

## 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 Goods lines, the Company Header and the Company and Cost Center, at the Line Level, must match.

For requisitions with Services or Services and Goods 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.

Requisition Details

Requesting for

Requesting Entity

NGHS Requisitioner - Acute/NonAcute

Company

25 NGMC Braselton

Currency

USD (\$)

Requisition Type

02. Non - Catalog

Deliver-To

BR038 Braselton CT 254030

Ship-To

1400 River Place...

Worktags

Cost Center: 258617 BRS Bio Medical

Location: NGMC - Braselton

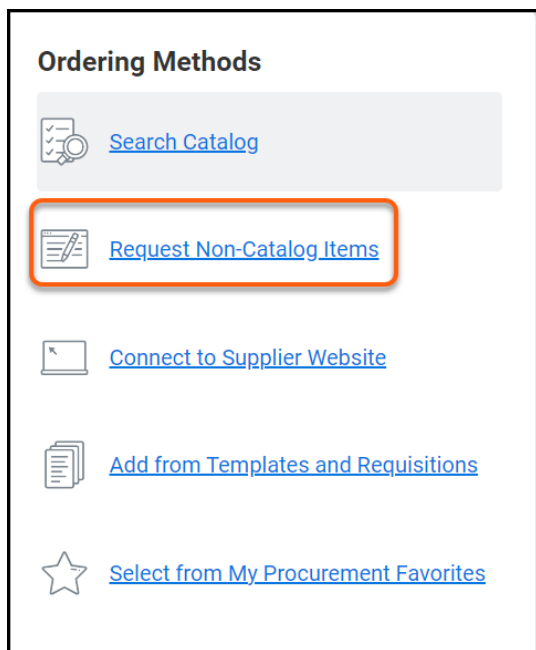
Start Requisition

Edit Details

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'.



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**.

**What do you need to order?**

Description \*

24 oz Double Wall Tumbler

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**What type of order is it?**

Spend Category \*

Suggested: Employee Event and Activities Equipment Repairs Medical Freight

Non-Medical Supplies Office Supplies

X Employee Reward Program

Is this a goods item or a service?

☒ Goods

☐ Service

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**What is the quantity and cost?**

Quantity \*

20

Unit of Measure \*

X Each

Price

7.95

Subtotal \$159.00 USD

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**Other details to add**

Supplier \*

X The Target Group INC

Supplier Contract

Supplier Item Identifier

AC242

Memo

**Add to Cart** Back to Requisitions Home

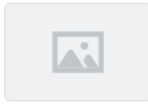

6. Click the **Shopping Cart**.



7. Click **Checkout**.

**My Cart** [View Cart](#) X

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 24 oz Double Wall Tumbler 

Quantity: 20 **\$159.00**

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**Checkout** **Total: 159.00 USD**

8. If we had not placed a Price or Supplier Item Identifier 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.*

#### Error

1. Page Error

- Line\_Item\_Unit\_Cost\_Cannot\_be\_0

- Non Catalog's that are requesting Goods, require that the Supplier Item Identifier to be entered. Please add this on the Good's Line below, 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.

#### Requisitions (Past 6 Months)

Edit Filters

Open (4)

Completed (1)

REQ-352965 \*\*\*

Awaiting Action by

Total Amount: \$159.00

Created on 05/29/2024

1 item ▾

Ordering

Receiving

Invoicing

#### Notes:

- Once submitted, the requisition routes to the Value Analysis Group for review.
- To view the progress of your request, please click on the **Related Actions** button (next to the Requisition number) and select **View**. Scroll down to the middle of the 'View Requisition' page and click on the **Process History** tab. From here you can view more details about the business process, such as, the current Step, Status, Completed On date, Due Date, and the Person or Group assigned to the activity.

#### Requisitions (Past 6 Months)

Edit Filters

Open (4)

Completed (1)

REQ-352965 \*\*\*

Awaiting Action by

Total Amount: \$159.00

Created on 05/29/2024

1 item ▾

Ordering

Receiving

Invoicing

REQ-344839

Total Amount:

1 item ▾

REQ-352965

×

View

Edit

Cancel Requisition

Ordered

Receiving

Invoicing

Ordered

Receiving

Invoicing