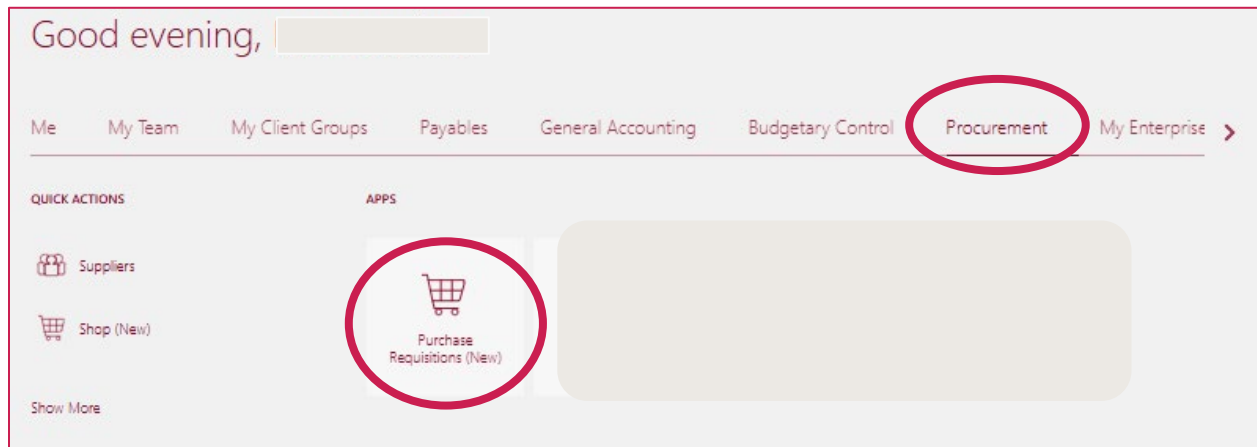
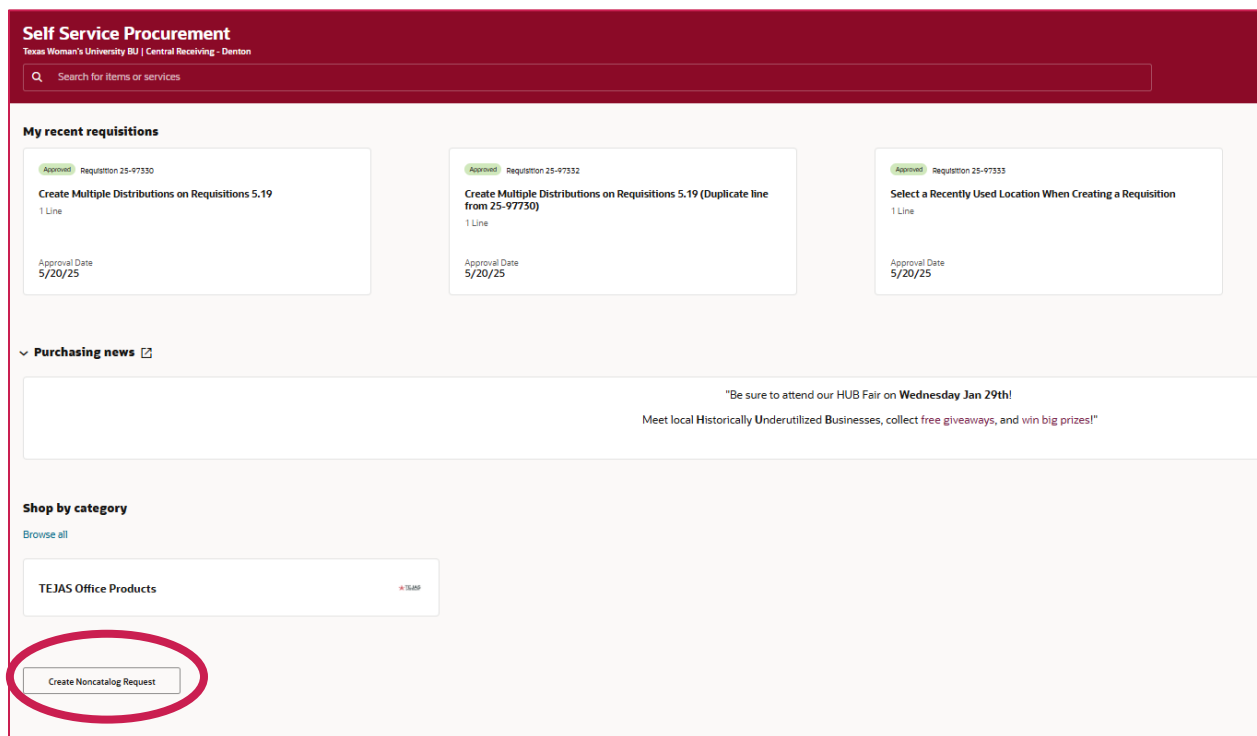


# How to Create a Noncatalog Request

1. Navigate to **Procurement > Purchase Requisitions (New)**



2. Scroll down to click **"Create Noncatalog Request"** at bottom of page



# Adding Line Items

In this first section, you'll add information for ONE line item from your quote. There will be an option to add more line items later.

3. Item Description: Enter line items from your quote here.
4. Item Type: Choose **Goods billed by quantity** -or- **Services billed by quantity**.
5. Category: Select the category that best matches your item(s).

The screenshot shows a form for adding a line item. A large red number '3' is next to the 'Item Description' field, which contains 'Test Item #1 (10pk)'. A large red number '4' is next to the 'Item Type' dropdown, which is set to 'Goods billed by quantity'. A large red number '5' is next to the 'Category' dropdown, which is set to 'Keyboard'.

6. **Pricing:**
  - Qty (Quantity)
  - UOM (Unit of Measure): Choose the unit of measure that best matches your item(s).
  - Price: Enter the price per unit of measure. (Example: You're buying two 10pks of something. Each 10pk is quoted at \$20, so you would enter \$20.)
  - Currency: USD

The screenshot shows the 'Pricing' section of the form. It has four fields: 'Quantity' (2), 'UOM' (Package), 'Price' (\$ 20.00), and 'Currency' (USD). Each field is highlighted with a colored border: Quantity is red, UOM is purple, Price is orange, and Currency is brown.

7. **Source:** Start typing the supplier's name into Supplier and choose your supplier if available.

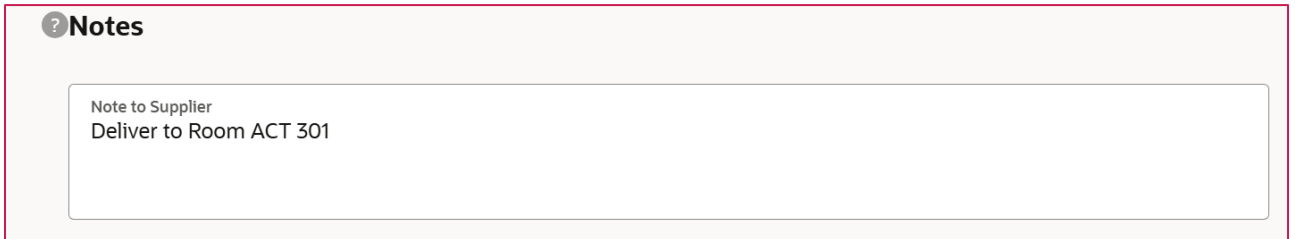
The screenshot shows the 'Source' section of the form. It has three fields: 'Supplier', 'Supplier Site', and 'Supplier Item'. The 'Supplier' field contains the text 'burg' and has a dropdown arrow. A red arrow points to the 'Supplier' field. Below the 'Supplier' field, a dropdown menu is open, showing the following information: **Burgoon Company**, Other name: 12029839318, Supplier Number: 379.

8. **Additional Information:** Ignore this section and move on to Notes.



The screenshot shows a section titled "Additional information" with a question mark icon. Below the title is a text input field labeled "Ticket #". A large red X is drawn over the entire section, indicating it should be ignored.

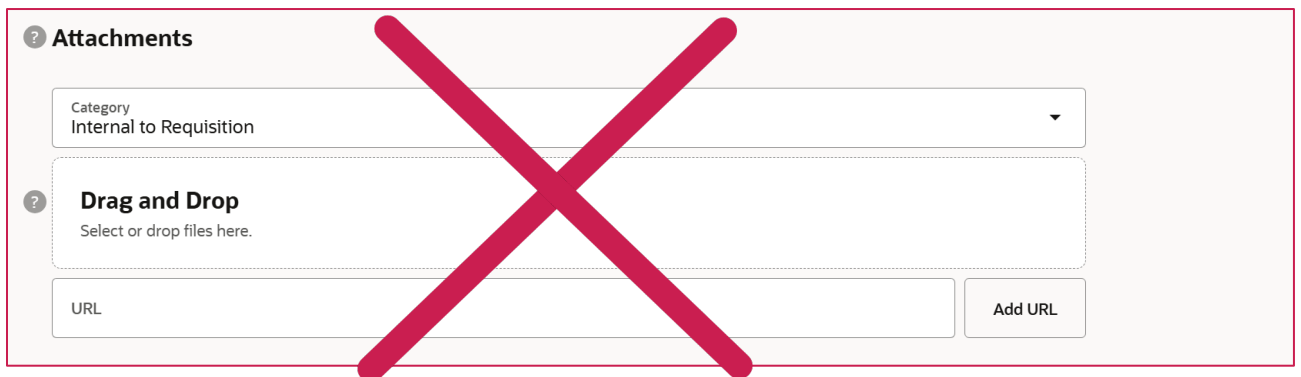
9. **Notes:** Enter notes to supplier if needed. (Example: Project Manager, room number, special delivery instructions, etc.)



The screenshot shows a section titled "Notes" with a question mark icon. Below the title is a text area containing the text "Note to Supplier" and "Deliver to Room ACT 301".

10. **Attachments:** **DO NOT ADD ATTACHMENTS IN THIS SECTION**

*This section is an unfortunate remnant of the original Oracle implementation. If we could get rid of it, we would. For now, just ignore it.*



The screenshot shows a section titled "Attachments" with a question mark icon. It contains a "Category" dropdown menu set to "Internal to Requisition", a "Drag and Drop" area with the text "Select or drop files here.", and a "URL" input field with an "Add URL" button. A large red X is drawn over the entire section, indicating it should be ignored.

11. Click the **Add to Cart** button at the top



The screenshot shows the top of a form titled "Create Noncatalog Request". At the top right, there are three buttons: "Cancel", "Add to List", and "Add to Cart". The "Add to Cart" button is circled in red, and a red arrow points to it from the bottom right.

- 12.** A confirmation should pop up, giving you two options:
- **View Cart:** Choose this to review your Requisition Summary.
    - Proceed to Step 13.
  - **Create another request:** Choose this to add another line item to your Requisition.
    - Repeat Steps 3 – 11 for each line item. Once complete, click View Cart and proceed to Step 13.

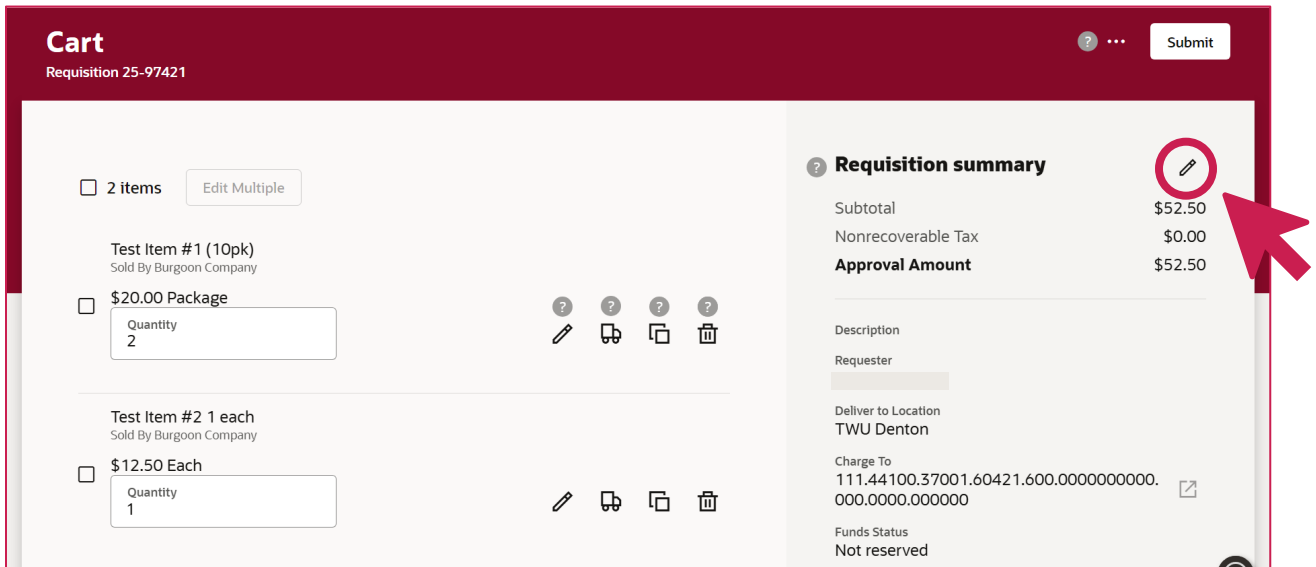
The screenshot shows the 'Create Noncatalog Request' interface. At the top, there is a dark red header bar with the title 'Create Noncatalog Request' and three buttons: 'Cancel', 'Add to List', and 'Add to Cart'. Below the header, the form contains several fields: 'Item Description' (Test Item #1 (10pk)), 'Item Type' (Goods billed by quantity), 'Category' (Keyboard), 'Quantity' (2), and 'UOM' (Package). A green confirmation pop-up is centered over the form, titled 'Confirmation' with a close button (X). The pop-up text reads: 'Request added to cart. You can view your cart or create another request with the same supplier.' Below the text are two buttons: 'View Cart' and 'Create another request'. A red arrow points from the 'View Cart' button to the 'Item Description' field, and a yellow arrow points from the 'Create another request' button to the 'Item Type' field. A small information icon (i) is located in the bottom right corner of the form area.

# Updating the Requisition Summary

In this section you'll be adding/updating the following:

- Description
- Justification
- Deliver to Location
- Charge to
- Note to Supplier
- Attachments

**13.** From your Cart, click the pencil icon  in Requisition Summary



**Cart**  
Requisition 25-97421

☐ 2 Items [Edit Multiple](#)

Test Item #1 (10pk)  
Sold By Burgoon Company

☐ \$20.00 Package  
Quantity: 2

Test Item #2 1 each  
Sold By Burgoon Company

☐ \$12.50 Each  
Quantity: 1

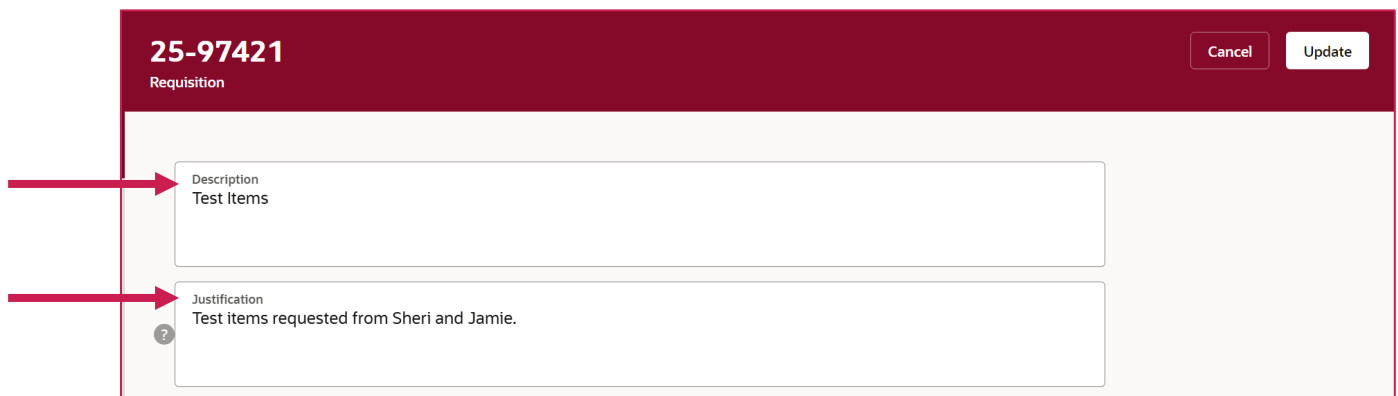
**Requisition summary**

Subtotal: \$52.50  
Nonrecoverable Tax: \$0.00  
Approval Amount: \$52.50

Description  
Requester  
Deliver to Location: TWU Denton  
Charge To: 111.44100.37001.60421.600.0000000000.000.0000.000000  
Funds Status: Not reserved

**14. Description:** *Required.* Enter a simple description of your line items.

**Justification:** *Optional.* Provide a note to your approver here.



**25-97421**  
Requisition

[Cancel](#) [Update](#)

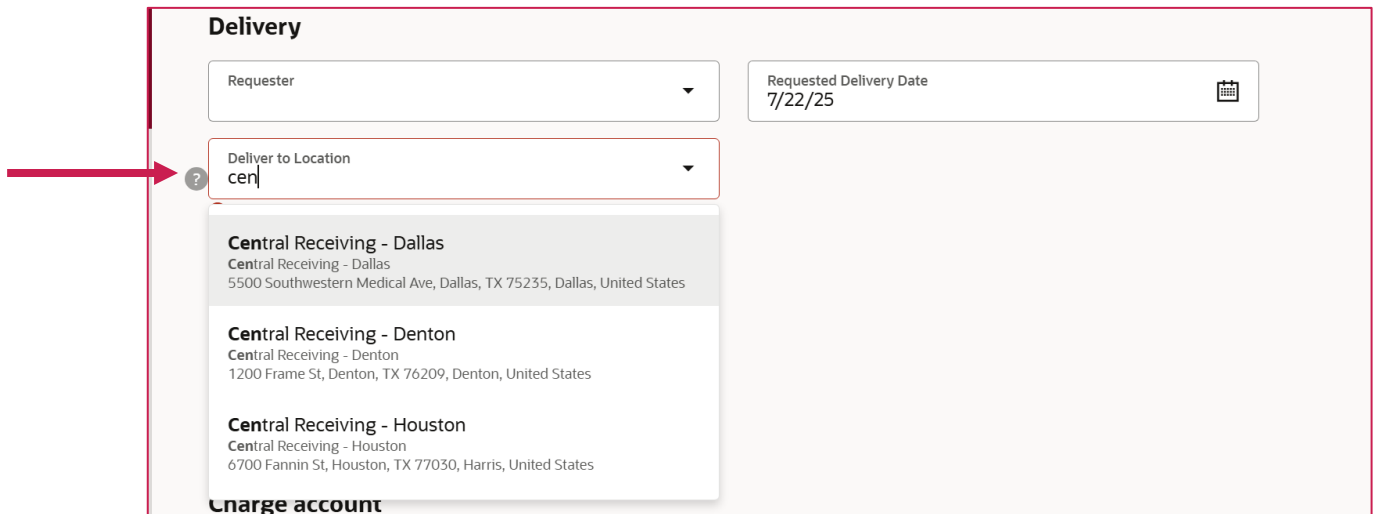
Description  
Test Items

Justification  
Test items requested from Sheri and Jamie.

**Note:** **Do NOT** check the box for **Emergency Purchase Order Request**. Requisitions cannot be processed when this box is checked.


## 15. Delivery

- Choose a Deliver to Location from the following options:
  - Central Receiving – Dallas
  - Central Receiving – Denton
  - Central Receiving - Houston



**Delivery**

Requester ▼

Requested Delivery Date 7/22/25 

**Deliver to Location** ? ▼

**Central Receiving - Dallas**  
Central Receiving - Dallas  
5500 Southwestern Medical Ave, Dallas, TX 75235, Dallas, United States

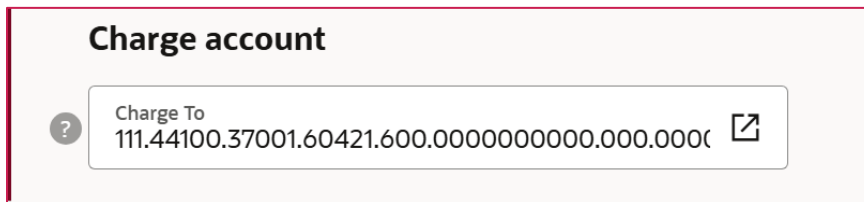
**Central Receiving - Denton**  
Central Receiving - Denton  
1200 Frame St, Denton, TX 76209, Denton, United States

**Central Receiving - Houston**  
Central Receiving - Houston  
6700 Fannin St, Houston, TX 77030, Harris, United States


**Charge account**

## 16. Charge Account: Verify the charge account

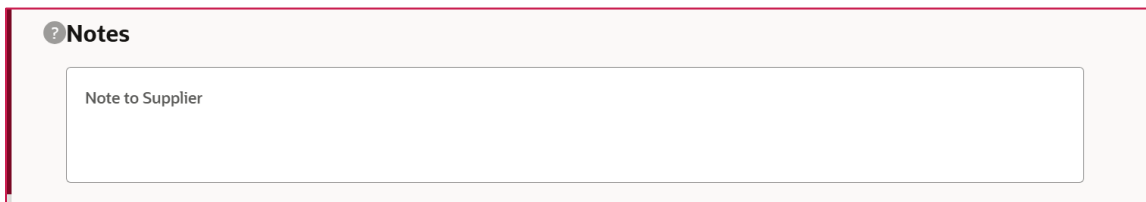
- This defaults to the account number in your preferences.



**Charge account**

? Charge To 111.44100.37001.60421.600.0000000000.000.0000 

## 17. Notes: Enter special delivery instructions to the supplier here.



**Notes** ?

Note to Supplier

## 18. Attachments:

This is where you'll add attachments to your requisition.

- Change **Category** to **Buyer**.
  - This allows the Buyers in Procurement access to view your attachments.
- Add your attachments via Drag and Drop, or by adding a URL.

**Attachments**

Category  
Internal to Requisition

**Drag and Drop**  
Select or drop files here.

URL Add URL

- Internal to Requisition
- To Approver
- Buyer**
- To Receiver
- To Supplier
- Miscellaneous

## 19. Scroll up to the top and click **Update**

**25-97421**  
Requisition

Cancel **Update**

Description  
Test Items

Justification  
Test items requested from Sheri and Jamie.

## Editing Individual Line Items from the Cart


- 20.** To edit a req line, click the pencil icon  and edit as needed following steps 3 - 11.




Test Item #1 (10pk)  
Sold By Burgoon Company

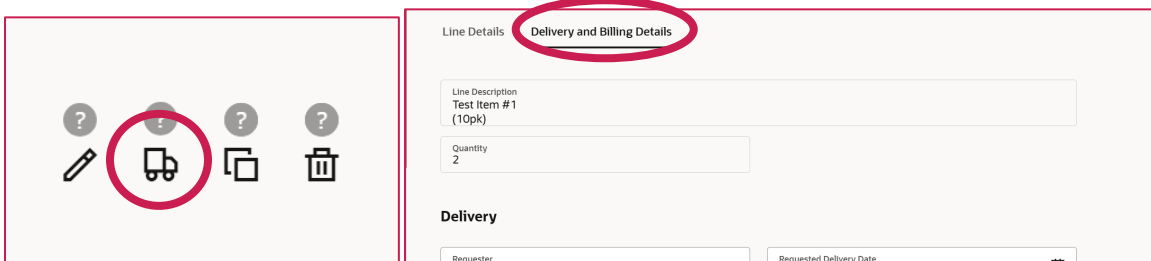
☐ \$20.00 Package

Quantity  
2

- 21.** To verify / edit **Delivery and Billing Details**, you have two options:

- Click the delivery truck icon  from the cart -or- if you're currently editing a req line, toggle over to Delivery and Billing Details at the top.



Line Details **Delivery and Billing Details**

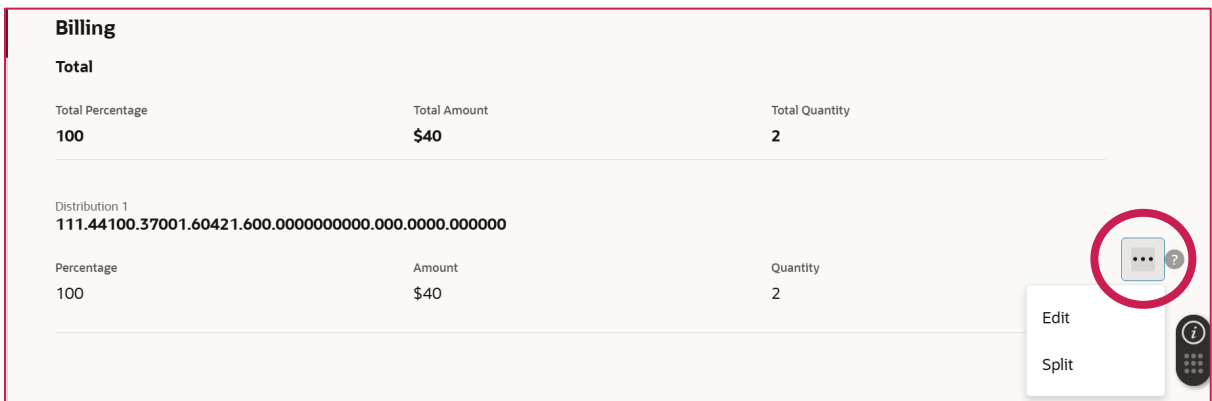
Line Description  
Test Item #1 (10pk)

Quantity  
2

**Delivery**

Requester  Requested Delivery Date

- To **Edit** or **Split** distribution, click the three dots at the bottom.



**Billing**

**Total**

Total Percentage	Total Amount	Total Quantity
100	\$40	2

Distribution 1  
111.44100.37001.60421.600.0000000000.000.0000.000000

Percentage	Amount	Quantity
100	\$40	2

Edit  
Split


- Once complete, click **Update**.

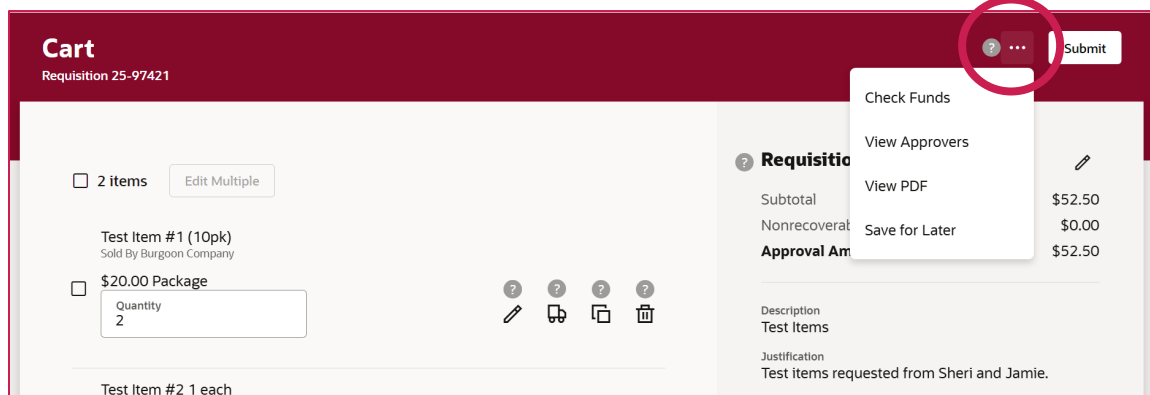


Cancel Update

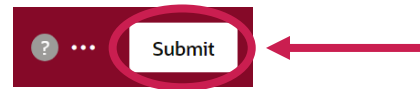


## Review and Submit

- 22.** Before you submit, you can click the three dots  to do the following (if needed):
- **Check Funds:** Allows you to check the budget associated with your account string.
  - **View Approvers:** Allows you to view the approvers for this requisition.
  - **View PDF:** downloads a pdf version of your requisition to your desktop.
  - **Save for Later:** This clears your shopping cart and saves its contents under their requisition number.



- 23.** Review your information and click Submit.
- This submits your requisition for approval.



## Important Note: Ordering Noncatalog Items from Tejas

You **cannot combine** non-catalog items on a punchout catalog order.

If you need to order an item from Tejas that **DOES NOT** appear in the catalog, you must process the entire order as a non-catalog requisition.

**Failure to do so can result in significant delays in receiving your product.**