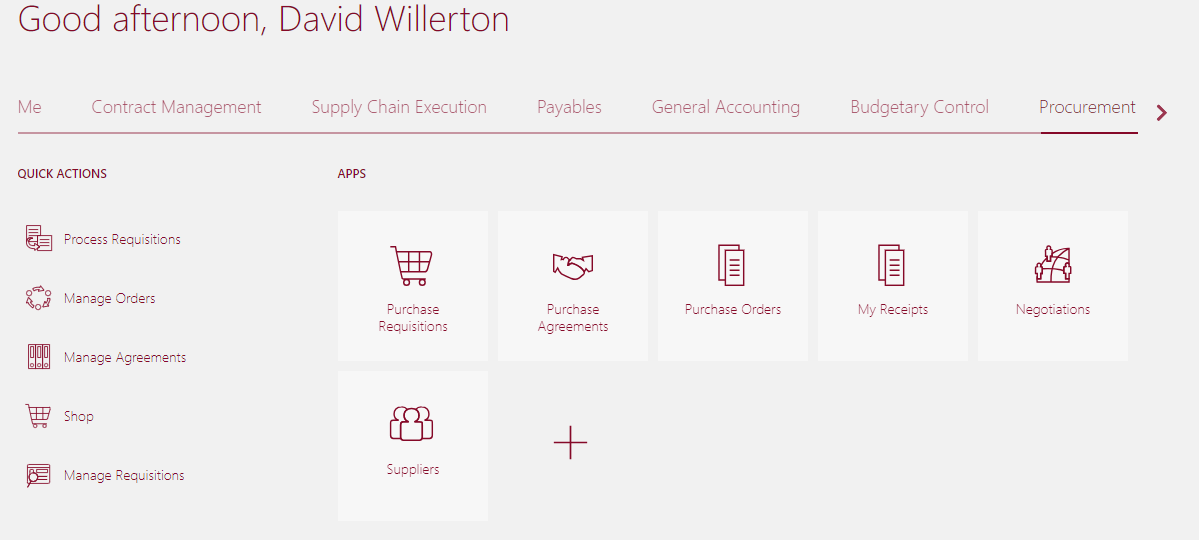
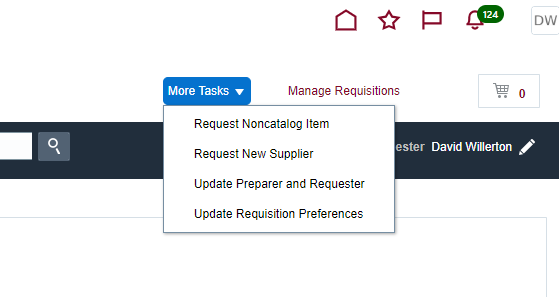
**How to Create a Non-Catalog Requisition:**

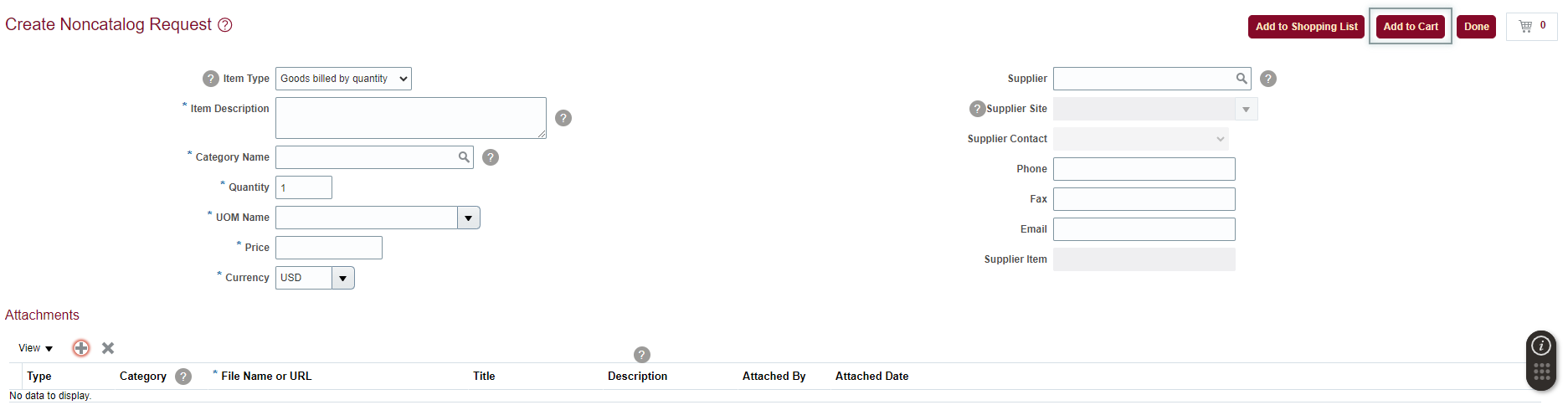
* Under the Procurement tab. Click on Purchase Requisitions:



* From More Tasks drop down, select Request Noncatalog Item:



* Confirm that you do not have any other items in your cart other than what you wish to add to the requisition.
* Fill in information on all required fields with an asterisk.
* Also select Item Type as well as Supplier – *Item Type should only be either Goods or Services billed by Quantity*.

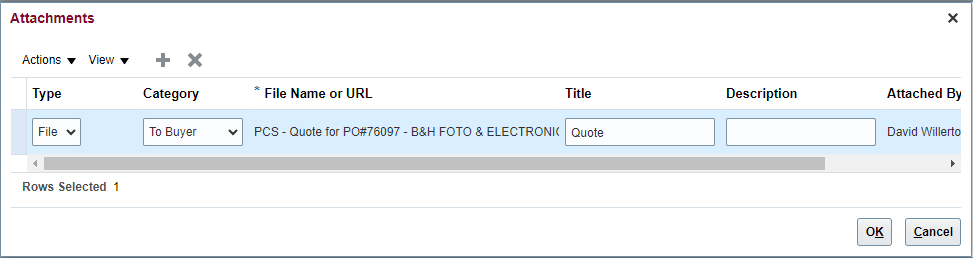


If desired supplier cannot be found, check new supplier box and contact [TWUSupplier@twu.edu](mailto:TWUSupplier@twu.edu) to assist in setting up vendor.

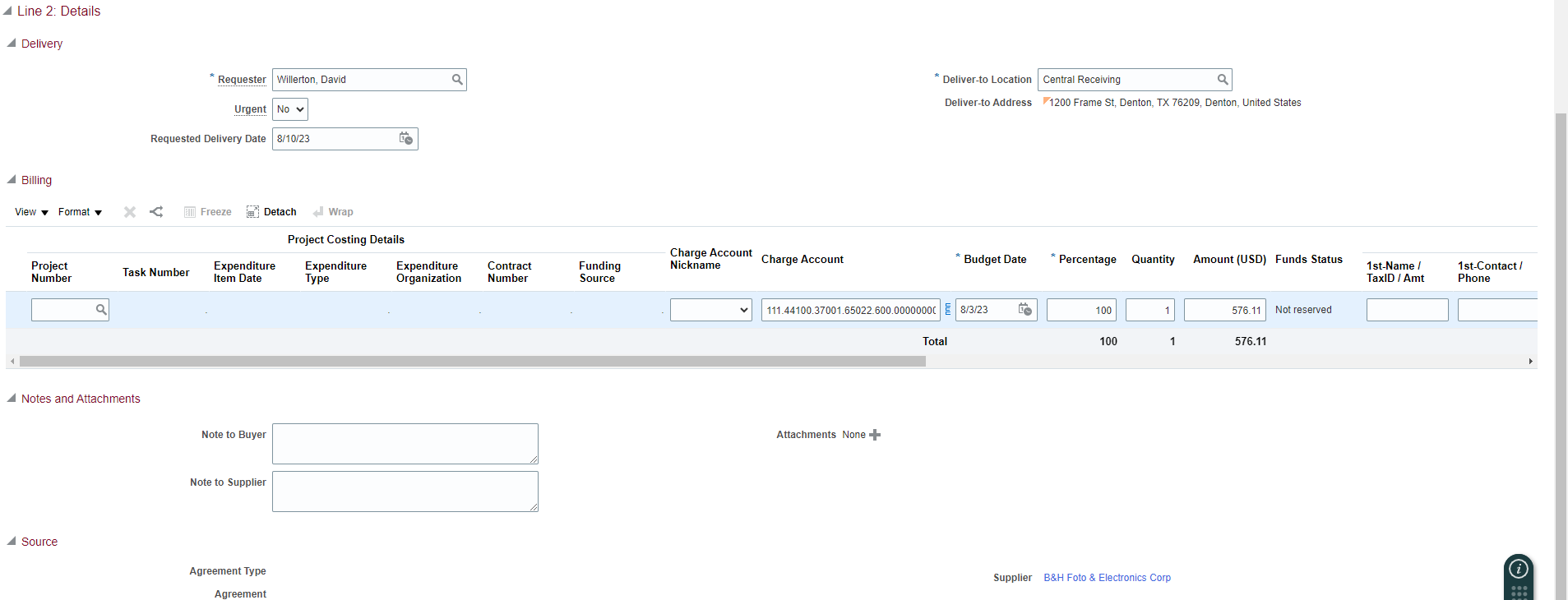
When complete, click Add to Cart and then click on the to review your order.

(Note-clicking Done will cause you to lose any information not already saved to cart)

* Click Cart icon and choose Review to navigate to next page.
* Add any attachments (quote, risk assessment, etc.) to your header section.
* In Category drop down, select To Buyer for all attachments and change Title to reflect document type.
* Leave Description blank:



* Scroll down to line details and review Charge Account to confirm the charge account details and natural account (object code) are correct.



* Return to top of page, Save > Submit:

