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.

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. 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.