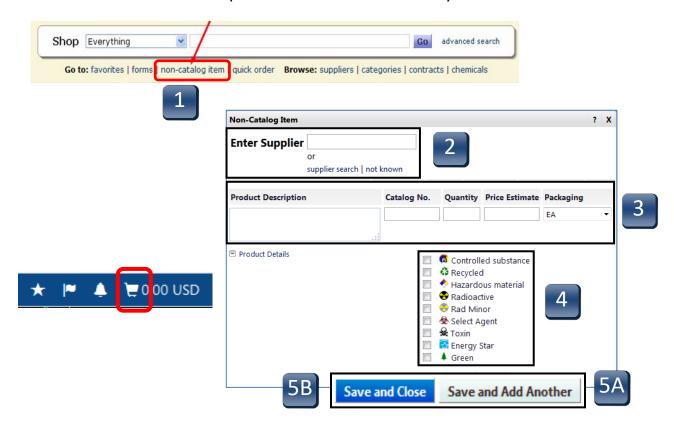
## **Create a Non-Catalog Requisition**

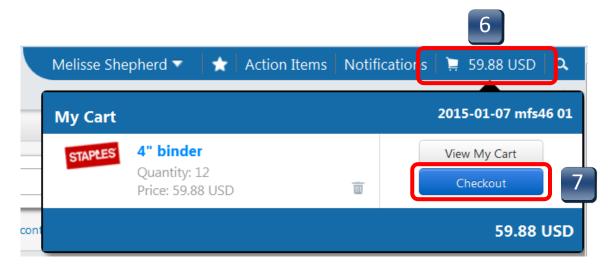
- **STEP 1:** Click on the **Non-Catalog item** hyperlink menu.
- **STEP 2:** Enter **Supplier**.
- STEP 3: Enter Product Description, Catalog #, Quantity, Price Estimate, & Packaging fields. If you do not have a **catalog number**, leave this field blank.
- STEP 4: Leave all special restrictions blank. The GL used will populate this section. No entry is need by the user.
- **STEP 5:** Once the form is filled out, select one of the following actions:
  - A. To add another line for the same supplier, click **Save and Add Another**. Once you have added all line items, click **Save and Close**. Click on the **Cart** icon from the top banner in the right corner to access the quick view cart.
  - B. If you are finished adding lines, click **Save and Close** to add the data to your current cart. Click on the Cart icon from the top banner in the right corner to access the quick view **cart** with the ability to checkout from there.



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## **Create a Non-Catalog Requisition**

- **STEP 6:** Access your newly created cart from the top banner quick view.
- STEP 7: If you are ready to checkout, click on the **Checkout** button and complete the Checkout process. (See **Completing the Checkout Process** section of this user guide)



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