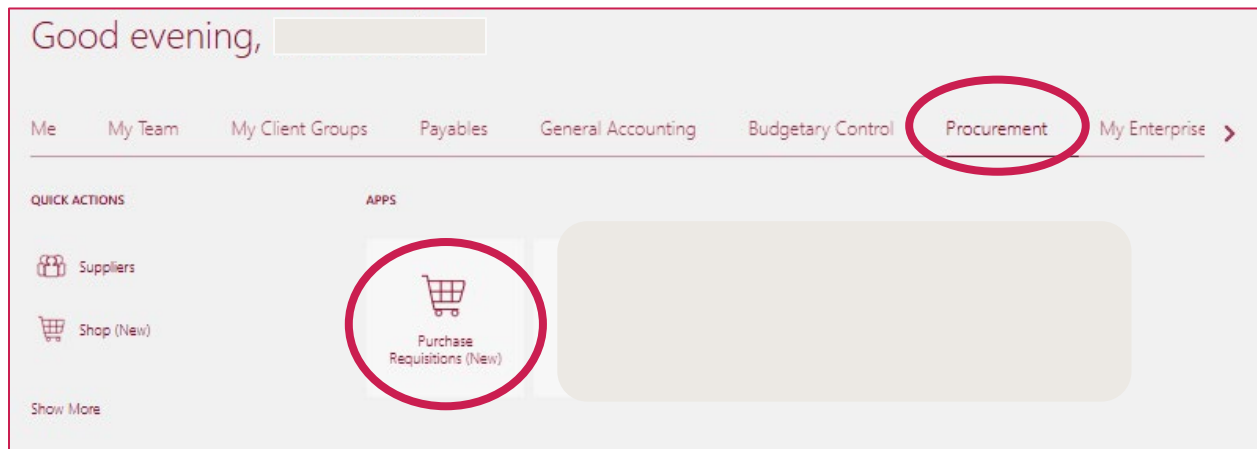
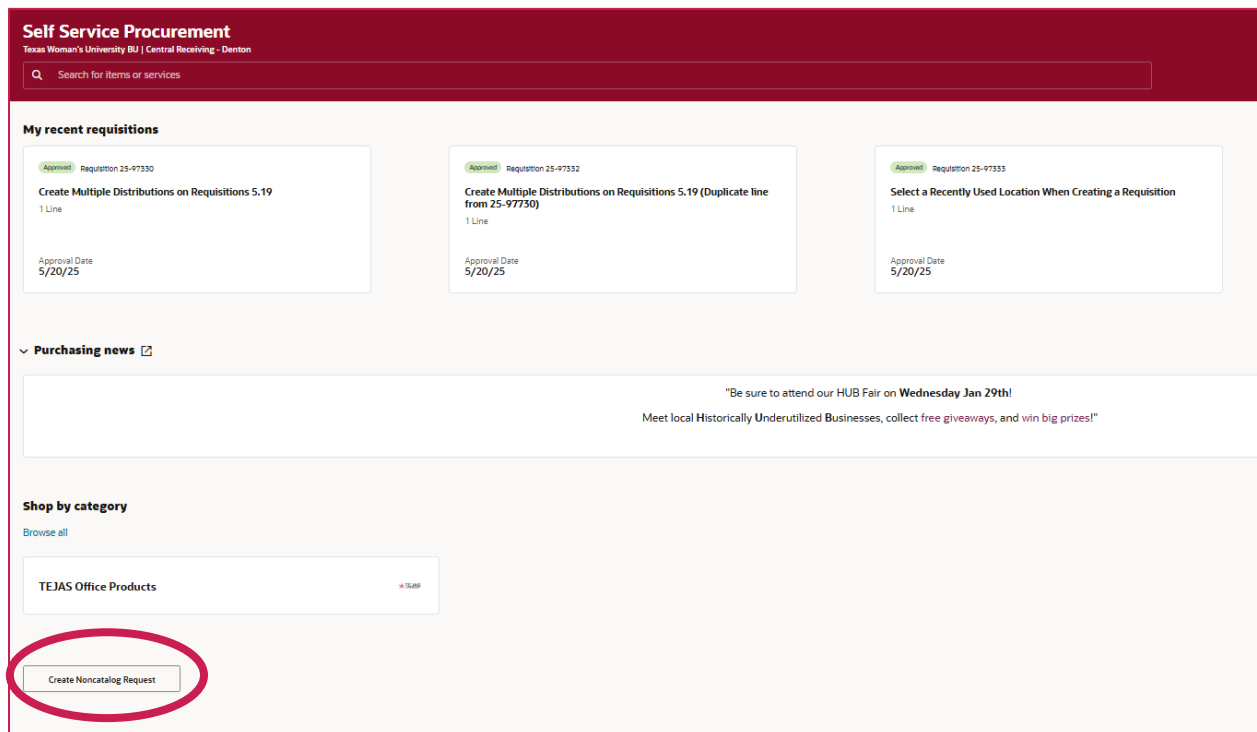


How to Create a Noncatalog Request – Sponsored Projects Only

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).

A screenshot of a form titled 'Item Description' with a question mark icon. The form contains three fields: a large text area for 'Item Description' containing 'Test Item #1 (10pk)' with a red '3' annotation; a dropdown menu for 'Item Type' with 'Goods billed by quantity' selected and a red '4' annotation; and a dropdown menu for 'Category' with 'Keyboard' selected and a red '5' annotation.

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

A screenshot of a form titled 'Pricing'. It contains four fields: 'Quantity' with the value '2' (annotated with a red box), 'UOM' with the value 'Package' (annotated with a purple box), 'Price' with the value '\$ 20.00' (annotated with an orange box), and 'Currency' with the value 'USD' (annotated with a brown box).

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

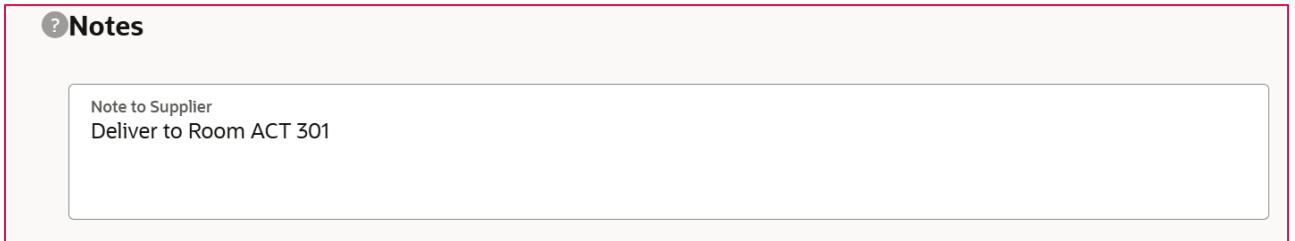
A screenshot of a form titled 'Source'. It contains four fields: 'Supplier' (a dropdown menu with 'burg' entered, annotated with a red arrow), 'Supplier Site', 'Supplier Item', and a dropdown menu for 'Supplier' (which is currently open, showing a list of suppliers including 'Burgoon Company' with other details like 'Other name: 12029839318' and '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.

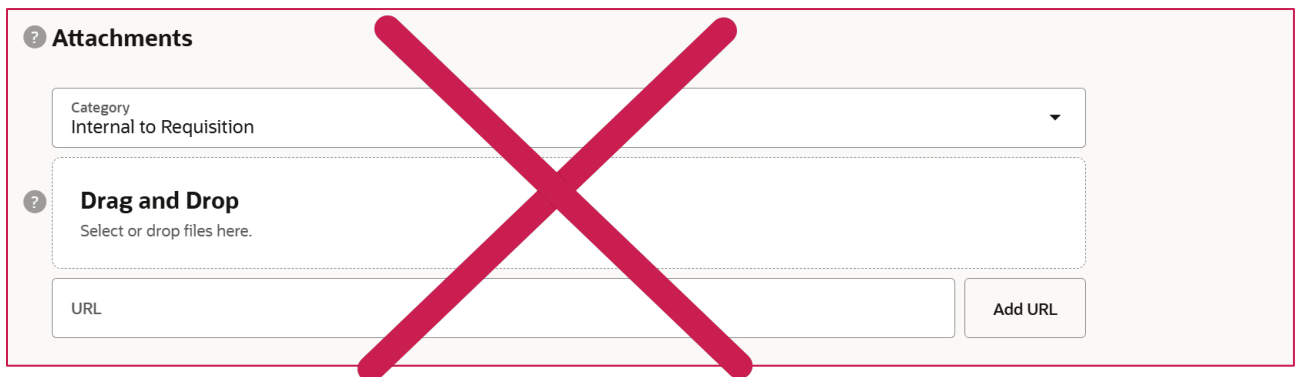
9. **Notes:** Enter notes to supplier if needed. (Example: Project Manager, room number, special delivery instructions, etc.)



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.

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.

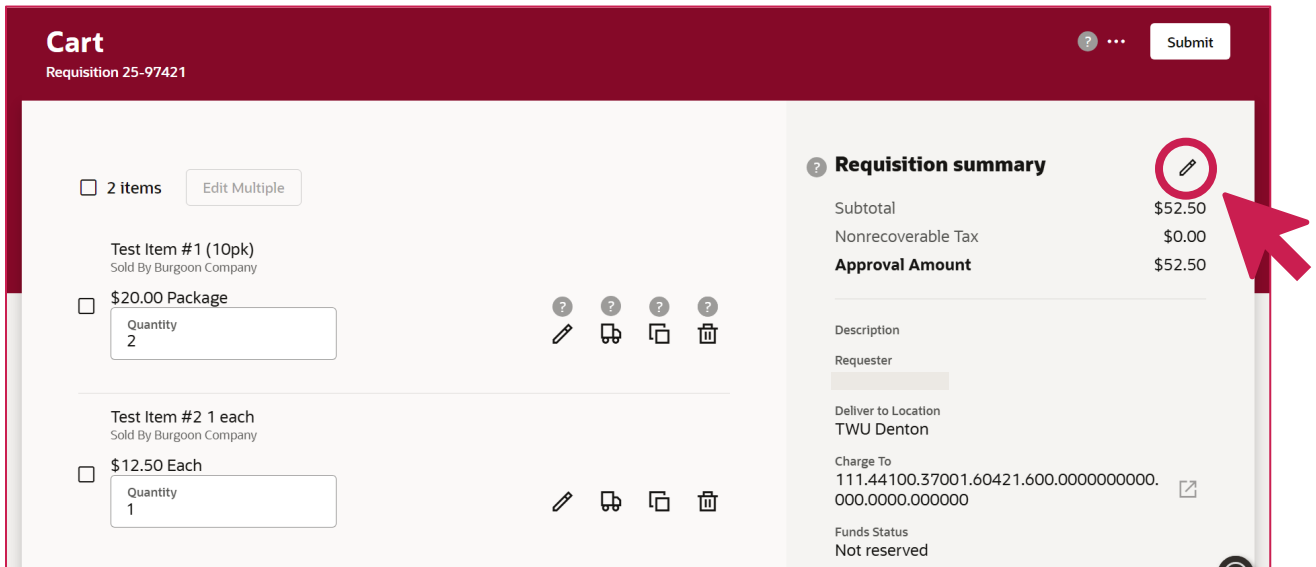
The screenshot shows the 'Create Noncatalog Request' interface. At the top, there's a header bar with the title 'Create Noncatalog Request' and three buttons: 'Cancel', 'Add to List', and 'Add to Cart'. Below the header, the form is divided into sections. The first section contains 'Item Description' (Test Item #1 (10pk)), 'Item Type' (Goods billed by quantity), and 'Category' (Keyboard). The 'Pricing' section includes 'Quantity' (2) and 'UOM' (Package). A green confirmation pop-up is centered over the form, titled 'Confirmation' with a close button (X). The message inside says 'Request added to cart' and 'You can view your cart or create another request with the same supplier.' Below the message 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' dropdown.

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

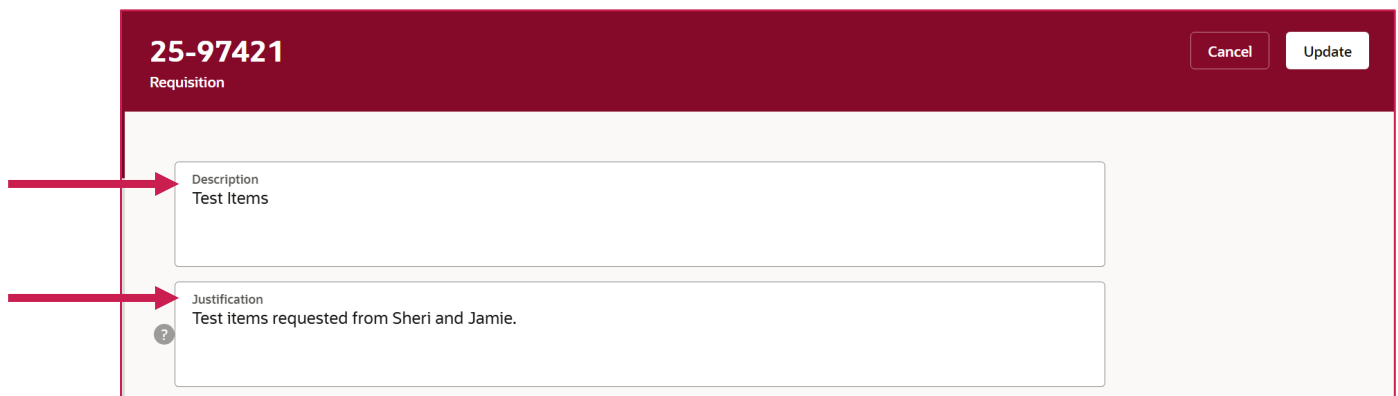
Requisition summary

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
cen

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

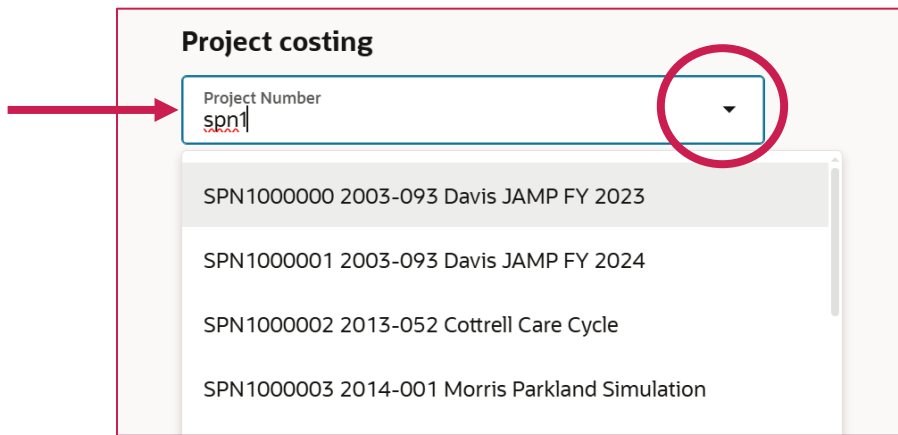
Central Receiving - Denton
Central Receiving - Denton
1200 Frame St, Denton, TX 76209, Denton, United States

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

Charge account

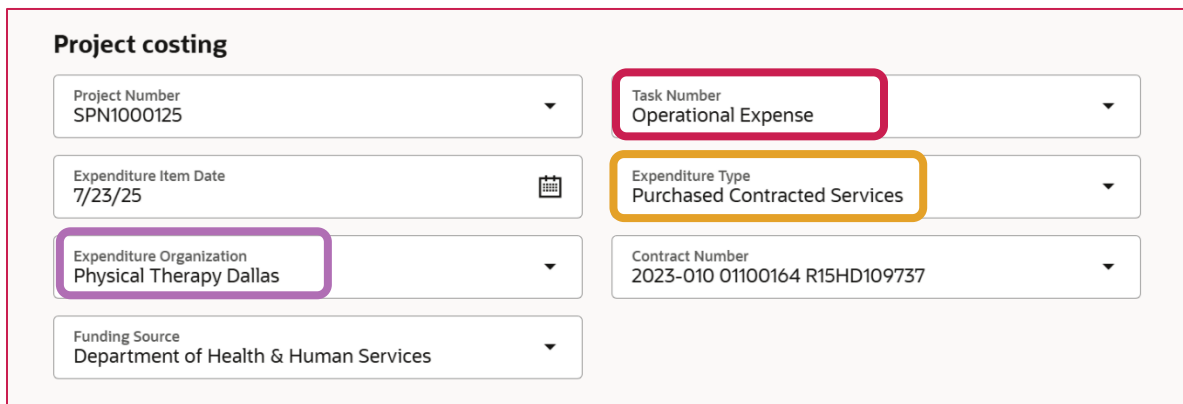
16. Project Costing – For Sponsored Projects

- Find your Project Number. Type “SPN1” into the dropdown menu and select your project number.
- Once selected, additional fields will pop up.



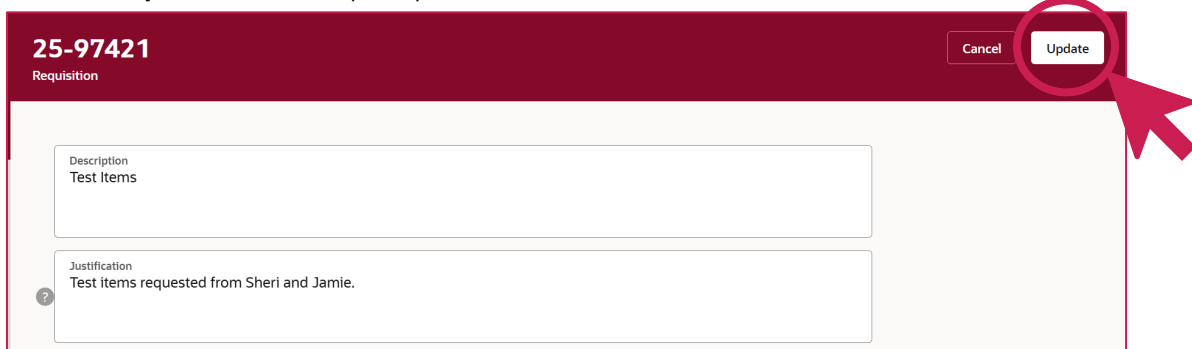
The screenshot shows a 'Project costing' section with a dropdown menu. A red arrow points to the dropdown field, and a red circle highlights the dropdown arrow. The dropdown list is open, showing four options: 'SPN1000000 2003-093 Davis JAMP FY 2023', 'SPN1000001 2003-093 Davis JAMP FY 2024', 'SPN1000002 2013-052 Cottrell Care Cycle', and 'SPN1000003 2014-001 Morris Parkland Simulation'.

- These fields should auto-populate:
 - Contract Number
 - Funding Source
- You'll need to fill in the following fields:
 - Task Number
 - Expenditure Type
 - Expenditure Organization



The screenshot shows a 'Project costing' form with several fields. The 'Project Number' field is set to 'SPN1000125'. The 'Task Number' field is set to 'Operational Expense'. The 'Expenditure Item Date' field is set to '7/23/25'. The 'Expenditure Type' field is set to 'Purchased Contracted Services'. The 'Expenditure Organization' field is set to 'Physical Therapy Dallas'. The 'Contract Number' field is set to '2023-010 01100164 R15HD109737'. The 'Funding Source' field is set to 'Department of Health & Human Services'.

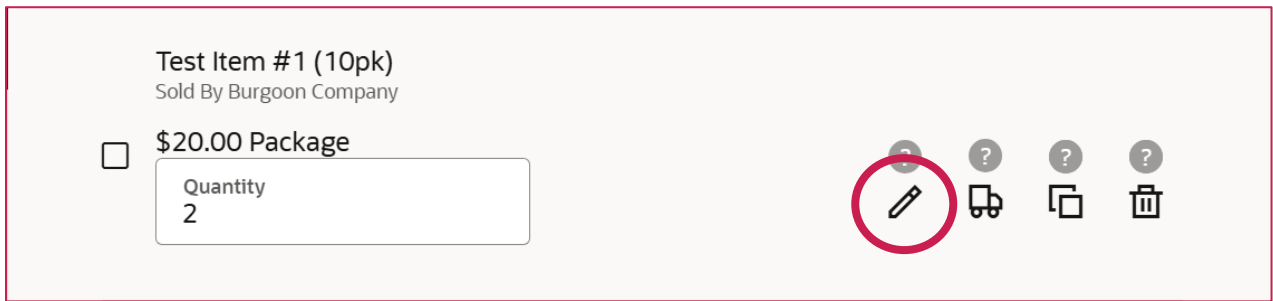
- Click **Update** at the top of your screen.



The screenshot shows a 'Requisition' form with a red header bar. The header bar contains the text '25-97421' and 'Requisition'. There are two buttons: 'Cancel' and 'Update'. A red arrow points to the 'Update' button. The form has two main sections: 'Description' with the text 'Test Items' and 'Justification' with the text 'Test Items requested from Sheri and Jamie.'.

Editing Individual Line Items from the Cart




- 21.** 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

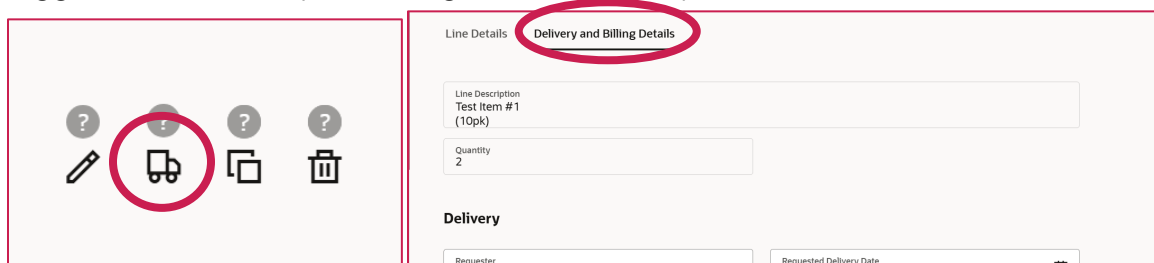
☐ \$20.00 Package

Quantity
2

- 22.** 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)

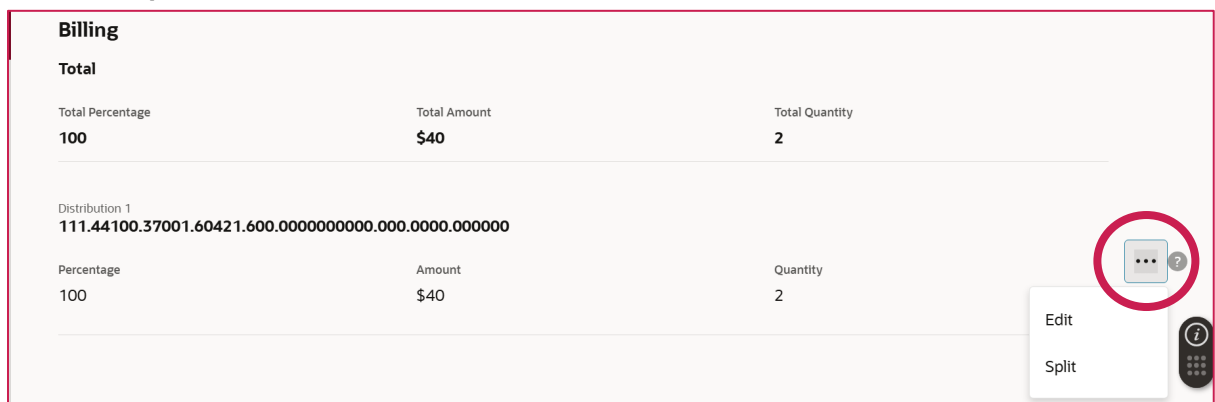
Quantity
2

Delivery

Requester Requested Delivery Date

- Note: Do not use the checkbox labeled "Urgent".

- 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

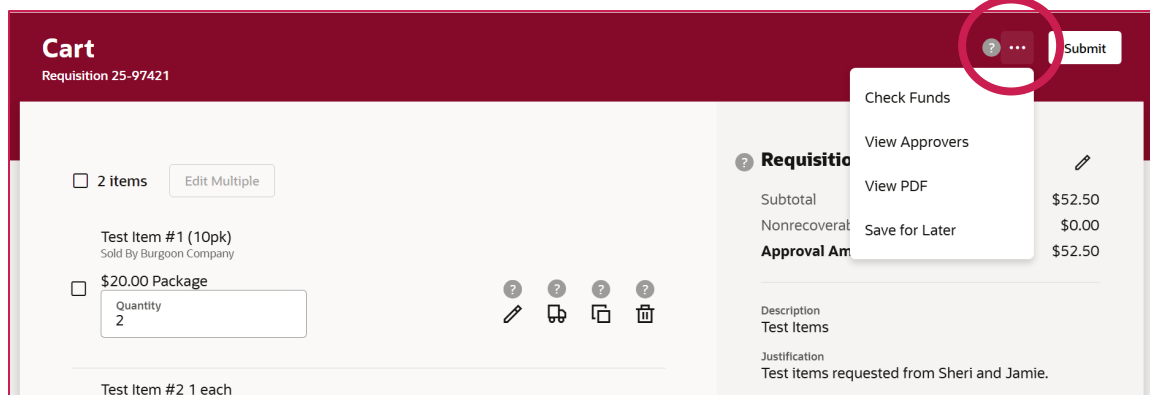
- Once complete, click **Update**.



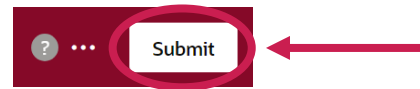
Cancel Update

Review and Submit

- 23.** 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.



- 24.** 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.