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**.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select <strong>Non-Catalog Form</strong> from the <strong>Shop at the Top Shortcuts</strong> or within the <strong>University Forms</strong> section of the iBuy homepage.</td>
</tr>
</tbody>
</table>
| 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:  
- 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:  
  - 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. |
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**:
   - 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.

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To **Use an Alternative Shipping Address**

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**.

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To **Edit FOAPAL Codes**

1. 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).

2. Click **Add Split** to split FOAPAL codes and repeat step 1 above (for details, see the **Split FOAPAL Codes** 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**.