

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.**

Step	Task
1.	Select Non-Catalog Form from the Shop at the Top Shortcuts or within the University Forms section of the iBuy homepage.
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: <ul style="list-style-type: none"> • Click Supplier Search. • Enter the supplier's name or a portion of the name. • Click Search. • Locate the supplier's name and click Select.
3.	Enter accurate information in the General Info section for Catalog No., Packaging, Product Description, Estimated Price, Quantity, and Commodity Code . NOTE: Entering accurate information is imperative to match to the vendor's invoice for payment purposes. * If the Commodity Code is unknown: <ul style="list-style-type: none"> • 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.
6.	Repeat steps 3 through 5 until all desired items from the same vendor have been entered.

Step	Task
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. NOTE: <ul style="list-style-type: none"> To edit Requisition information, select Edit in each section. To edit by line item information, select View/Edit by Line Item... in each section and click Edit on individual line item.

To Use an Alternative Shipping Address

Step	Task
1.	Select Edit... within the Shipping section. <ul style="list-style-type: none"> Choose from Your Addresses from address options previously added. (See <i>Ship To Address</i> 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

Step	Task
1.	Select Edit... within the Account Codes section. <ul style="list-style-type: none"> 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).
2.	Click Add Split to split FOAPAL codes and repeat step 1 above (for details, see the <i>Split FOAPAL Codes</i> job aid).
3.	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**.