

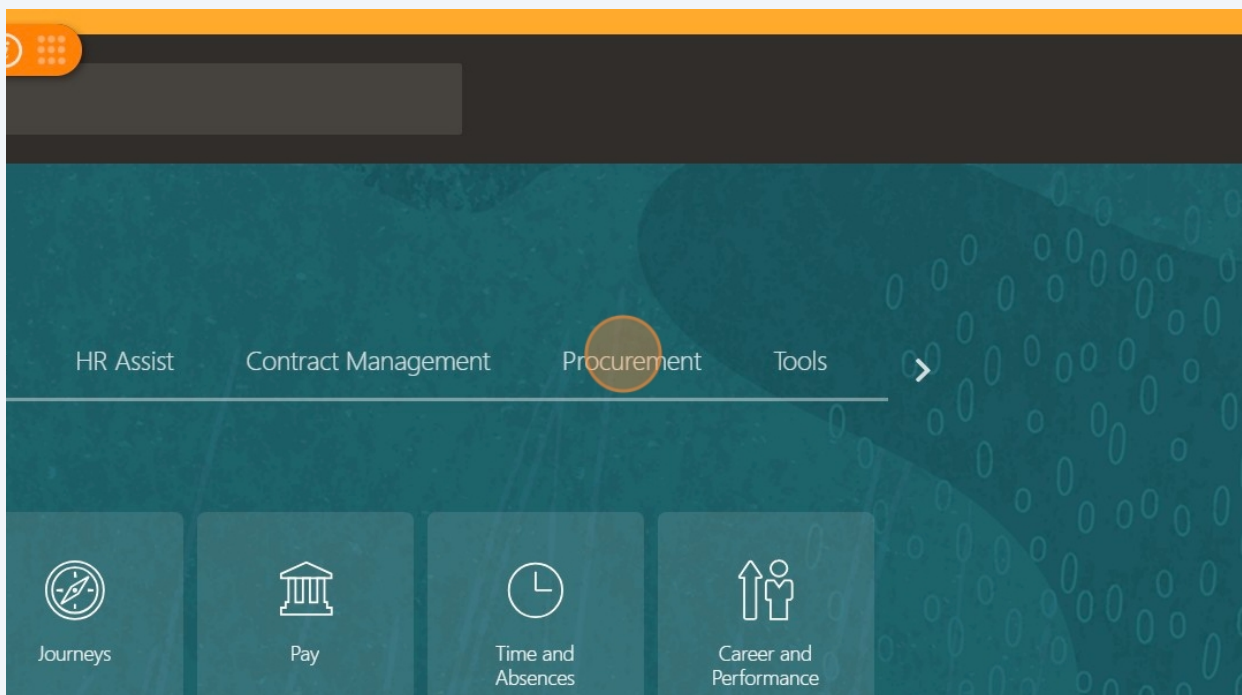
# Creating an NCJ (Sole Source) 12.30.24



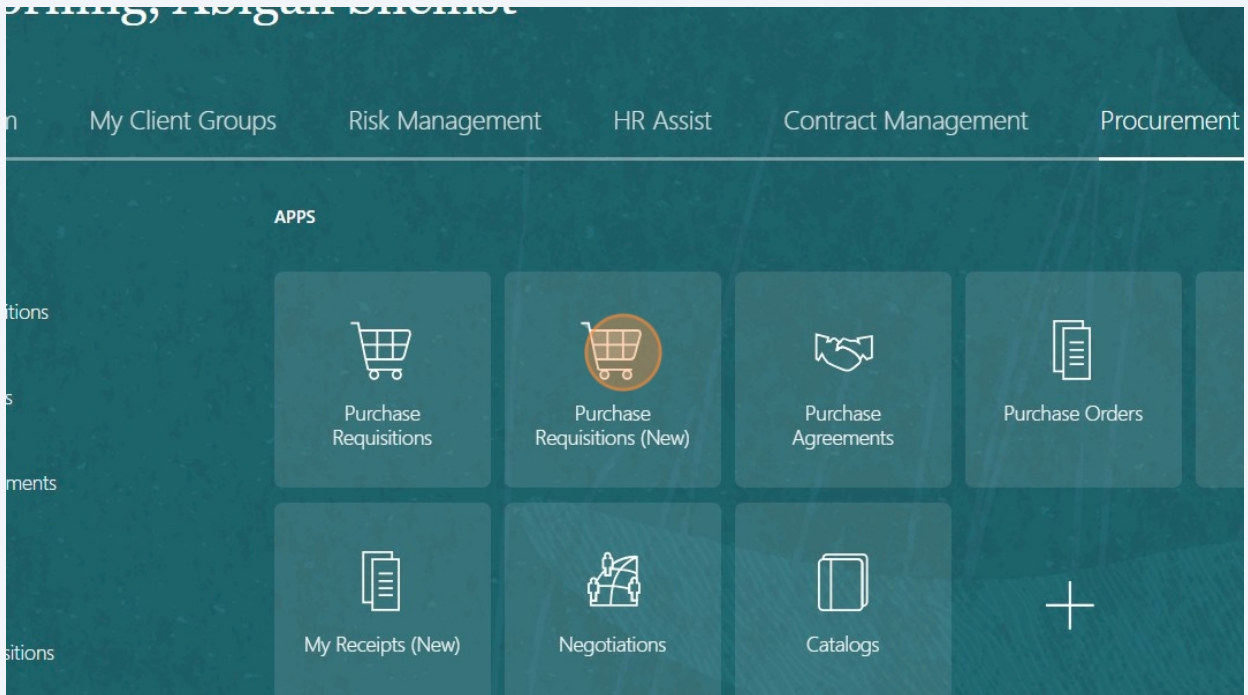
Tip! First you will need to download the NCJ form and complete the required fields and sign it before beginning your sole source requisition. You can find the link to the NCJ form in the Procurement module of DASH.

1

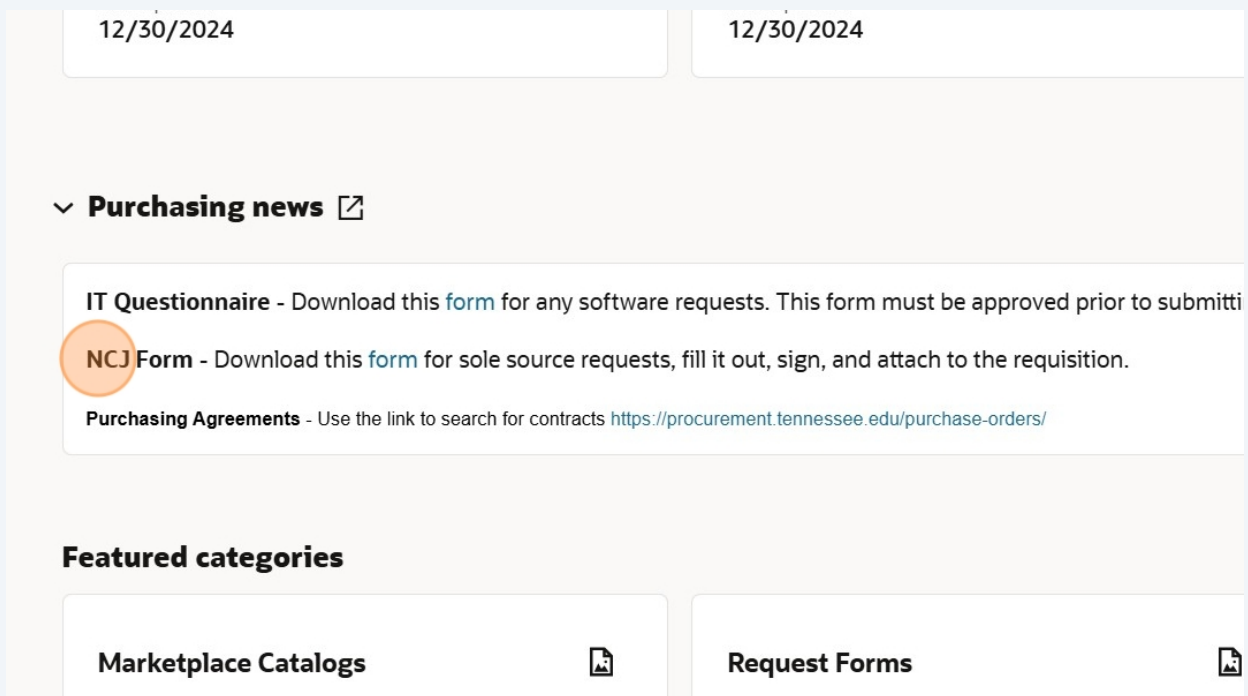
Click "Procurement"



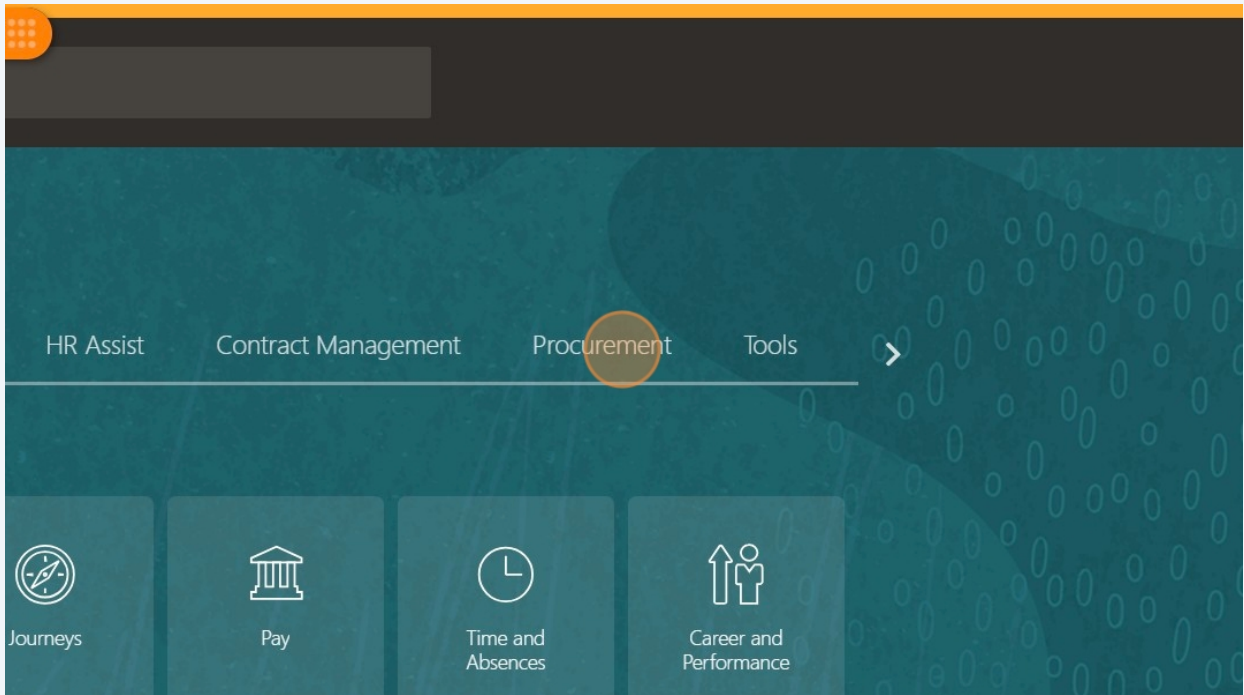
2 Click here.



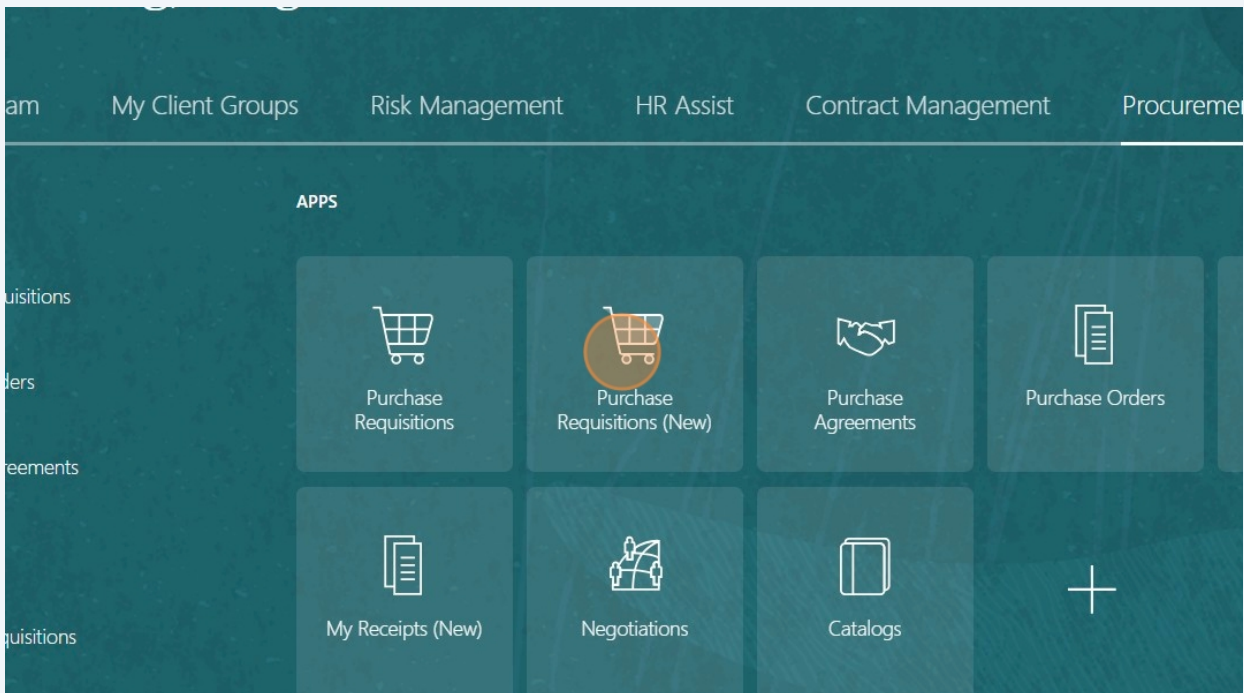
3 Download the NCJ from from the Purchasing News section.



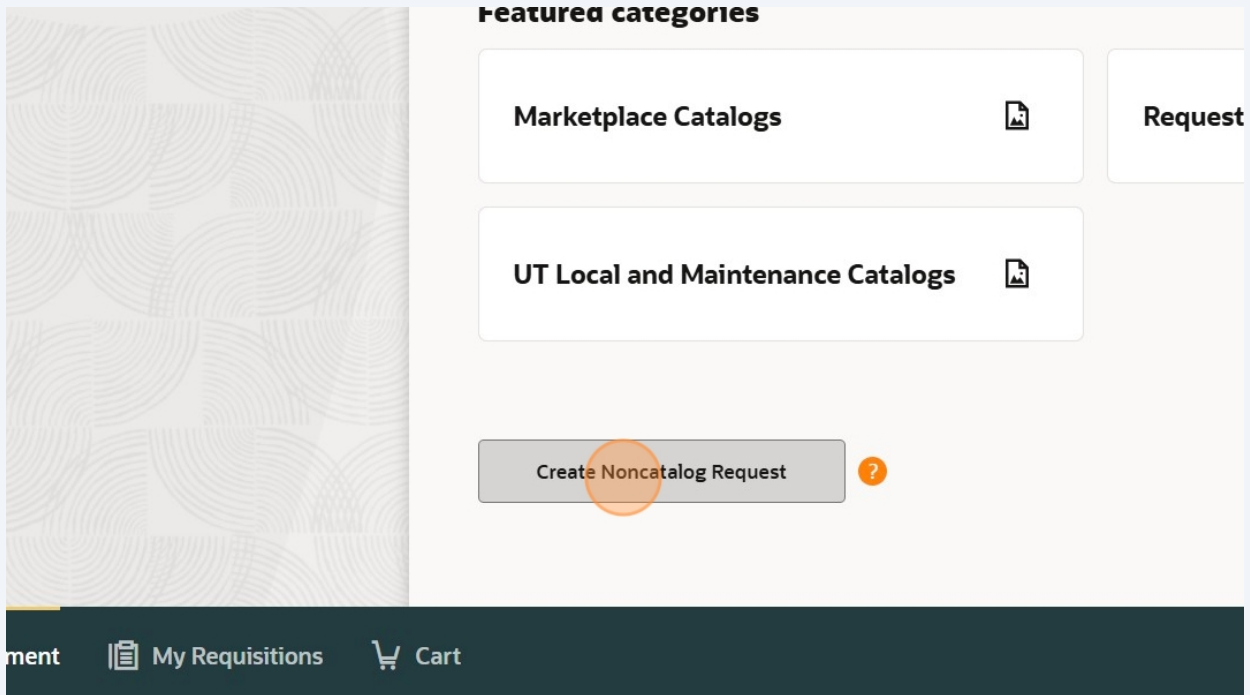
4 Once you are ready to submit your requisition, click "Procurement"



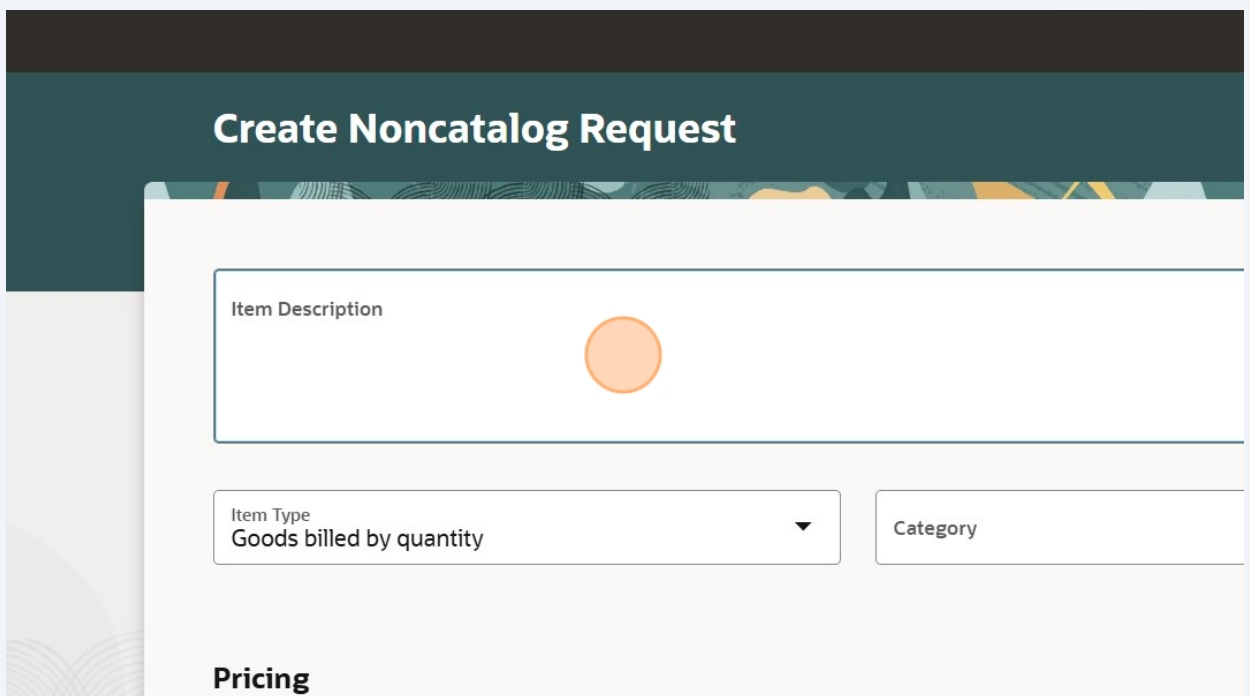
5 Click here.



6 Click "Create Noncatalog Request"



7 Click the "Item Description" field and enter a description of the item



## 8 Choose a category

Description

Electron Microscope

221

Required

Type

Goods billed by quantity



Category



Required

### Pricing

Quantity

UOM



Required

Price

Currency  
USD



## 9 If this is a quantity based purchase choose goods billed by quantity.

Item Type

Goods billed by quantity



Category

Scientific Equipment & Supplies

### Pricing

Quantity

1

UOM

Price

Currency  
USD

Required

### Source

New supplier

## 10 Choose quantity and unit of measure

Item Type  
Goods billed by quantity

Category  
Scientific Equipment & Supplies

**Pricing**

Quantity  
1

UOM

Price

Currency  
USD

Required

**Source**

New supplier

## 11

by quantity

Category  
Scientific Equipment & Supplies


UOM  
each

Each  
Each


Required

Supplier Site

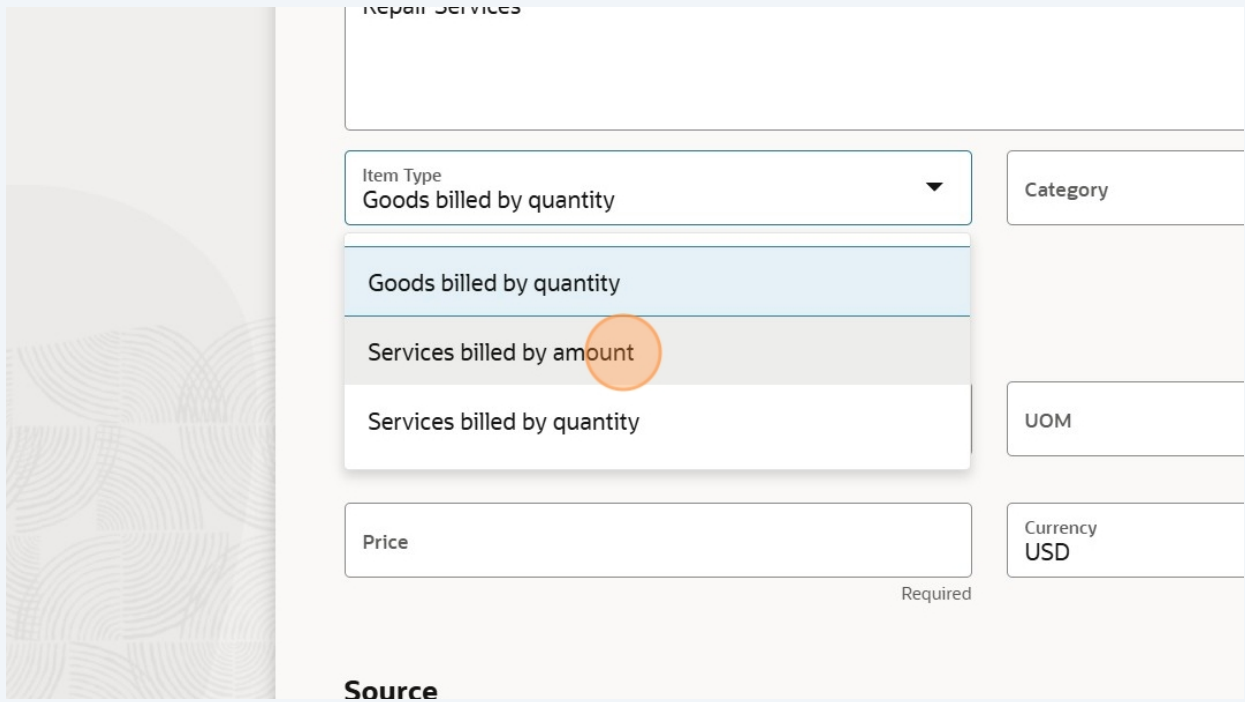
**12** Click the "Price" field.

Item Type Goods billed by quantity	Category Scientific Equipment & Supplies
<b>Pricing</b>	
Quantity 1	UOM Each
Price 	Currency USD
<small>Required</small>	
<b>Source</b>	
<input type="checkbox"/> New supplier	
Supplier	Supplier Site

**13** If your request is amount based (dollar amount rather than quantity) click on the item type

Item Description Repair Services	
Item Type Goods billed by quantity  	Category
<b>Pricing</b>	
Quantity 1	UOM
	Currency

14 Click "Services billed by amount"



repair Services

Item Type  
Goods billed by quantity

Goods billed by quantity

Services billed by amount

Services billed by quantity

Category

UOM

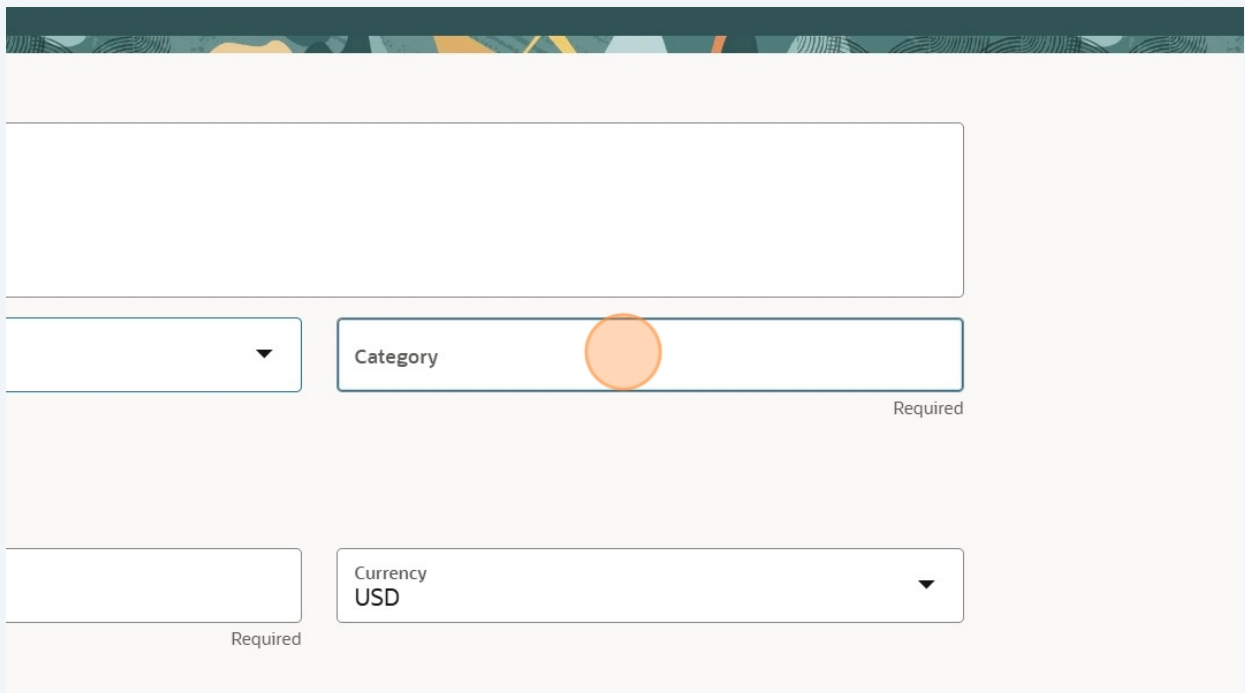
Price

Currency  
USD

Required

Source

15 Click this text field.



Category

Required

Currency  
USD

Required



16

Required

or

**Athletics**  
Equipment, apparel, **services**, recruiting

**Audio Visual**  
Equipment & **services**

**Consulting**  
Consulting **services**

**Electrical**  
**Services & Supplies**

**Environmental, Health & Safety**  
**Services & Supplies**

**Food & Food Services**  
Distributors, dining **services**

17 Click the "Amount" field.

Item Type  
Services billed by amount

Category  
Electrical

**Pricing**

Amount Required

Currency  
USD

**Source**

New supplier

Supplier

Supplier Site

18 Click this text field.

Price  
\$150,000.00

Currency  
USD

**Source**

New supplier

Supplier

Supplier Site

Supplier Contact

Supplier Item

**Manufacturer**

Manufacturer

Manufacturer Part Number

19 Enter the supplier

**Source**

New supplier

Supplier  
acm

Supplier Site

Supplier Item

Manufacturer

Manufacturer Part N

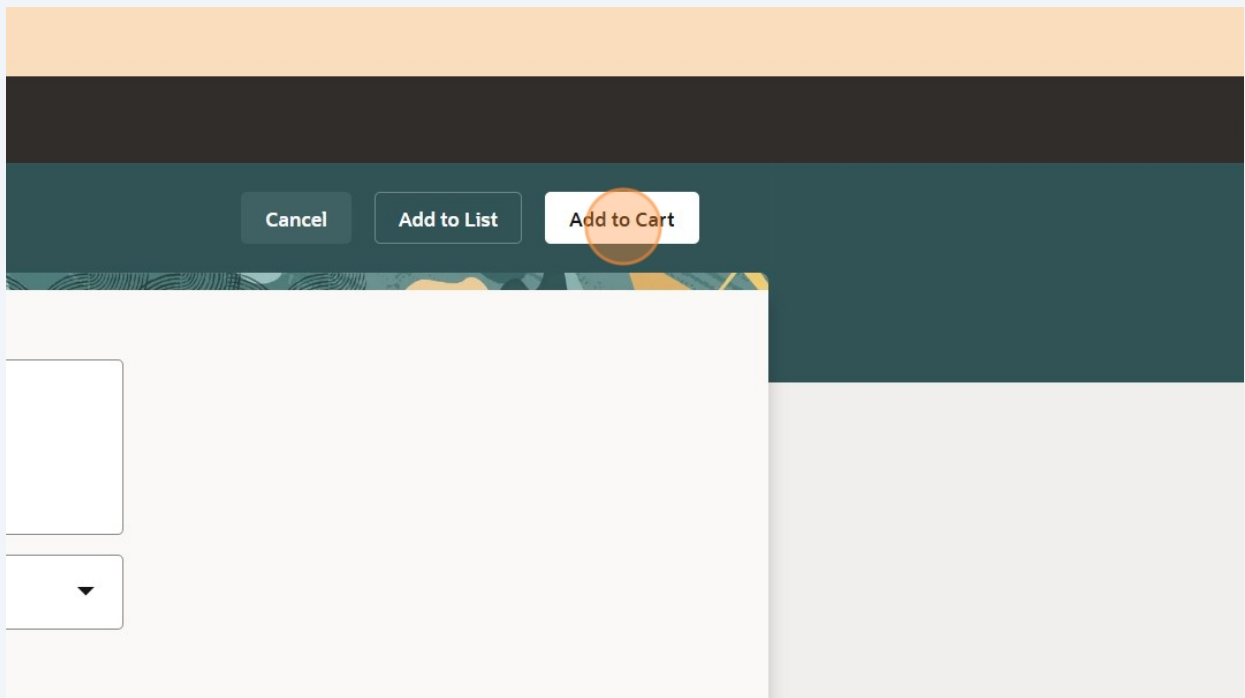
**Additional information**

ACME AUTO LEASING LLC

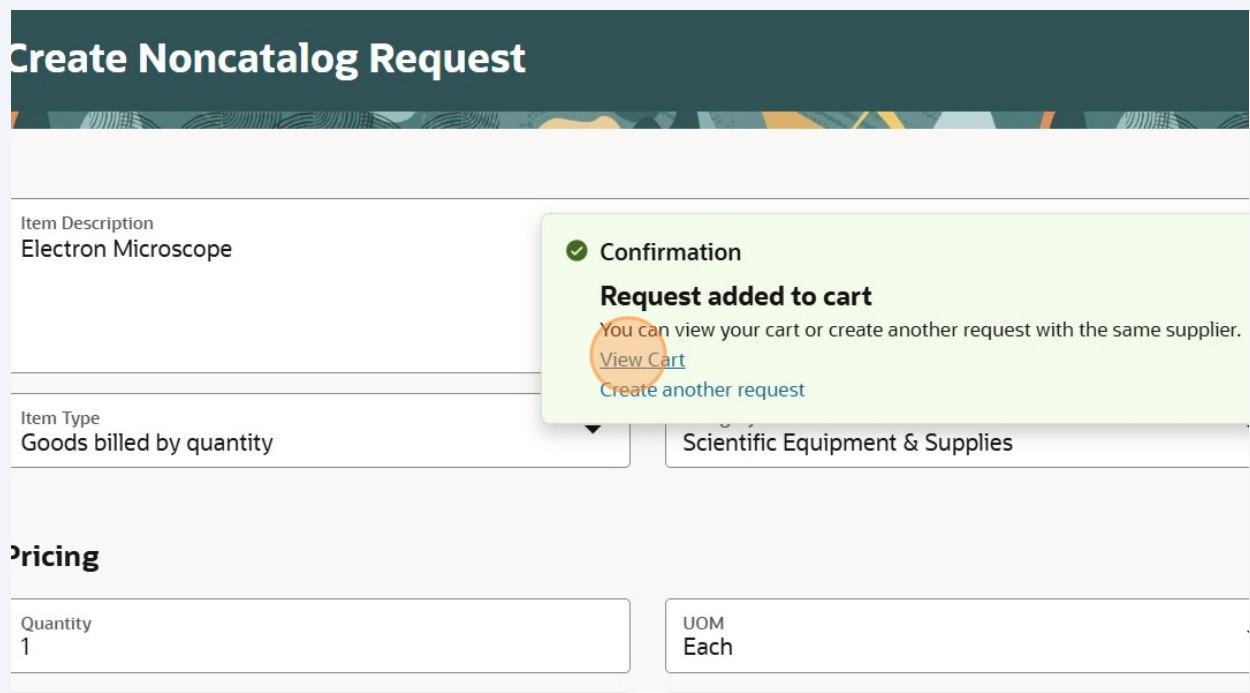
ACME Block and Brick INC.

ACME INDUSTRIAL PIPING

20 Click "Add to Cart"



21 Click "View Cart"



22 Click here to edit the line item

Cart
Actions ▾

Requisition REQ010000000247

**Electron Microscope**  
Sold By ACME Block and Brick INC.

**\$150,000.00 Each**

Quantity  
1

**Requisition summary**

---

Subtotal \$150,000.00

Estimated Tax \$150,000.00

**Approval Amount \$150,000.00**

---

Description

Requester  
**Abigail Shellist**

Deliver to Location  
**UT Tower\_10\_1004**

Destination Type  
**Expense**

Charge To  
**01-1100001-011415-539100-260-0000-00-0000**

Funds Status  
**Not reserved**

Request Date

23 If you need to make changes click here

t ▾

Requested Delivery Date  
1/6/2025

Deliver-to Location  
UT Tower\_10\_1004 ▾

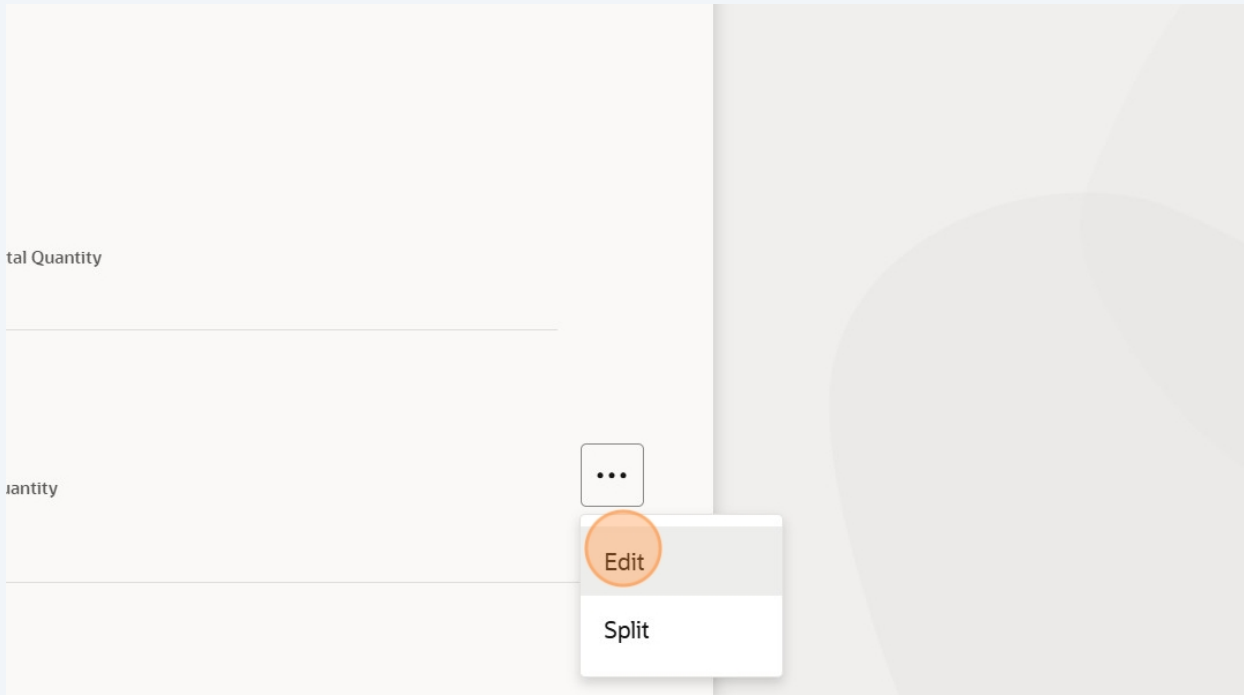
5  
Place, 1004, Knoxville, TN 37902, Knox, United States

	<small>Total Amount</small>	<small>Total Quantity</small>
	<b>\$150,000</b>	<b>1</b>

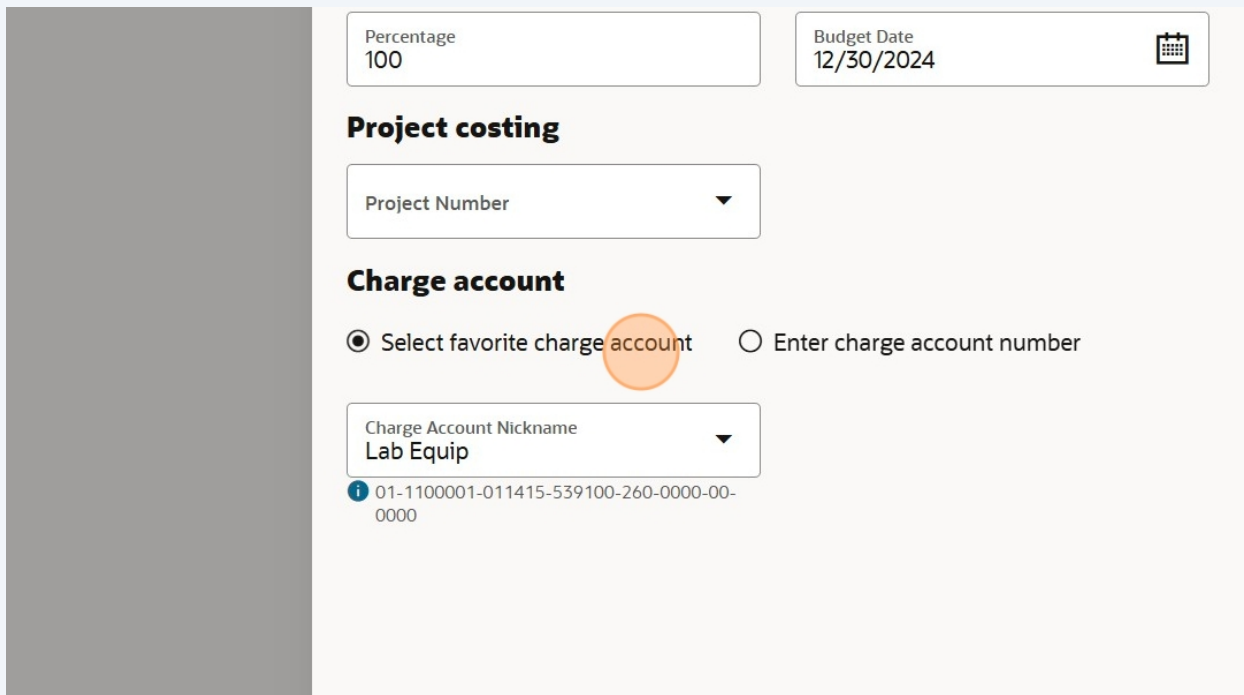
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<b>11415-539100-260-0000-00-0000</b>	<small>Amount</small>	<small>Quantity</small>
	<b>\$150,000</b>	<b>1</b>

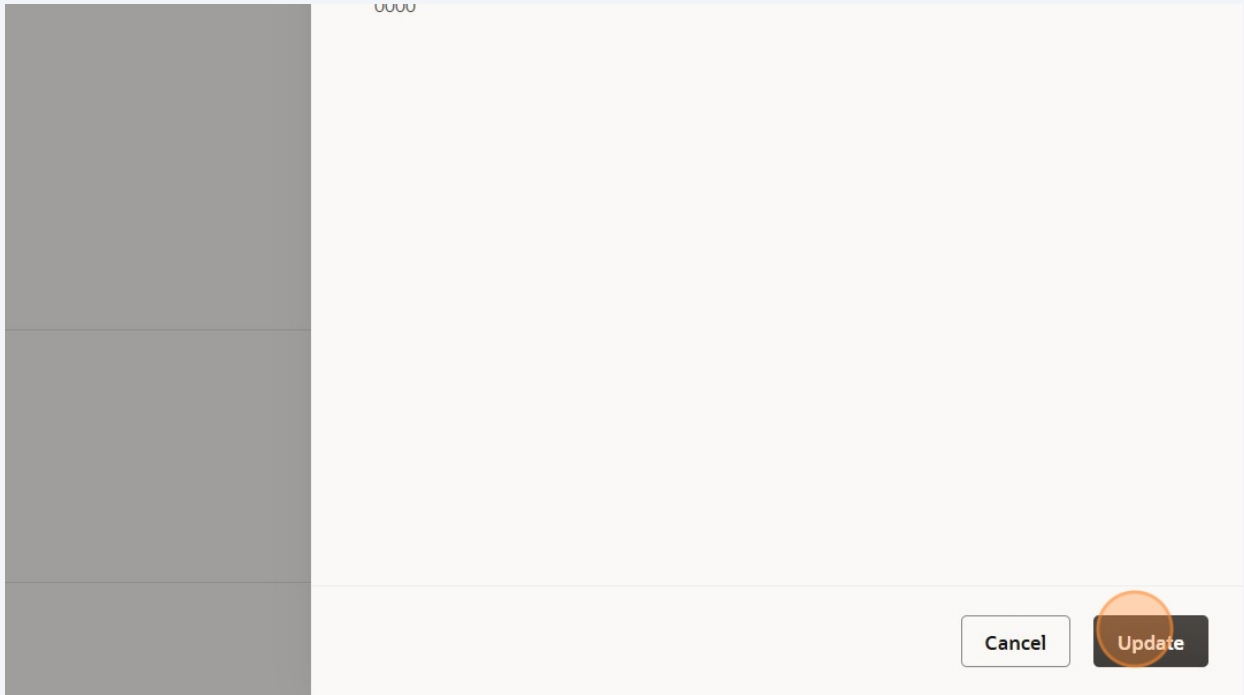
24 Click "Edit"



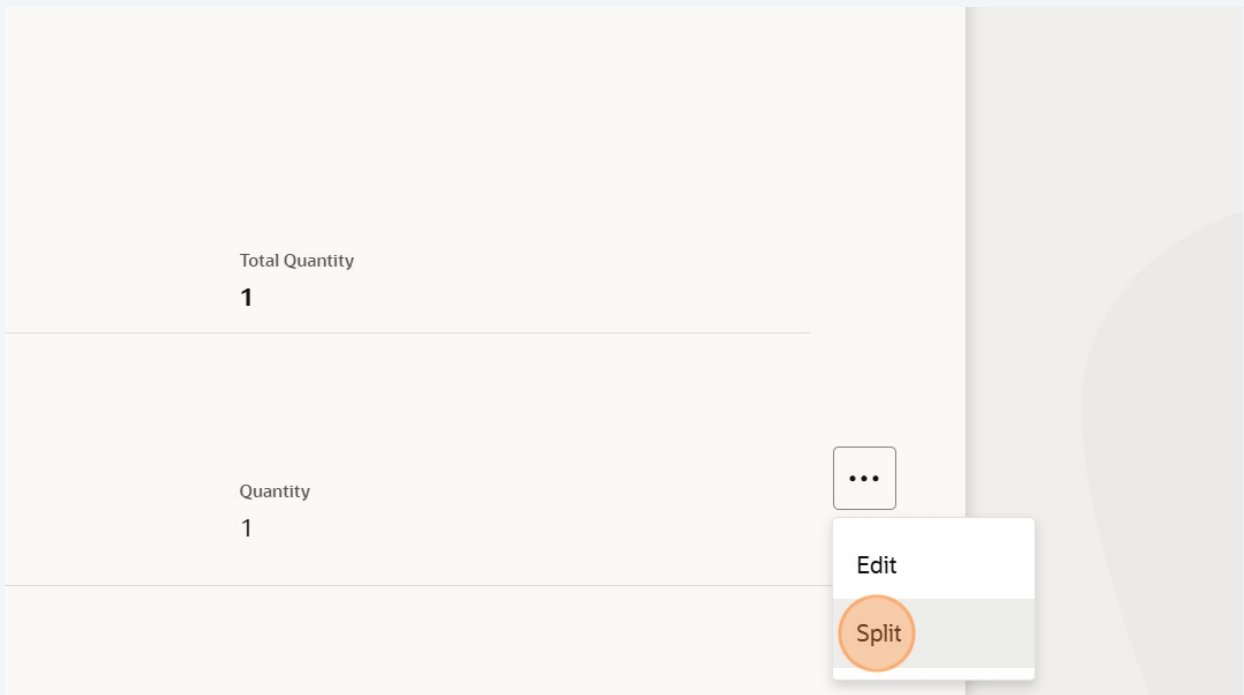
25 You can choose another account or enter a new charge account



**26** Click "Update"



**27** If you want to split the purchase between 2 accounts, choose split.



28 You can split by quantity or amount

Cancel

### Distribution 2

Quantity	Amount
Percentage	Budget Date 12/30/2024

Required

#### Project costing

Project Number

#### Charge account

Select favorite charge account  Enter charge account number

Charge Account Nickname  
Lab Equip

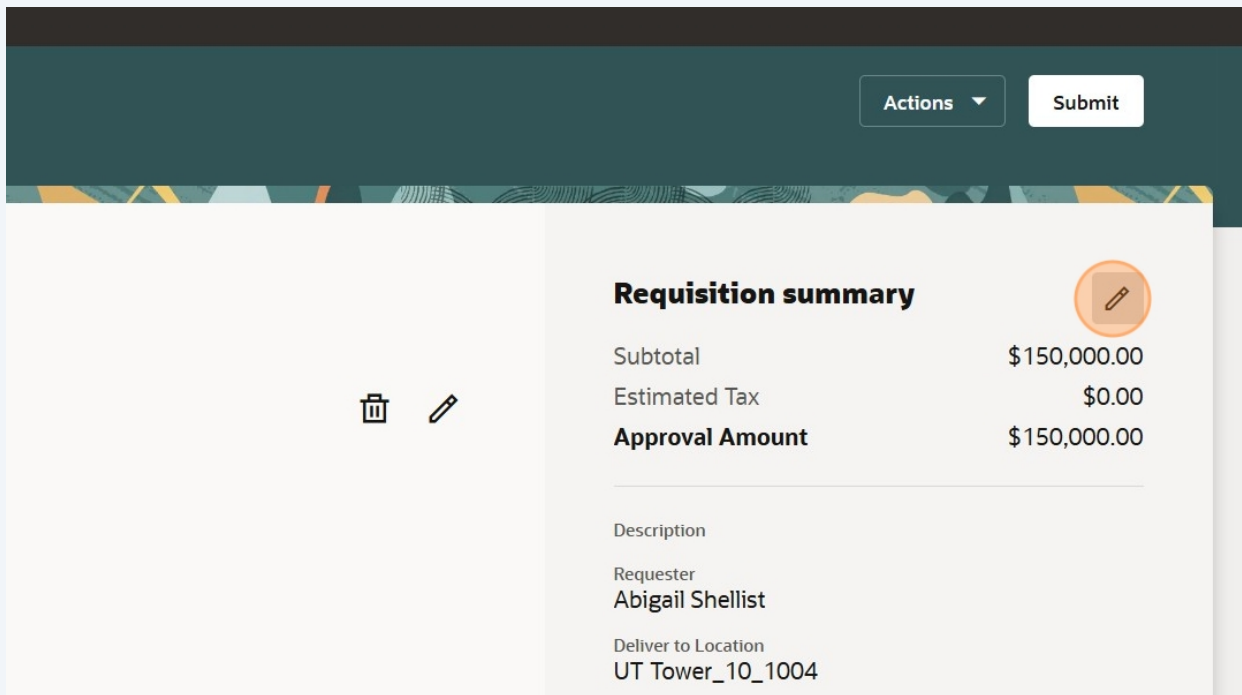
29 Click "Update"

Cancel Update

Calendar icon

Dropdown arrow

30 Click here.



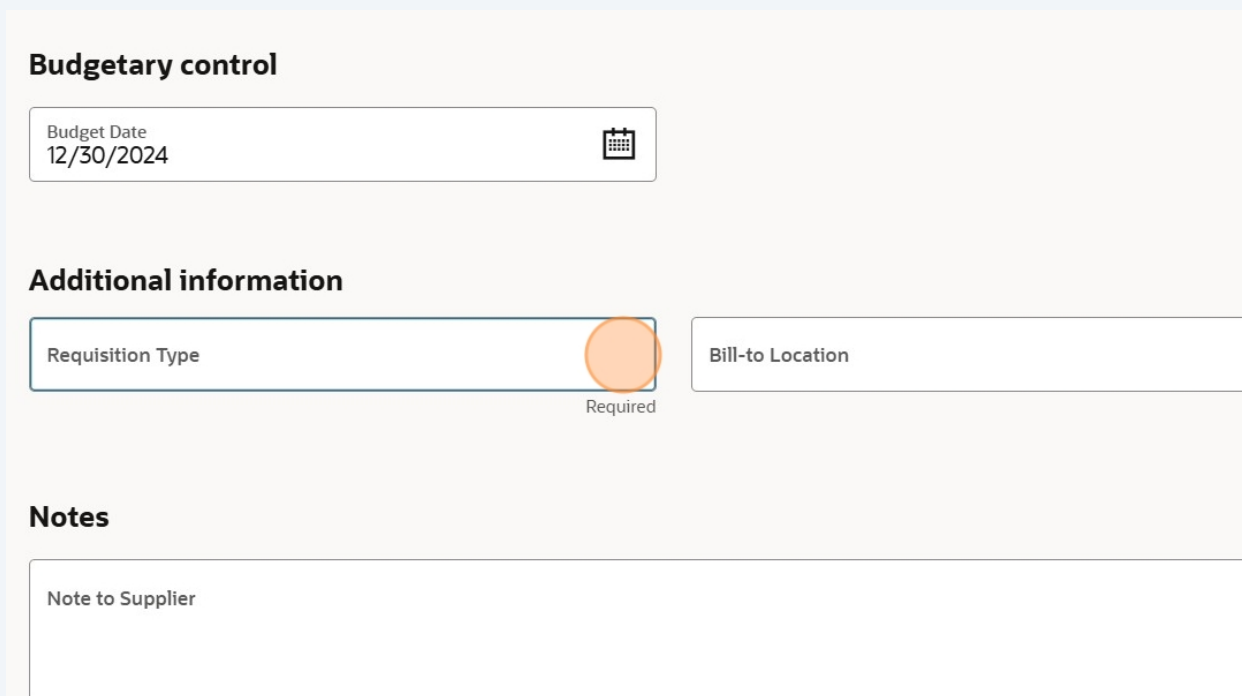
The screenshot shows a requisition summary card. At the top right, there are two buttons: "Actions" with a dropdown arrow and "Submit". On the left side of the card, there are two icons: a trash can and a pencil. The main content area is titled "Requisition summary" and includes a table with the following data:

Requisition summary	
Subtotal	\$150,000.00
Estimated Tax	\$0.00
<b>Approval Amount</b>	<b>\$150,000.00</b>

Below the table, there is a section for details:

- Description
- Requester: Abigail Shellist
- Deliver to Location: UT Tower\_10\_1004

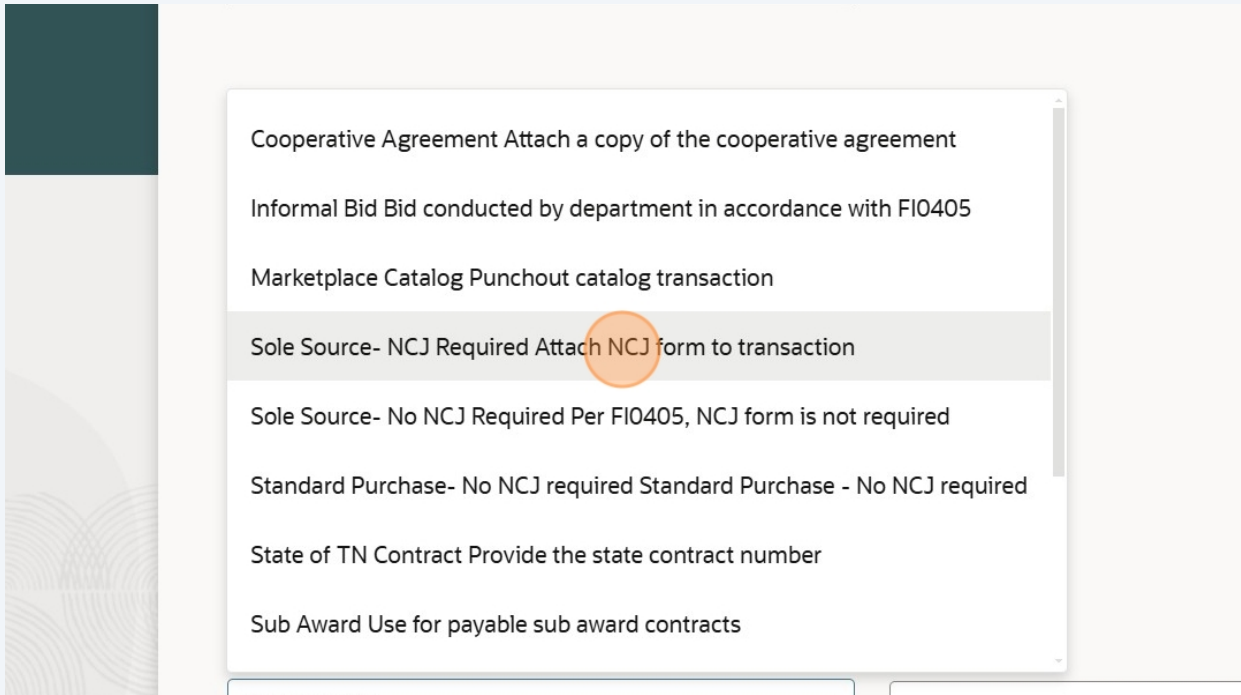
31 You are required to choose a requisition type



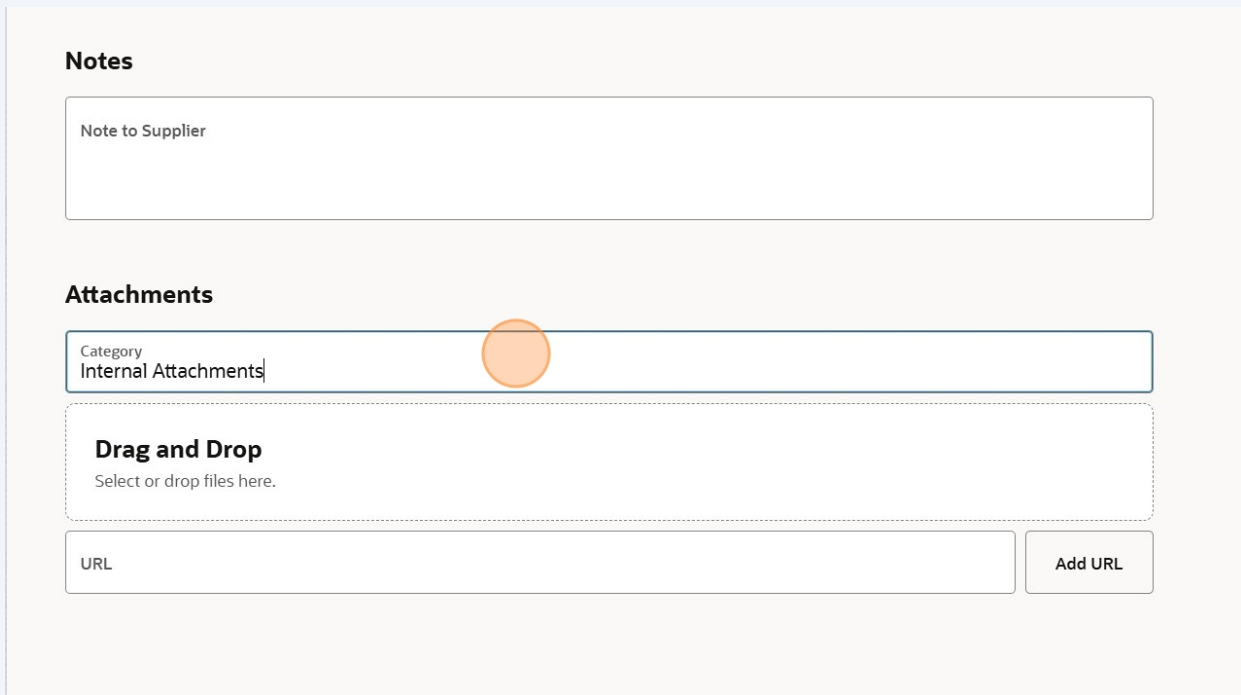
The screenshot shows a requisition form. The "Budgetary control" section has a "Budget Date" field with the value "12/30/2024" and a calendar icon. The "Additional information" section has a "Requisition Type" field with a red circle and the word "Required" below it, and a "Bill-to Location" field. The "Notes" section has a "Note to Supplier" field.



**32** Click "Sole Source- NCJ Required Attach NCJ form to transaction"



**33** Click this text field.

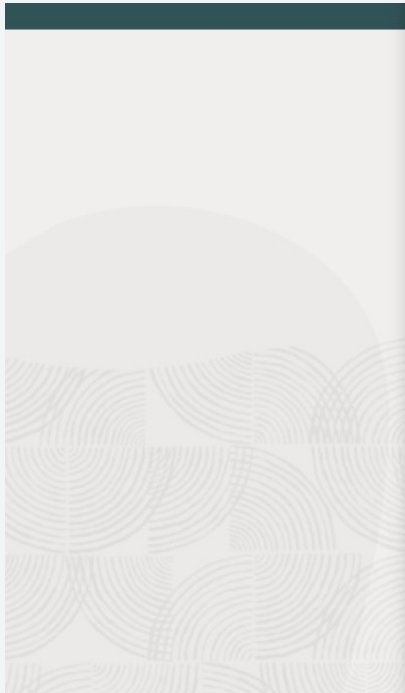




Alert! It's important to choose "to approver" for your attachment category. This ensures the approver will be able to see the NCJ form.

34

Click "To Approver"



### Additional information

Requisition Type

Bill-to Lo

Miscellaneous

Internal Attachments

To Approver

To Buyer

To Receiver

To Supplier

Category

Internal Attachments

**35** Click "Drag and Drop" or select files to upload

Note to Supplier

**Attachments**

Category  
To Approver

**Drag and Drop**

Select or drop files here.

URL

**36** Here you can see the NCJ form has been added as an attachment.

**Attachments**

Category  
To Approver

**Drag and Drop**

Select or drop files here.

URL

Add Uf



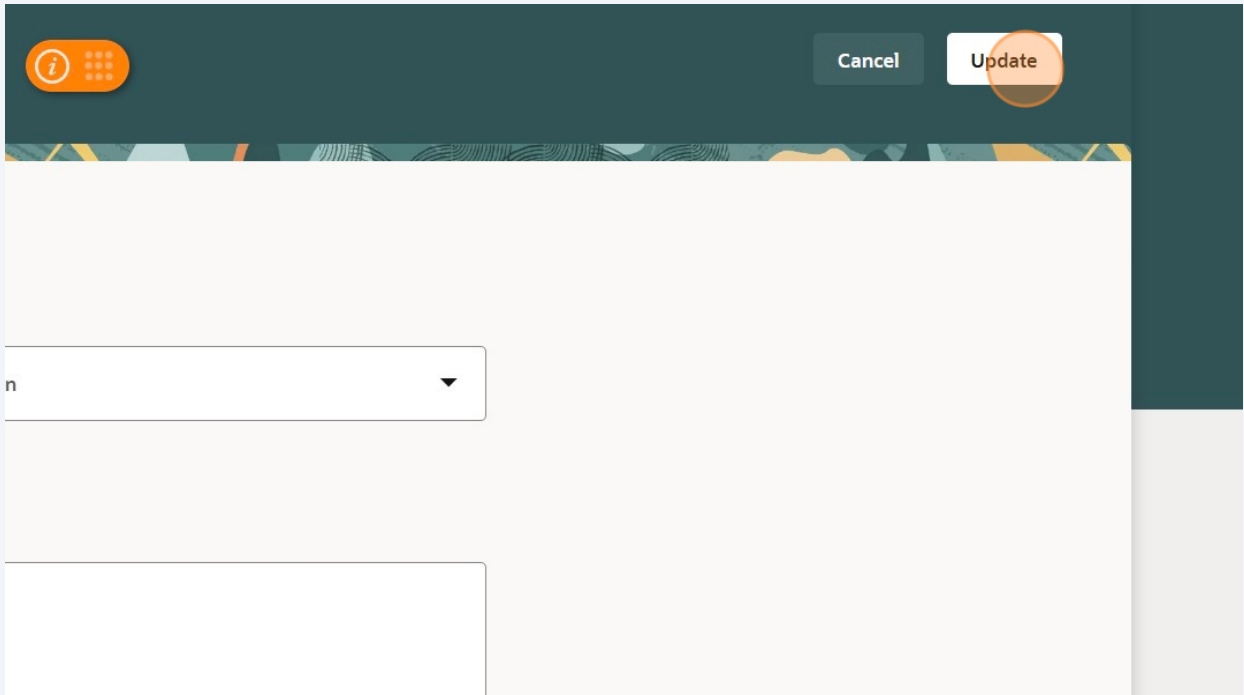
To Approver  
NCJ\_Form\_Venn.docx  
60.18 KB



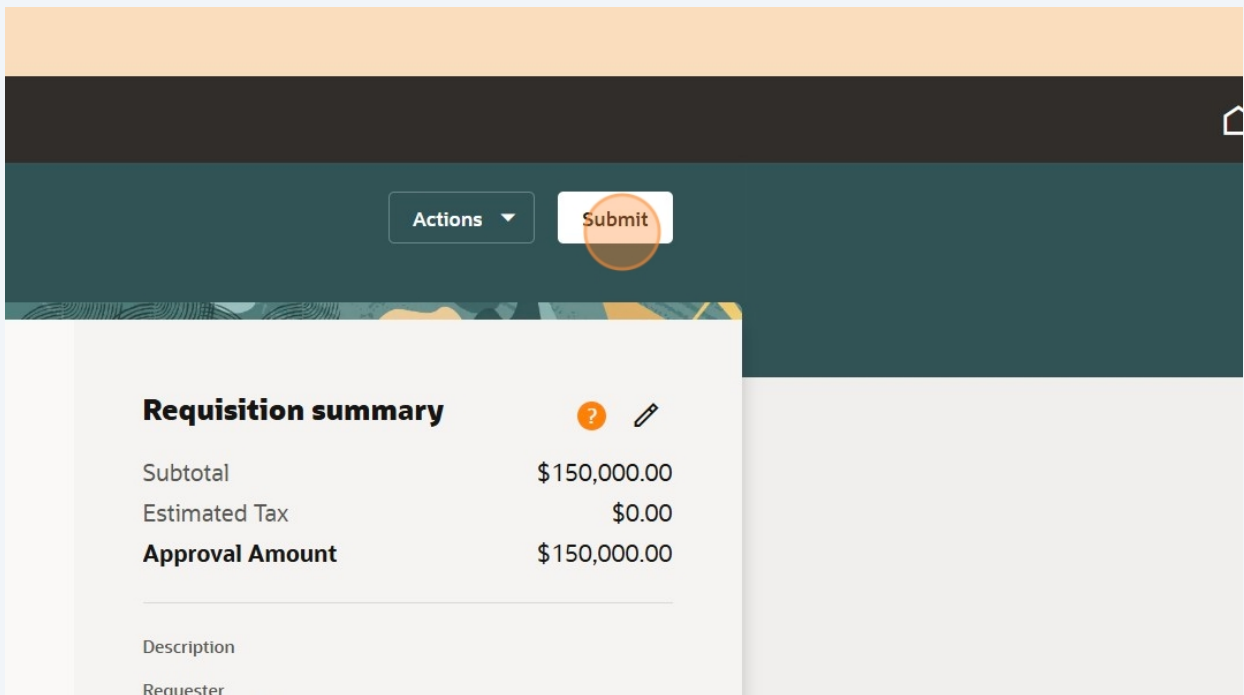
Last updated on 12/30/2024



37 Click "Update"



38 Click here.



39

Now you can see your NCJ is pending approval

### My recent requisitions

Pending approval Requisition REQ01000000247

#### Electron Microscope

1 Line

Date Submitted  
12/30/2024

Pending approval Requisition REQ01000000246

#### test

1 Line

Date Submitted  
12/30/2024

### ✓ Purchasing news [🔗](#)

IT Questionnaire - Download this [form](#) for any software requests. This form must be approved prior to submittir