ESM easyPurchase:
Creating a Non-Catalogue Supplier Requisition

NOVAbuy

Version 1.0
## Creating a Non-Catalogue Supplier Requisition

<table>
<thead>
<tr>
<th>How to…</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the <strong>Shop</strong> tab and drop-down arrow to the right of the box and select <strong>Non-Catalogue Item</strong>.</td>
<td></td>
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<tr>
<td>2. In the <strong>Supplier</strong> field, type all or part of the vendor name.</td>
<td>![Image of shop interface with search results] The <strong>Search Results</strong> area displays all of the vendors that match your search criteria.</td>
</tr>
<tr>
<td>3. Click <strong>Go</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

4. Be sure to select the supplier with the same address that is listed on the bid or communication. There may be multiple addresses for one vendor. See example above.

5. Once you have selected the correct supplier, select **New Item**.

6. Enter all of the required fields that will be marked with an *.
7. Once all of the required fields have been filled in, select **Add to Cart**.

*Please do NOT enter any information into the fields within the red box to the right. *This information is not transmitted to the vendor OR Banner.* You can put all information regarding the product or service in the top box. *S&H will need to be added as a separate line item in order for it to be included on the PO and transmitted to Banner.*

8. You will notice that the **cart** tab now has a number populated. This number is the total number of items, not lines.

9. Select the **cart** tab, review the information and select **Continue**.

10. Beginning from the far left column, you will review the information such as the **Transaction #**, **Name**, **Requestor**, **Supplier**, and **Total Value**.

11. From the middle column, top row, select whether this is a P-Card payment or a PO. Most of them will be PO.

**Please note that using the Procurement Card for non-catalogue suppliers will require you to contact the suppliers directly with your card info. The card information WILL NOT be transmitted to the vendor through NOVAbuy**

12. Enter all notes and attachments to **External** or **Internal Notes**. Please be aware that all external notes AND external attachments are released to the vendor (this is different than
Mercury Commerce. All internal notes are for communication with the Procurement Office only. It is requested that you attach paperwork associated with the order in internal notes and attachments. **This includes ALL bids, estimates, and authorizations**, External attachments should be final contracts, final proposals, and signed contracts for the awarded vendor.

13. Once you have completed those steps, you will need to enter the **Index & Expense Code**. In order to search index and expense codes, you will select the **details** button. However, if you continue to use the same numbers, your favorites will be saved and you only need to select the drop-down arrow.

14. You are able to search all of the index and account codes by number or text, however, you will only be able to process orders based on what access you have in Banner. **If searching for index numbers or account codes, you will only be able to see 50 numbers at a time using the drop-down arrow. If you begin typing in the numbers, that will limit your selection. You can also search via text in the fields to the right.**

15. Once you have selected the correct index and account code, select **Update** and then **Apply**. **At this point you are able to continue adding index and account codes and split them based on percentage or dollar amount.**

16. Select **Update** again once you are back to the main screen. This will simply update your requisition. After it has updated you will notice a green **Request** button. **Click Request to submit your requisition for approval.**

17. At this point, if everything is input correctly, the **Next Step** should say **View Workflow**. If this is a Procurement Card order, the next step will say **Prepare CC.**

18. If you select **View**, you will be able to see exactly who has to approve or has approved your requisition before it will be sent to the vendor.
Please Note: In the checkout screen there are options at the top to limit what orders you would like to view. If you change your selection, the system will remember your last choice so be sure to pick the correct selection to view.

- Active
- Waiting
- Hold
- Archive
- Submitted
- Received
- Ad Hoc
- Last 30
- Last 90
- All