Raising a Non-Catalog Requisition

You can raise a non-catalog requisition to an internal department, to a supplier that is not available through the Marketplace or to a supplier that is on the Marketplace but from which you would like to order a bespoke product.

You will also need to follow this process to include delivery charges for Non-Catalog suppliers.

1. Click Non-Catalog Request to display the template.

   ![Non-Catalog Request template image]

   Remember! Anything with a * is a mandatory field. When searching use the wildcard % at the start and end to assist with your search.

2. Item type defaults in as Goods billed by quantity: amend if required using the drop down list.
3. Enter the **item description** (this will appear on the purchase order). Ensure detailed information is given here.

4. Click on the magnifying glass icon to search for the **Category code by description**. Enter part or all of the **description** and click on **Go**. Select the relevant code for the item. Alternatively, if you know the code you can manually type it in, but it must be in upper case.

5. Enter a **quantity**. Sometimes the word ‘Loading’ displays even though there is nothing to load! Ignore it by clicking into the relevant field again and it should disappear.

6. **EA** will default in as the Unit of Measure (UOM). Use the magnifying glass to change the UOM if required.

7. Enter the **unit price** excluding VAT (sterling, foreign or discounted value). If it is a foreign currency the system will convert it using the exchange rate loaded.

8. Currency will default in as GBP. If it’s a foreign currency requisition click on the drop down list and select the correct currency. **Care! Foreign Currency requisitions must be approved the same day.**

9. Enter the **suppliers name** and **tab** or use the magnifying glass to find the name and site of the supplier. If there is more than one site, you will have a list to choose from. If it is an internal department the site address will pull through as ‘MAIN’. **Do not select Zmarketplace supplier sites.**

10. Input a **Part Number** or product reference number if you have one.

11. Click **Add to Cart**.

12. To add more Non-Catalog items to the cart repeat the process. Shipping/delivery charges will need to be added on as a separate Non-Catalog requisition line.

13. Once all Non-Catalog items are in your cart click on **View Cart and Check out**.

If you regularly order the same item from the same supplier then refer to guidance on how to set up **Favourite Shopping Lists**.