Using the Non-Catalog Form

Non-Catalog Forms create an electronic requisition used to:

- Order items from suppliers without Hosted or Punchout catalogs.
- Order items not offered in suppliers’ Hosted or Punchout catalogs.

**NOTE:** Before using the Non-Catalog Form, carefully review the instructions at the top of the form to determine if the Route to Purchasing Form needs to be used instead.

**NOTE:** If you are creating a non-catalog order for items not offered in a suppliers’ Hosted or Punchout catalog, it is advised to obtain a quote from the supplier representative that details the Catalog Number, Product Description, Quantity, Packaging and Estimated Price.

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<th>Step</th>
<th>Task</th>
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<tbody>
<tr>
<td>1.</td>
<td>Select Non-Catalog Form from the Shop at the Top Shortcuts or within the University Forms section of the iBuy homepage.</td>
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| 2.   | Enter the supplier’s name in the Enter Supplier textbox (note there is an auto-complete feature).  
**NOTE:** The supplier’s name must be typed as it is in Banner; for an advanced search of suppliers:  
a. Click Supplier Search.  
b. Enter the supplier’s name or a portion of the name.  
c. Click Search.  
d. Locate the supplier’s name and click Select. |
**NOTE:** Entering accurate information is imperative to match to the vendor’s invoice for payment purposes.  
* If the Commodity Code is unknown:  
• Click the Search... link next to the Commodity Code text box.  
• Enter a partial Commodity Code (e.g., 64) or Description (e.g., paper).  
• Click Search.  
• Locate the commodity and click Select. |
| 4.   | If there is only one line item, select Add and Go to Cart in the Available Actions drop-down at the top of the form. Proceed to Step 8.  
**OR**  
If you have multiple lines to enter, select Add to Cart and Return in the Available Actions drop-down at the top of the form. Continue to Step 5. |
| 5.   | Click Go.  
**NOTE:** The Vendor Information section is pre-populated with the previously selected supplier’s information. |
Step | Task
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6. | Repeat steps 3 through 5 until all desired items from the same vendor have been entered.
7. | In the Available Actions drop-down, select Add and Go to Cart.
8. | Click Go.  
**NOTE:** The form closes and navigates to the Active Shopping Cart.
9. | Review the cart and make any necessary changes.  
**NOTE:** You can update the Cart Name, Description, and Priority for your reference.
10. | Click Proceed to Checkout.
11. | Review the draft requisition and edit as appropriate.

**On the Requisition:**

- To edit Requisition information, select Edit in each section.
- To edit by line item information, select View/Edit by Line Item... in each section; click Edit on individual line item.

**To Use an Alternative Shipping Address:**

Step | Task
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1. | Select Edit... within the Shipping section.  
   - Choose from Your Addresses from address options previously added.  
   (See Ship To Address job aid to add additional address options to your profile.) Click Use under desired address.  
   **OR**  
   - Select a New Address: Enter portion of Banner Ship to Code or portion of address; click Search; click Use.
2. | Enter the ultimate destination in the Location text box.  
**NOTE:** Information must be entered in the Location text box. This can be a specific room number, campus mail code or email address.
3. | Click Save.
To Edit FOAPAL Codes:

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| 4.   | Select **Edit**... within the Account Codes section.  
   • **Select from your code favorites**...  
   OR  
   • **Select from profile values**...  
   OR  
   • **Select from all values**... and search by **Value** (200250-1), or **Description** (103 Indirect Cost Recovery), or a portion of either **Value** (200) or **Description** (Indi).  
| 5.   | Click **Add Split** to split FOAPAL codes and repeat step 1 above (for details, see the **Split FOAPAL Codes** job aid).  
| 6.   | Click **Save**.  

Notes and Attachments

**Internal Notes and Attachments** will not go to the vendor or Banner and can be shared between departments.

**External Notes and Attachments** will go to the vendor, and **External Notes** will go to Banner.

**NOTE: External Notes and Attachments** cannot be added to Punchout orders. To complete the Requisition, click **Place Order**.