select the correct location, example "KINGSTONTN."

Manufacturer Part Number

Supplier Site

ick INC.

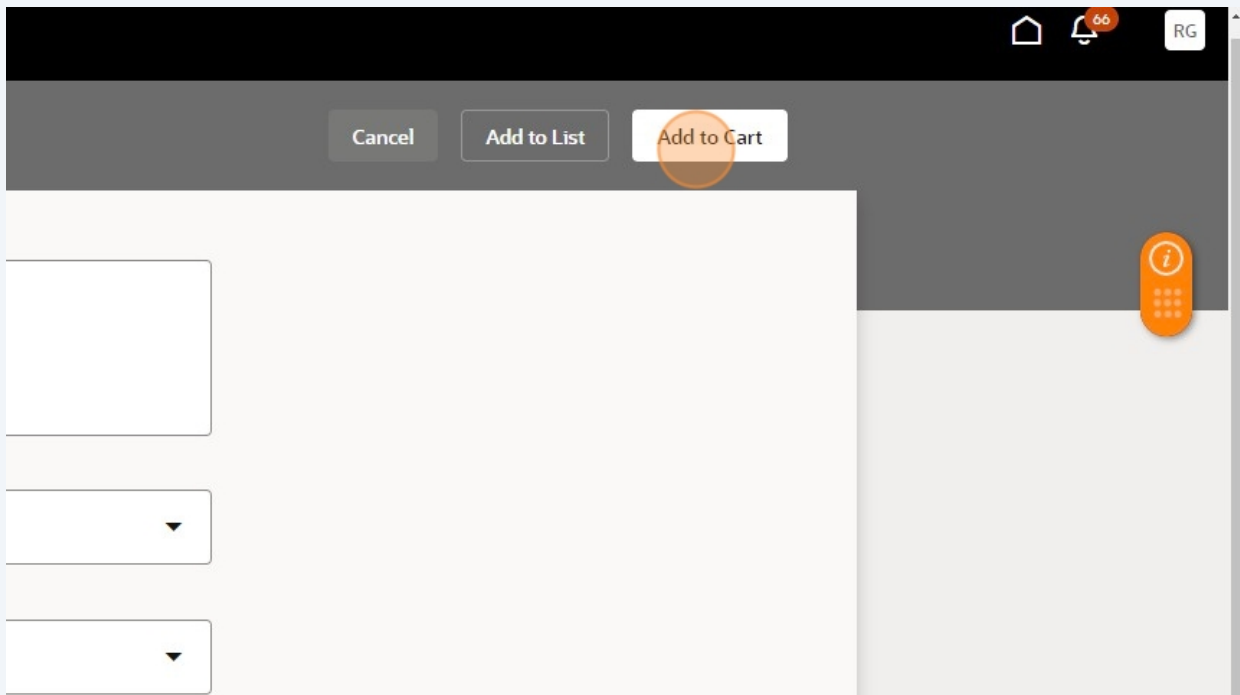
KINGSTONTN  
PO BOX 831, 1204 SOUTH KENTUCKY ST, Kingston, TN 37763-0831

KINGSTONTN2  
PO BOX 831, Kingston, TN 37763

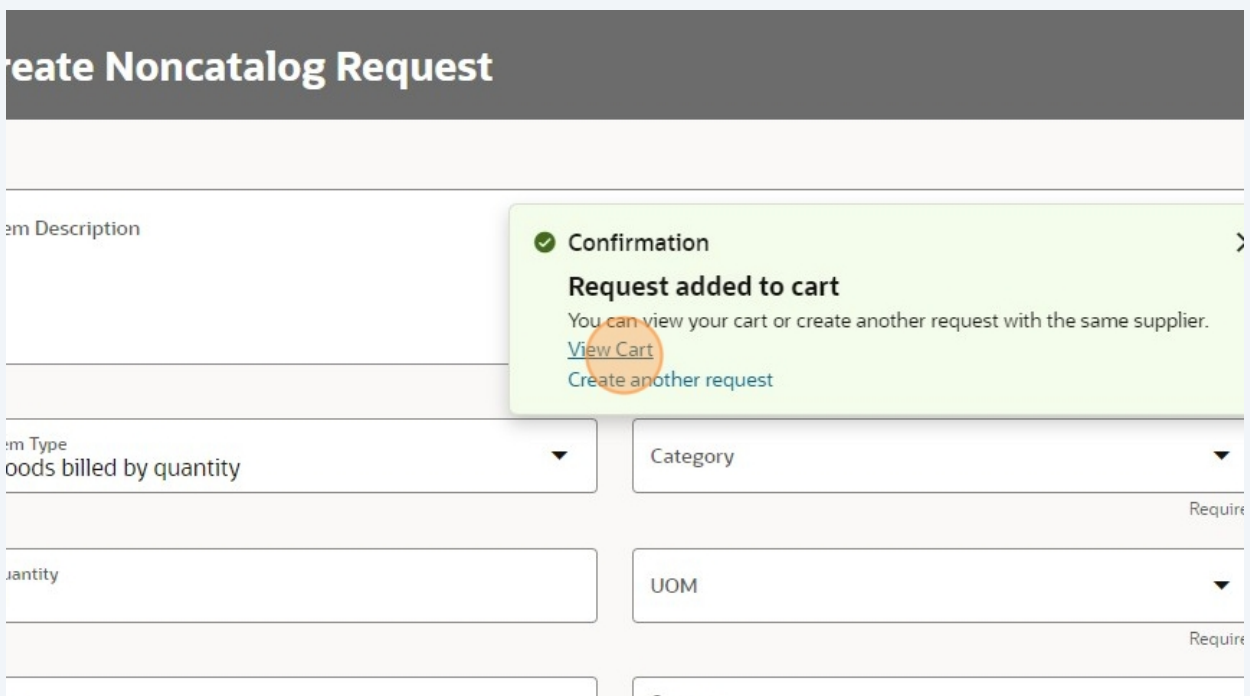
formation



16 Click "Add to Cart"



17 Click "View Cart". To add another item, click "Create Another Request"



18

The Cart shows the Requisition Number, the Line Item, and the Requisition Summary.

The screenshot shows a shopping cart interface. At the top left, there is a 'Cart' header with 'Requisition REQ0100000194'. On the right, there are 'Actions' and 'Submit' buttons. The main area contains a line item for 'Office Chairs' with a price of '\$450.00 Each' and a quantity of '5'. To the right of the line item are trash and edit icons. On the right side of the cart, there is a 'Requisition summary' panel with a pencil icon for editing. The summary includes:

Subtotal	\$2,250.00
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$2,250.00</b>

Below the summary, there is a 'Description' section with the following details:

- Requester: Kyleah Walters
- Deliver to Location: UT Tower\_10\_1049C
- Destination Type: Expense
- Charge To: 01-1100001-011412-533100-000-0000-00-0000
- Funds Status: Not reserved
- Budget Date: 8/30/2024

19

Click the **Requisition Summary** "Pencil" icon to edit the Requisition Type.

The screenshot shows the 'Requisition summary' panel from the previous image, now with a large orange pencil icon overlaid on the 'Requisition summary' title. The panel includes the same summary table and description details as shown in the previous screenshot. The pencil icon is positioned to the right of the title, indicating that the user can click it to edit the requisition type.

20

Under **Additional Information**, click "Requisition Type"

### Budgetary control

Budget Date  
8/30/2024



### Additional information

Requisition Type  
Standard Purchase - No NCJ Required



Bill-To Location

### Notes

Note to Supplier

21

Choose the correct "Requisition Type" from the list of options, example Standard Purchase - No NCJ Required.

### Budgetary control

Budget Date  
8/30/2024



### Additional information

Requisition Type  
Standard Purchase - No NCJ Required



Bill-To Location

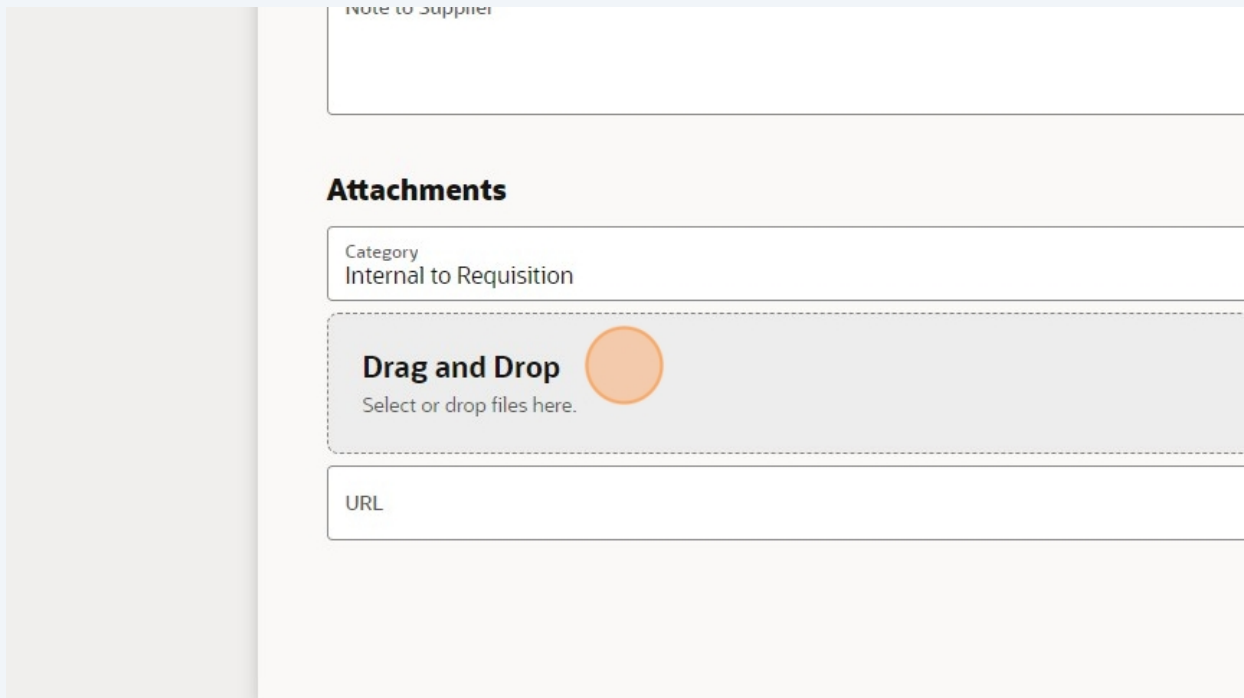
Cooperative contract Attach a copy of the cooperative agreement

Informal Bid Bid conducted by department in accordance with FI0405

Marketplace Catalog Punchout catalog transaction

Sole Source - NCJ Required Attach NCJ form to transaction


**22** To add an Attachment, click "Drag and Drop", and add attachment from files.



Note to Supplier

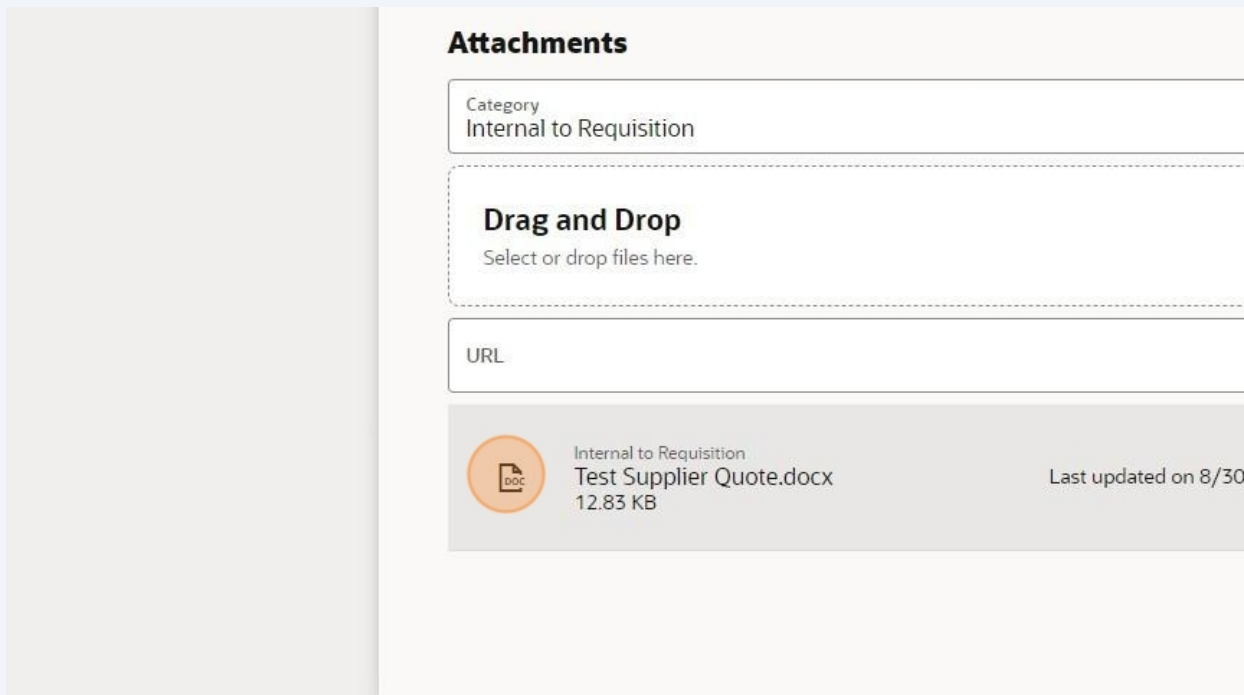
**Attachments**

Category  
Internal to Requisition

**Drag and Drop**   
Select or drop files here.

URL

**23** Quote attached to Requisition




**Attachments**

Category  
Internal to Requisition

**Drag and Drop**  
Select or drop files here.

URL

 Internal to Requisition  
**Test Supplier Quote.docx**  
12.83 KB

Last updated on 8/30

24 Attached files can be edited or removed

**Additional Information**

Requisition Type: Standard Purchase - No NCJ Required | Bill-To Location

**Notes**

Note to Supplier

**Attachments**

Category: Internal to Requisition

**Drag and Drop**  
Select or drop files here.

URL | Add URL

Internal to Requisition  
Test Supplier Quote.docx  
12.83 KB | Last updated on 8/30/2024

Edit | Remove

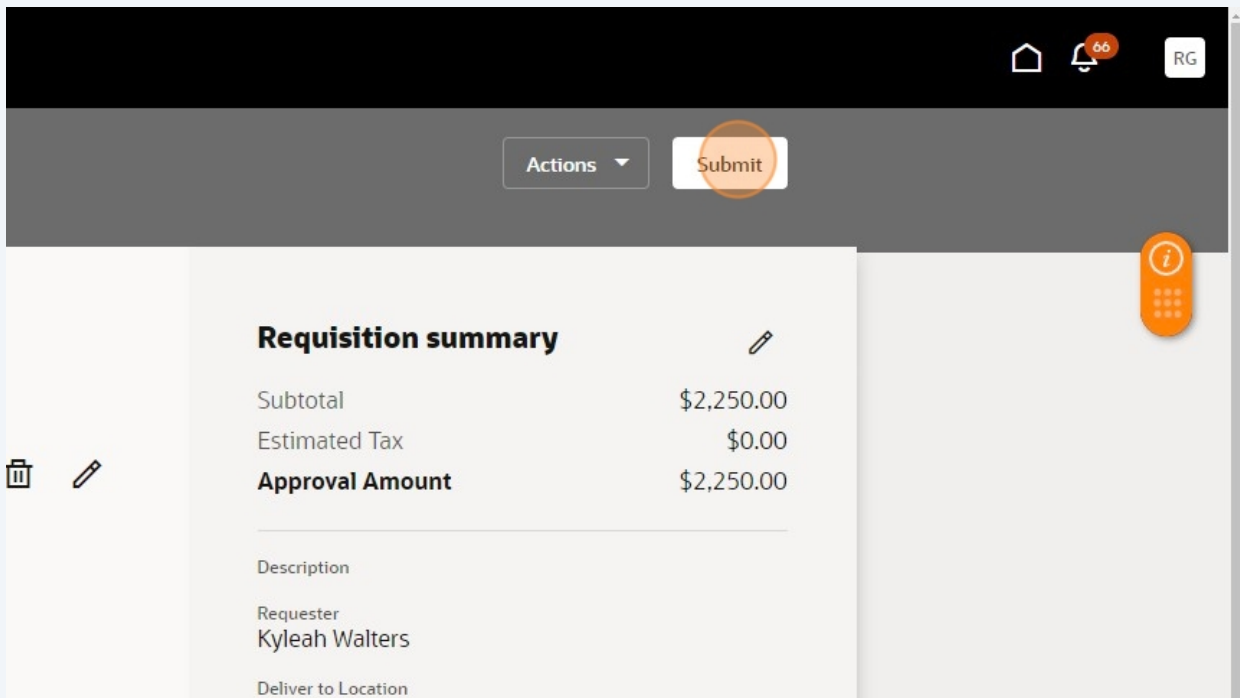
25 Scroll to the top of the page and click "Update".

Cancel | Update

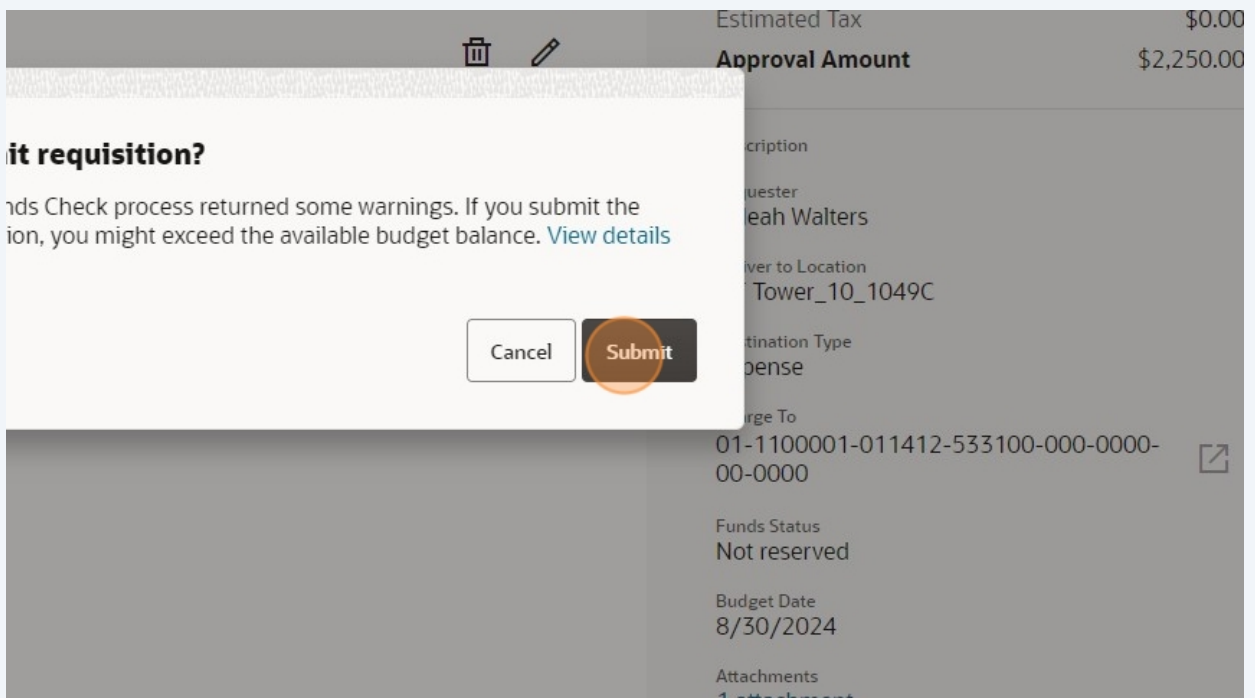
RG

Info icon

26 Click "Submit"



27 Click "Submit"



28

Congratulations! You have successfully submitted a Non-Catalog Requisition (Quantity Based). Under **My Recent Requisitions**, click the requisition to see additional details.

