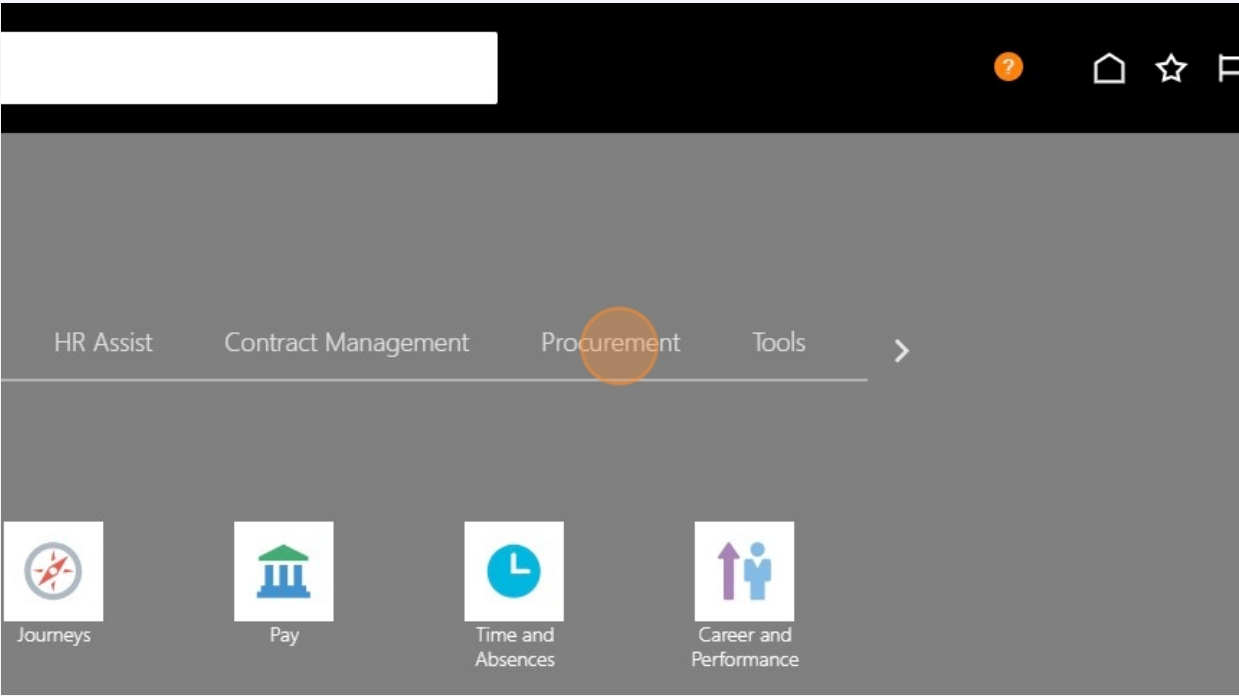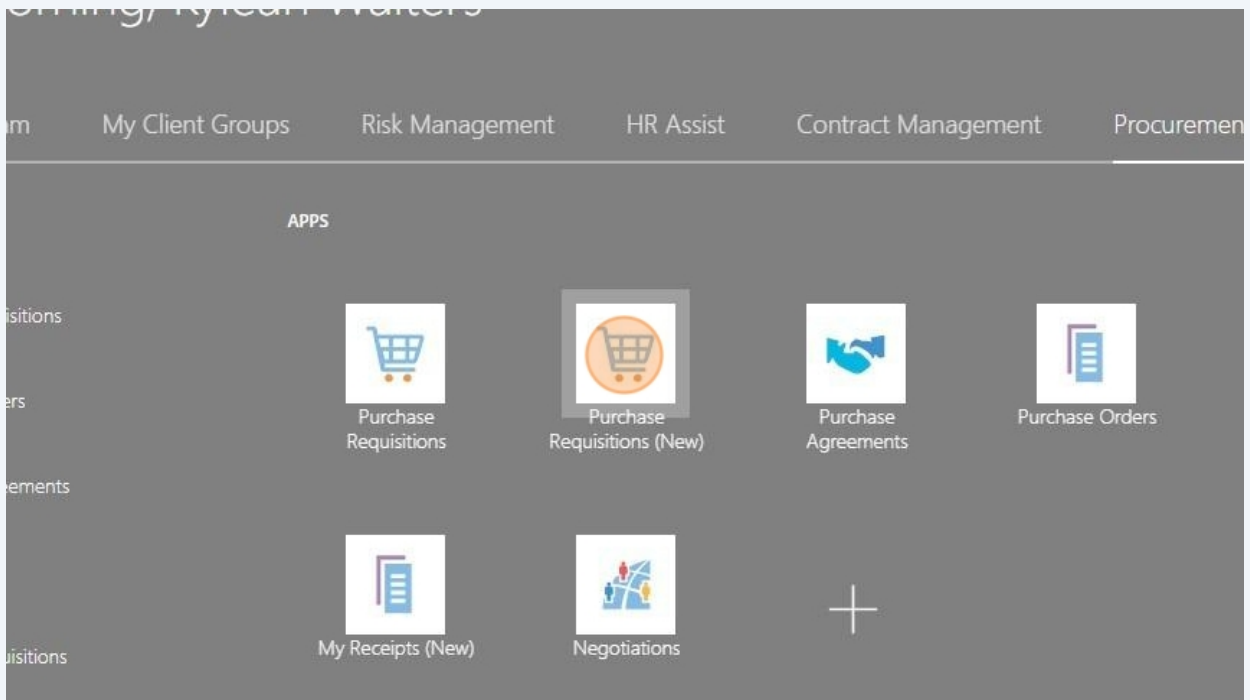# How to Create a Non-Catalog Requisition (Quantity Based)
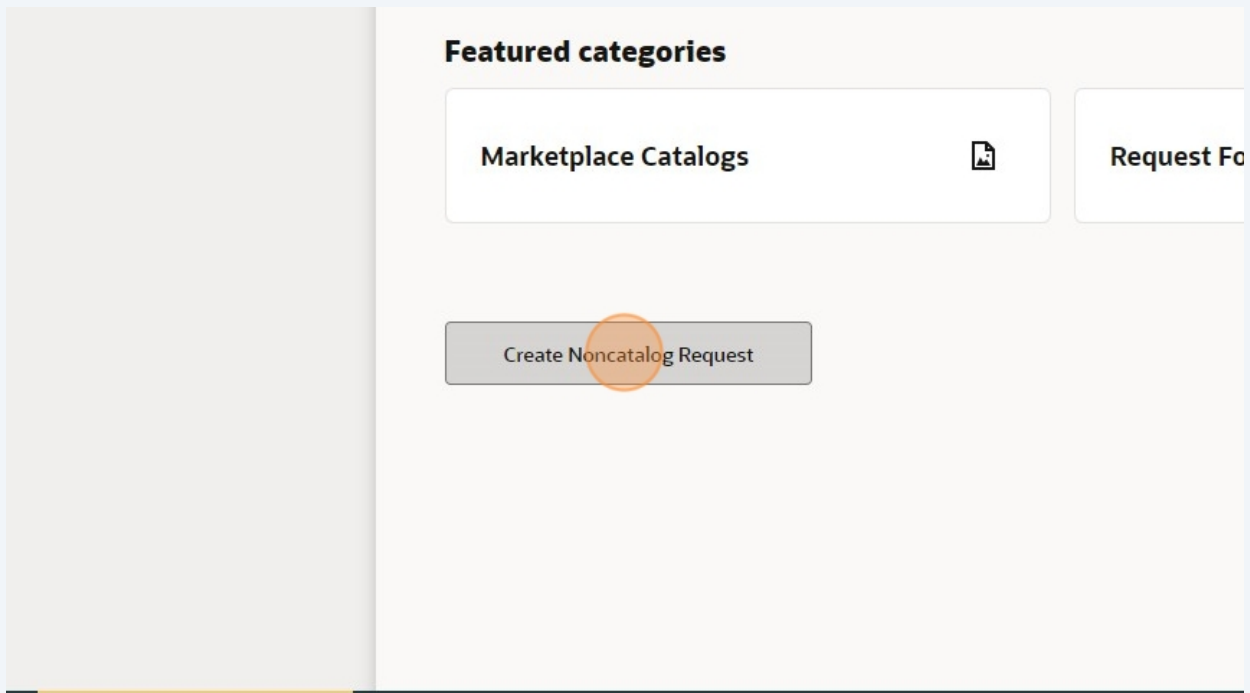
1 Click "Procurement"

2 Click "Purchase Requisitions (New)"

3 Click "Create Noncatalog Request"

4 Click "Item Description"

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

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

Item Description
Office Chairs

Item Type
Goods billed by quantity ▼

Category

Goods billed by quantity

Services billed by amount

Services billed by quantity

UOM

Currency
USD

Required

Manufacturer

---

7   Click "Category"

...ption
...airs

...lled by quantity ▼

Category ▼

Required

UOM ▼

Required

Currency
USD ▼

Required

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

antity	▼	Category furn	▼

Furniture & Furnishings
Furniture, carpet, furnishings

UTK HVACR [Packaged Units]
FS UTK The all-in-one heating and cooling system for homes that don't have a lot of ro

	USD	▼
Required		

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

Office chairs

Item Type Goods billed by quantity	▼	Category Furniture &
Quantity 1		UOM
Price		Currency USD
Required		

Manufacturer

Manufacturer	🟡	Manufacture

10 Click "UOM"

Chairs

pe	Category
s billed by quantity ▼	Furniture & Furnishings ▼

ty	UOM ▼
umber greater than or equal to 0.	Required

	Currency
	USD ▼
Required	

facturer

facturer 🟠	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	

r

🟠	Manufacturer Part Number

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

Item Type		Category
Goods billed by quantity ▼		Furniture & Furnishing

Quantity		UOM
5		Each

Price		Currency
		USD

Required

Manufacturer

Manufacturer 🌐		Manufacturer Part Numb

Supplier

13 Click the "Supplier" field

Manufacturer

Manufacturer 🌐		Manufacture

Supplier

Supplier		Supplier Site

Supplier Contact ▼

Supplier Item

Or Enter new supplier information

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

Supplier

Supplier
acme

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."

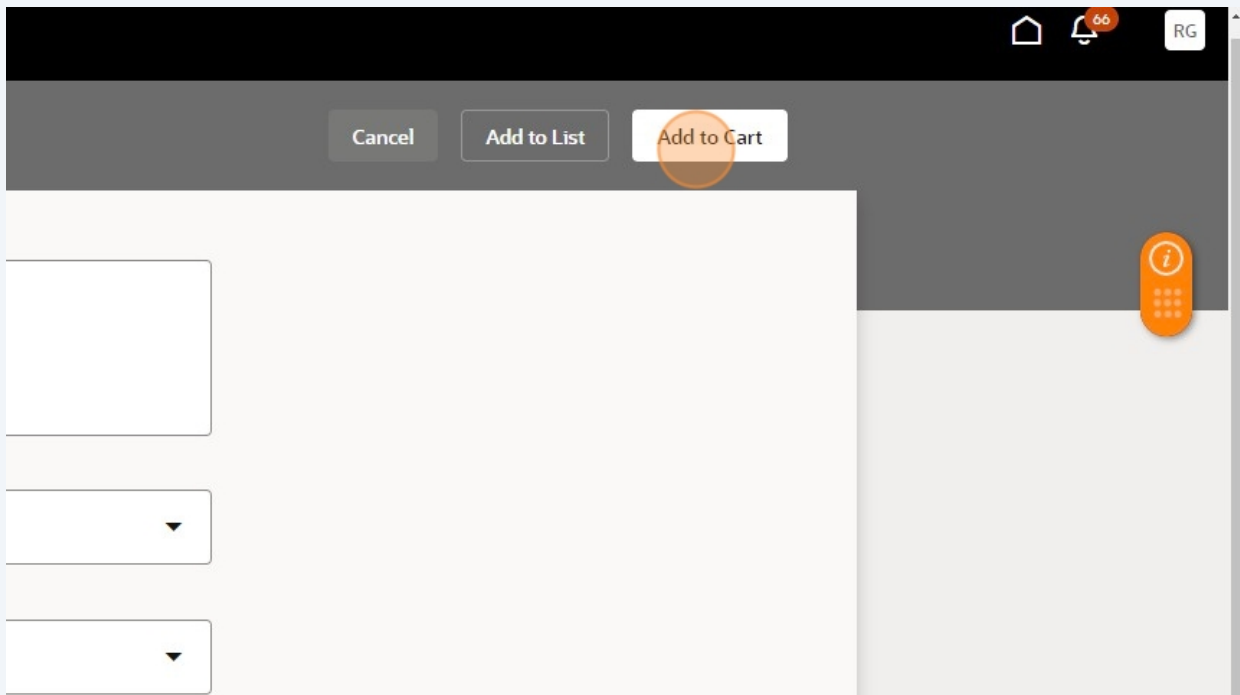Manufacturer Part Number

ick INC.

Supplier Site

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

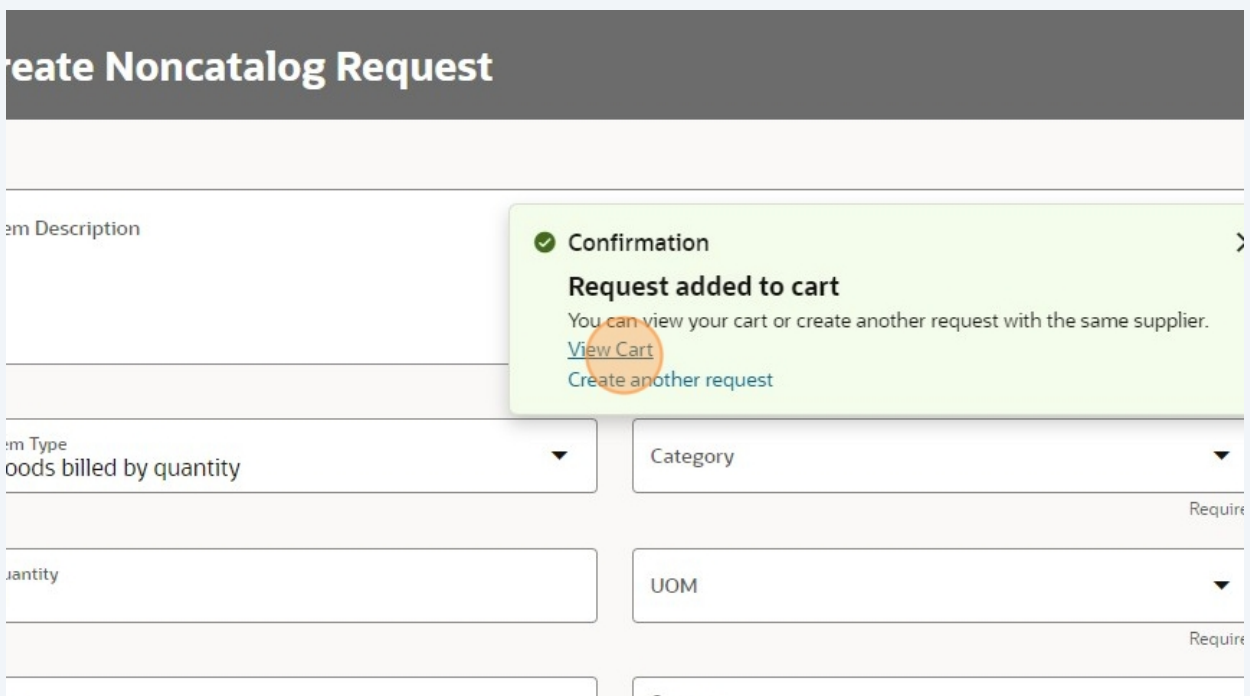KINGSTONTN2
PO BOX 831,Kingston, TN 37763

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.

Cart
Requisition REQ0100000194

Actions ▼   Submit

Office Chairs
Sold By ACME Block and Brick INC.

$450.00 Each
Quantity
5

🗑 ✏

Requisition summary   ✏
Subtotal $2,250.00
Estimated Tax $0.00
Approval Amount $2,250.00

Description

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.

⌂ 🔔⁶⁶   RG

Actions ▼   Submit

ⓘ

🗑 ✏

Requisition summary   ✏
Subtotal $2,250.00
Estimated Tax $0.00
Approval Amount $2,250.00

Description

Requester
Kyleah Walters

Deliver to Location

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
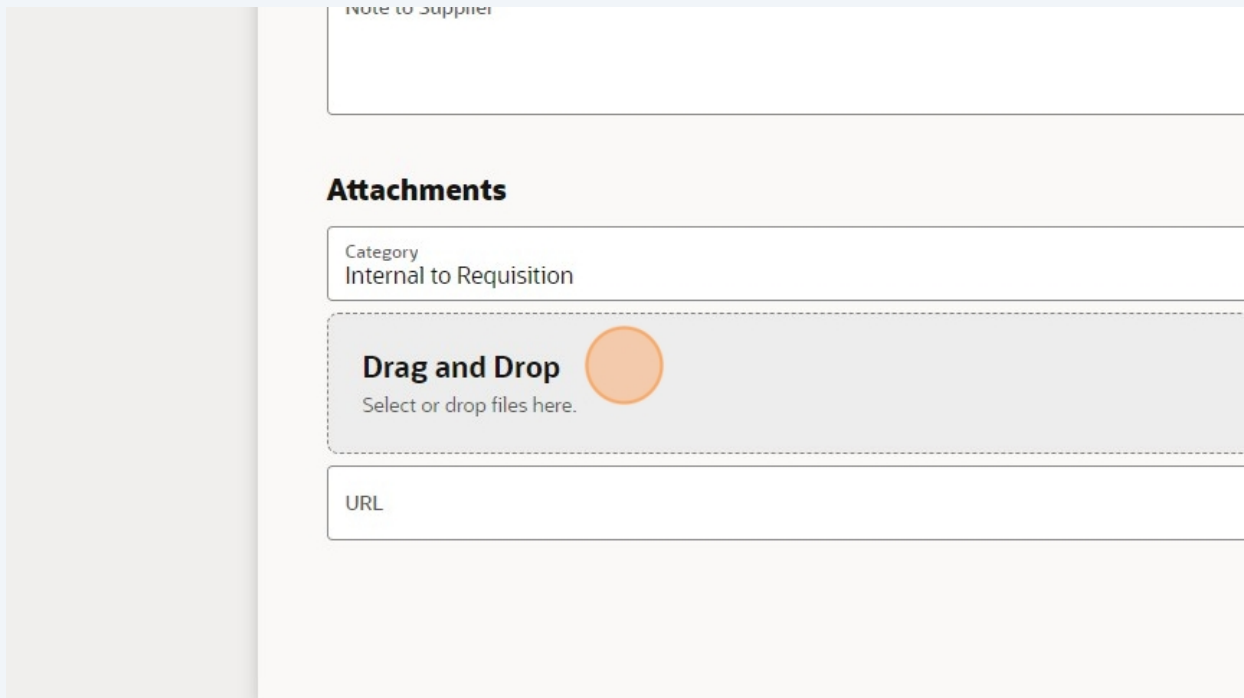
Bill-To Location

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.
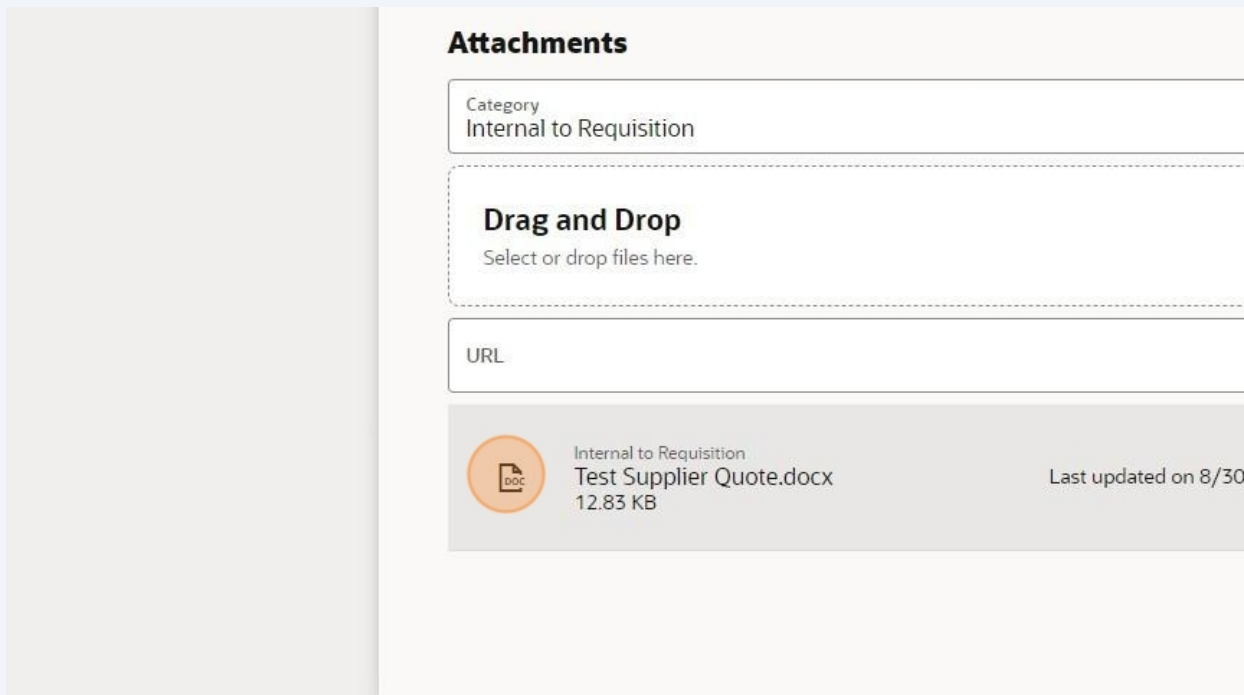
Note to Supplier

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   Last updated on 8/30
12.83 KB

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   Last updated on 8/30/2024
12.83 KB

  ✏️ Edit

  🗑️ Remove

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

Cancel   Update

26 Click "Submit"

Actions ▼   Submit

Requisition summary ✏️

Subtotal $2,250.00
Estimated Tax $0.00
Approval Amount $2,250.00

Description

Requester
Kyleah Walters

Deliver to Location

---

27 Click "Submit"

Estimated Tax $0.00
Approval Amount $2,250.00

it requisition?

nds Check process returned some warnings. If you submit the
ion, you might exceed the available budget balance. View details

Cancel   Submit

cription

quester
eah Walters

iver to Location
Tower_10_1049C

tination Type
pense

rge To
01-1100001-011412-533100-000-0000-
00-0000

Funds Status
Not reserved

Budget Date
8/30/2024

Attachments

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

UT System BU | UT Tower_10_1049C

🔍 Search for items or services

My recent requisitions

| Pending approval | Requisition REQ0100000194 |

Office Chairs
1 Line

Date Submitted
8/30/2024

| Ordered | Requisition REQ01000 |

Microscope repair servic
1 Line
Purchase Order PO010000000

Buyer
Racheal Stewart