

Non-Catalog Requisition – Reward and Recognition

The Non-Catalog requisition is used for special purchase items not in inventory or in the catalog.

Once submitted:

- The requisition will route to the Value Analysis Group for review.
- Once approved, the requisition routes to a buyer for review.
- After the buyer reviews and approves it, the requisition routes to the Cost Center Approval Hierarchy for final review and approval.
- The item is received and delivered to the Deliver-To location identified in the requisition.



Note: The requisition can be declined by the Approver with comments, which sends the requisition back to the requisitioner for modifications.

CREATE REQUISITION

For requisitions with only <u>Goods</u> lines, the Company Header and the Company and Cost Center, at the Line Level, <u>must</u> match.

For requisitions with <u>Services or Services and Goods</u> lines, Company must be '20' in the Header. The requisitioner can make changes to the Company at the Line level to match the Cost Center. Entering Company '20' at the Header will reduce discrepancies in Accounting.

1. Change the Requisition Type to **02. Non - Catalog** if not defaulted. Click **Edit Details** on the Requisition Details section to make the change.

Requesting for	
Requesting Ent NGHS Requisiti	i ity ioner - Acute/NonAcute
Company 25 NGMC Brase	elton
Currency USD (\$)	
Requisition Typ 02. Non - Catal	
Deliver-To BR038 Braselto	on CT 254030
Ship-To 1400 River Plac	ce
Worktags	
Cost Center: 25	8617 BRS Bio Medical
Location: NGM0	C - Braselton

2. Select Save Changes.

3. Click **Request Non-Catalog Items** under the Ordering Methods section.

If you click 'Start Requisition' you would begin the workflow of ordering from 'Search Catalog'. We want to order a Good / Service from a Non-Catalog Item so we should select 'Request Non-Catalog Items'.

Orde	ring Methods
	Search Catalog
	Request Non-Catalog Items
K ,	Connect to Supplier Website
	Add from Templates and Requisitions
$\widehat{\nabla}$	Select from My Procurement Favorites

- 4. New Features that are more User Friendly!! Important, required fields are easily accessible on one screen. Enter information in the fields below.
 - a. What do you need to order? Enter a description of your Good / Service.
 - b. What type of order is it? Enter the appropriate Spend Category.
 - c. Is this a goods item or a service? Choose Goods or Services.
 - d. What is the quantity and cost?
 - i. Quantity How many are we ordering?
 - ii. Unit of Measure Does this item come in box, case, etc.
 - iii. Price Optional at this point but will be required before Submitting the requisition.
 - e. Other details to add:
 - i. Supplier Vendor we are ordering the Good / Service from.
 - ii. Supplier Contract Optional
 - iii. Supplier Item Identifier Optional at this point but will be required before Submitting the requisition.
 - iv. Memo Optional
- 5. Click Add to Cart.

24 gg Double Wall Tumbler Spend Category* Suggestet: Enployee Event and Activities Equipment_Repairs_Medical Preig Non-Medical Supplies Office Supplies Image: Supplies Preig Is this a goods item or a service? Image: Service Image: Service What is the quantity and cost? Image: Service Image: Service What is the quantity and cost? Image: Service Image: Service Unit of Messure* Image: Service Image: Service Subtotal \$159.00 USD Subtotal \$159.00 USD Image: Service Other details to add Supplier* Image: Supplier Contract Image: Supplier Contract Image: Supplier Item Identifier Ac242 Image: Service Image: Service	Description*	
Spend Category* Suggested: [mployee Event and Activities [Equipment_Repairs_Medica] Preg Non Medical Supplies Office Supplies It Employee Reward Program III Is this a goods item or a service? O Goods Service What is the quantity and cost? Quantity* 20 Unit of Measure* INTER INTERIMENT III Price 7.95 Subtotal \$159.00 USD Other details to add Supplier* INTE Target Group INC IIII Supplier Contract IIII Supplier Item Identifier Ac242	24 og Double Wall Tumbler	
What is the quantity and cost? Quantity* 20 Unit of Messure* × Each := Price 7 95 Subtotal \$159.00 USD Other details to add Supplier* × The Target Group INC := Supplier Contract := Supplier Item Identifier Ac242	Spend Category* Suggested: Employee Event and Activities Non-Medical Supplies Office Supplies Employee Reward Program II Is this a goods item or a service? G Goods	Equipment_Repairs_Medical Freq
Quantity* 20 Unit of Measure* × Each ::::::::::::::::::::::::::::::::::::	Service	
20 Unit of Measure *	What is the quantity and cost?	
Unit of Measure* X Each Image: Contract Contract 7.95 Image: Contract Contract Supplier them Identifier Image: Contract Contract Ac242 Image: Contract Contract	Quantity*	
x Each Image: Contract in the second sec	20	
Price 7.95 Subtotal \$159.00 USD Other details to add Suppler* X The Target Group INC III Suppler Contract IIII Suppler Inter Identifier AC242	Unit of Measure*	
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Supplier * X The Target Group INC Supplier Contract Supplier Item Identifier AC242	Subtotal \$159.00 USD	
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Supplier Contract	Supplier*	
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Supplier Item Identifier AC242	Supplier Contract	
AC242		
AC242	:=	
Memo		
	Supplier Item Identifier	
6	Supplier item identifier AC242	
	Supplier item identifier AC242	

6. Click the **Shopping Cart**.



7. Click Checkout.

My Cart View C	art	×
	24 oz Double Wall Tumbler Quantity: 20	ÎI \$159.00
Checkout	Total: 15	59.00 USD

8. If we had not placed a <u>Price</u> or <u>Supplier Item Identifier</u> on the previous screen, we would receive the below error message. Error messages must be corrected before completing a requisition. Scroll down to the Goods / Services line and enter the unit cost of the item and an item identifier. *Hint: Use the Tab key to move from field to field...much faster navigation method.*

		_ /		, <u>,</u>			3		
Er	rror								
	. Page Error - Line_item_Unit_Cost	st_Cannot_be_0							
	- Non Catalog's that a	are requesting Goods,	require that the	Supplier Item I	dentifier to be ente	red. Please add this	on the Good's Line b	elow, next to the Supplier Column.	(Goods Requisition Line)

- 9. Select **Submit** once all required information has been entered and reviewed.
- 10. The newly created Non-Catalog requisition can now be viewed under the Open Requisitions section.

Open (4) Completed (1))			
REQ-352965 ····	Awaiting Action by			
Total Amount: \$159.00	Created on 05/29/2024	Orderir	ng Rece	eiving Invoicin
1 item ~				
lotes:				
	the requisition routes to the Valu	e Analysis Group fo	r review.	
	ess of your request, please click			(next to the
	er) and select View . Scroll down			•
Requisition numb				langition bage
•	rocess History tab. From here vo	u can view more de	tails about	the husiness
and click on the P	rocess History tab. From here yo			
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