



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.

Welcome, BROADHURST, Mr George | U.F.S AG | 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

CUDAR Smart Forms

Supplier Database (Search and Request)

University of Cambridge Marketplace

My Requisitions

TIP Reminder: Do not copy Marketplace requisitions

Requisition	Description	Total (GBP)	Status	Copy	Change	Receive
1912312	Manuals Mar-20: Budget2, Cognos, Excel3, GL2, iProcBuyers+Reqs	79.70	Approved			
1900537	Finance review 18/19 printing for Knowledge Bites	27.70	Approved			
1896237	Manuals: AR2, Cognos, Grants3, iProcBuyers, Excel1+2, Budget1+2, GL2	99.81	Approved			

My Notifications

No results found.

TIP Vacation Rules - Redirect or auto-respond to notifications.

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

Non-Catalog Request

Clear All Add to Favorites Add to Cart

Shopping Cart: Your cart is empty.

* Indicates required field

* Item Type: Goods. I can provide description, item price and quantity

* Item Description:

* Category:

* Quantity:

* Unit of Measure: EA

* Unit Price:

* Currency: GBP

* Supplier Name: Do Not Use ZMARKETPLACE Site

* Site: Do Not Use ZMARKETPLACE Site

Contact Name:

Phone:

Supplier Item:

TIP Do Not Use ZMARKETPLACE Sites

*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.I can provide description, item price and 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, the address for each site will be displayed to help you identify the correct one. 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 Checkout**.

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