



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.

UNIVERSITY OF CAMBRIDGE

Shop Requisitions Receiving
Stores Shopping Lists **Non-Catalog Request**

Welcome, DARLOW, Mrs. Rebecca U.F.SXX iProcurement Buyer

Financial regulations (a quotation/tender process) apply to Non-Catalogue orders from £1,000 and Marketplace from £25,000. Refer to the link within the Purchasing News or the Finance Division website

My Requisitions

Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
689704	Microcentrifuge Tube Conical Polypropylene 1.5Ml Fisherbrand	0.00	Approved			
689703	Microcentrifuge Tube Conical Polypropylene 1.5Ml Fisherbrand	1,392.00	Approved			
689700	two lines	8.61	Approved			
689699	two lines	17.45	Approved			
689697	Test Tube Rimless Polystyrene 3.5Ml 75 X 12Mm	25.97	Approved			

My Notifications

Type	From	Subject	Sent
PO Approval	DARLOW, Rebecca	Standard Purchase Order 1739233 has been approved	15-Jan-2014
PO Create Documents		Standard Purchase Order : 1739233 created.	15-Jan-2014
Requisition	DARLOW, Rebecca	Purchase Requisition 689704 has been approved	15-Jan-2014
PO Approval		Standard Purchase Order 1739232 has been approved	15-Jan-2014
PO Create Documents		Standard Purchase Order : 1739232 created.	15-Jan-2014

Shopping Cart: Your cart is empty.

Purchasing News: Financial Regulations, Review purchasing policies

Latest Purchasing News

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

UNIVERSITY OF CAMBRIDGE iProcurement

Shop Requisitions Receiving
Stores Shopping Lists **Non-Catalog Request**

Non-Catalog Request

* Indicates required field

Clear All Add to Cart Add to Favorites

* Item Type: Goods billed by quantity

* Item Description: [Empty]

* Category: [Empty]

* Quantity: [Empty]

* Unit of Measure: EA

* Unit Price: [Empty]

* Currency: GBP

* Supplier Name: [Empty]

* Site: [Empty]

Part Number: [Empty]

Remember: Do Not Use ZMARKETPLACE Sites

Clear All Add to Cart Add to Favorites

Shopping Cart: Your cart is empty.



*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 field 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.

The screenshot shows the 'Non-Catalog Request' form in the iProc system. The form is divided into several sections. On the left, there are fields for 'Item Type' (Goods billed by quantity), 'Item Description' (FIRE WARDENS JACKET), 'Category' (UD), 'Quantity' (10), 'Unit of Measure' (EA), 'Unit Price' (2.35), and 'Currency' (GBP). On the right, there are fields for 'Supplier Name' (BIRMINGHAM HEALTH SA), 'Site' (BIRMINGHAM), and 'Part Number' (12345). A 'Remember: Do Not Use ZMARKETPLACE Sites' note is present below the Part Number field. At the top right, there are buttons for 'Clear All', 'Add to Cart', and 'Add to Favorites'. On the far right, a 'Shopping Cart' sidebar is visible, showing 'Your cart contains 1 line.' and 'Recently Added Lines' with 'FIRE WARDENS JA...' at quantity 10 and unit EA. A 'View Cart and Checkout' button is located at the bottom of the cart sidebar. At the bottom of the main form area, there are also buttons for 'Clear All', 'Add to Cart', and 'Add to Favorites'.

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**.