Purchase Requisition Generation: Non-Catalog Request
Non-Catalog requests are used to create PRs for one-off purchases for services or products that are not in a supplier catalog in *Guided BUying*. Requisitioners must obtain a quote from a supplier to attach to their PR.

*If a supplier is unregistered, the Requisitioner must submit the Supplier Registration Form in *Guided BUying* before submitting the Non-Catalog Request.*
Create a Non-Catalog Request to purchase a product or service not available through a Guided BUying catalog. The Request Non-Catalog Item form is available on the Guided BUying homepage and within each category tile.

1. Click Request non-catalog item on the Guided BUying homepage. Alternatively, navigate to the appropriate category tile and select the non-catalog request (Note: Category will populate based on the category tile).
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Complete the Non-Catalog Request Form based on a quote or other documentation received from a supplier. Required fields are indicated with a red asterisk.

1. Enter the **Product name**.
2. Select the drop down under **Category** and click **Browse all**.
3. Search for the most accurate category.
4. Click the arrow next to the category to see detail. Click **Choose** to assign the category.

**Moveable Capital Equipment**: When purchasing any moveable equipment, select the GL code 510100 Non-capital Minor Equipment. The PR will go to Property Management who will adjust the GL to capital equipment, asset tag, and update inventory. [Sourcing & Procurement website](#).
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Provide a detailed description of the item or service. If available, recommended suppliers will populate based on the selected category. A supplier must be assigned to submit to the PR.*

6. Provide a detailed description of the product or service.

7. Enter Quantity, Unit of measure, and Unit price.

8. Select a recommended supplier if applicable or click View all suppliers.

Note: PRs cannot be submitted without a supplier assigned.

9. After you click View all suppliers, search and click Choose next to the appropriate supplier.

*Note: If you cannot find the supplier you are looking for, you may be searching under the “Doing Business As” (DBA) name which are not visible in Guided Buying. Guided Buying only makes visible the parent company name. If you know the parent company name, search by that. If not, view the supplier list here, updated weekly, which lists both the parent company name as well as the DBA for all registered suppliers. If you still cannot find the supplier, submit the Supplier Request Form found on the homepage of Guided Buying. The Supplier Request Form must be submitted before engaging the supplier and before submitting a PR.
Complete the Non-Catalog Request and proceed to checkout. Information from the form will populate into the PR.

1. View selected supplier.

2. Once complete, **Click Add to cart.**

3. A warning will display reminding Requisitioners if this order is for services, or you are expecting multiple invoices, please choose "Amount Based" in the field "Order Type". For materials or goods, please choose "Standard".

4. **Click Check out** on the prompt. Information entered in form will flow to PR.
The process to check out is the same for all PRs, but there are a few additional fields to complete for Non-Catalog Requests.

**Special Instructions:**
Review header information and address required fields.

Expand the line level detail and view information from the Non-Catalog Request form.

If available enter a Supplier Part Number.*

**Helpful Hint:**
Click the three dots on the right of the line item to copy or delete the line.

*Note: Supplier Part Number must be less than 30 characters. If you have more than 30 characters, enter a comment and make it visible to the supplier.
Update details at the line level and add any necessary attachments.

Special Instructions:

13. Update Accounting, Shipping, and add Comments.

Attachments such as quotes must be included. Check Share with Supplier if applicable.
Further information for the line item can be found in the other drop down. For Non-Catalog PRs, the **Order Type** field must be updated to Standard or Amount Based. Add any header level Attachments or Comments before submitting the PR.

**Special Instructions:**

**Order Type:**
Non-Catalog PRs must be designated as Standard or Amount Based by updating the **Order Type** field. Select **Amount Based** for services or if you are expecting multiple invoices, and **Standard** for materials.

Once ready, click **Submit** to submit the PR.

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Once submitted, you will receive a confirmation on the screen and via email. Next, the first approver in the workflow will receive the PR.

Next Steps:
- You will receive an email notification if the PR is approved. Once a PR is approved, it automatically generates a PO.
- If the PR is not approved, the Requisitioner will need to modify and re-submit.
- Navigate to the Your Requests tab on the homepage of Guided BUying to view previously placed PRs and their statuses.