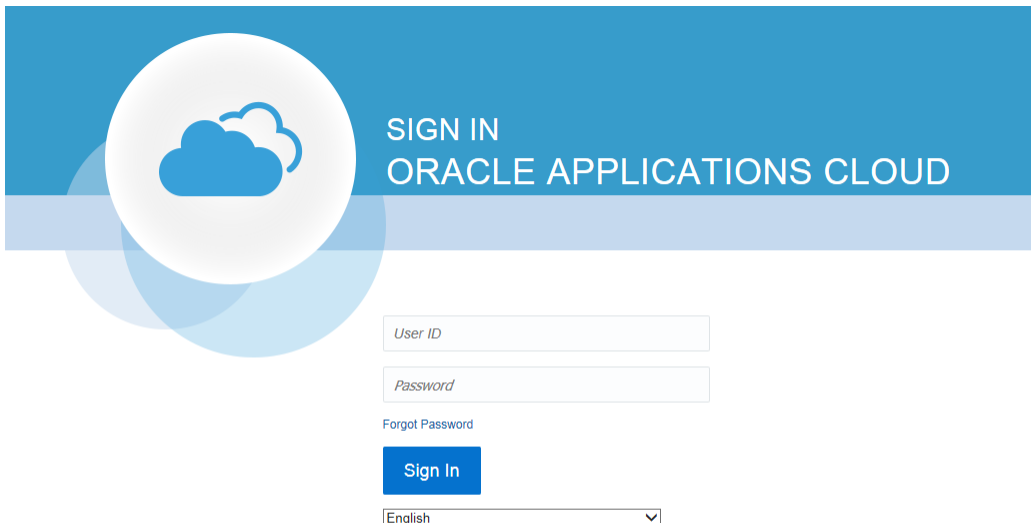


## Procurement: Create a Non-Catalog Requisition

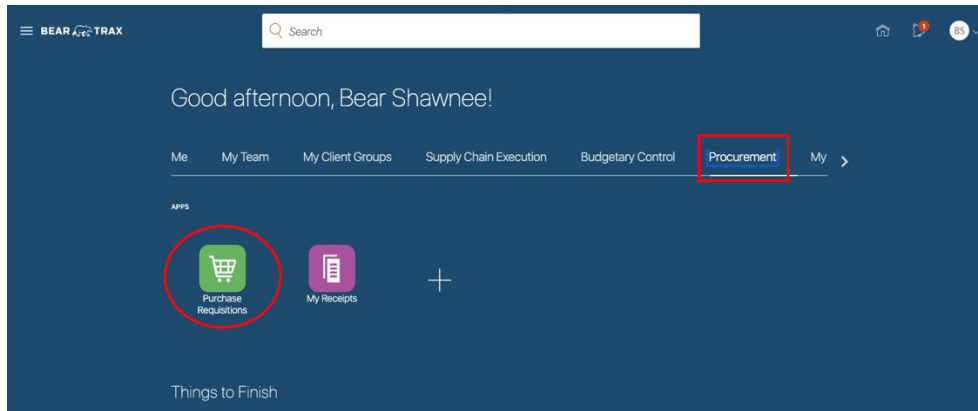
*For employees creating a non-catalog requisition*

<b>Purpose:</b>	Create a non-catalog requisition.
<b>How to Access:</b>	Log into the <a href="#">Bear Trax</a> application. Select the <b>Procurement</b> task in the Navigator.
<b>Helpful Hints:</b>	Be sure to keep in mind that... <ul style="list-style-type: none"><li>• This requisition type should be used if creating a requisition outside of existing catalogs</li><li>• The other two requisition types are local catalog and punch-out catalog</li><li>• All fields marked with an asterisk, *, are required to be filled.</li><li>• Quotes and other necessary information can be attached.</li></ul>
<b>Procedure:</b>	Complete the following steps to create a non-catalog requisition:

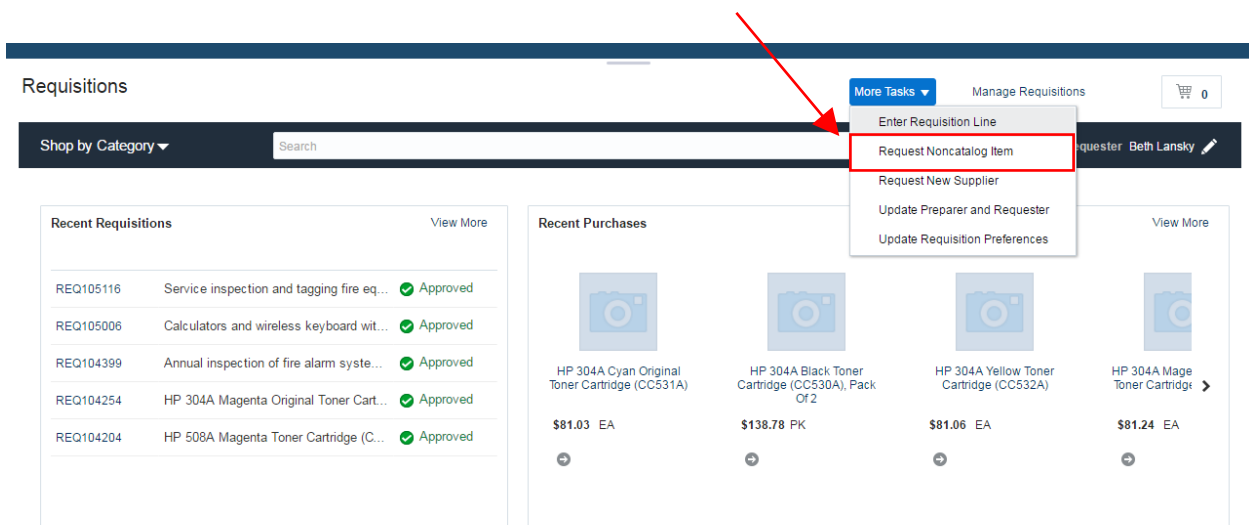
- 1.) Navigate to the Bear Trax homepage (<http://www.shawnee.edu/beartrax/>) and click the Bear Trax logo to log in.
- 2.) Enter your Bear Trax User ID and password



- 3.) Select the "Procurement" icon from the homepage.

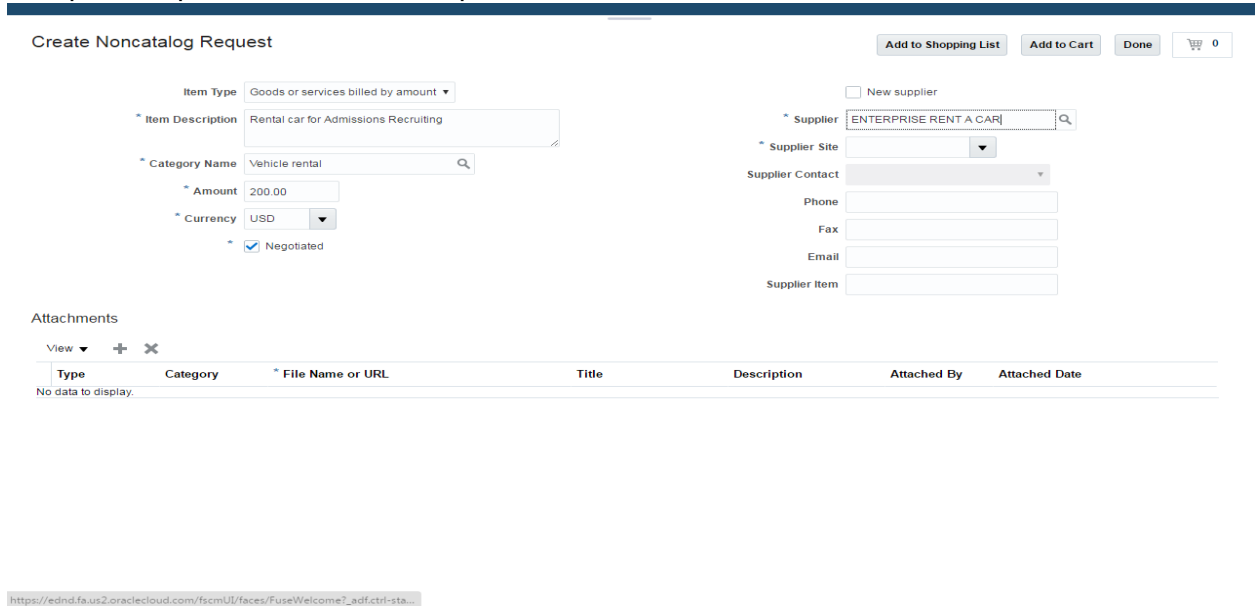


4.) For a Noncatalog Item – click on the “More Tasks” drop down and select “Request Noncatalog Item”



https://ednd.fau.us2.oraclecloud.com/fscm/UI/faces/FuseWelcome?\_afdf.ctrl-state=144uutjwu5\_1&\_afLoop=53994058557473198&\_afFS=16&\_afMT=screen&\_afMFW=1680&\_afMFH=949&\_afMFDW=1680&\_afMFDH=1050&\_afMFC...

5.) Complete required fields on the request screen:



Create Noncatalog Request Add to Shopping List Add to Cart Done

Item Type: Goods or services billed by amount

\* Item Description: Rental car for Admissions Recruiting

\* Category Name: Vehicle rental

\* Amount: 200.00

\* Currency: USD

\*  Negotiated

New supplier

\* Supplier: ENTERPRISE RENT A CAR

\* Supplier Site: [Dropdown]

Supplier Contact: [Dropdown]

Phone: [Text]

Fax: [Text]

Email: [Text]

Supplier Item: [Text]

Attachments

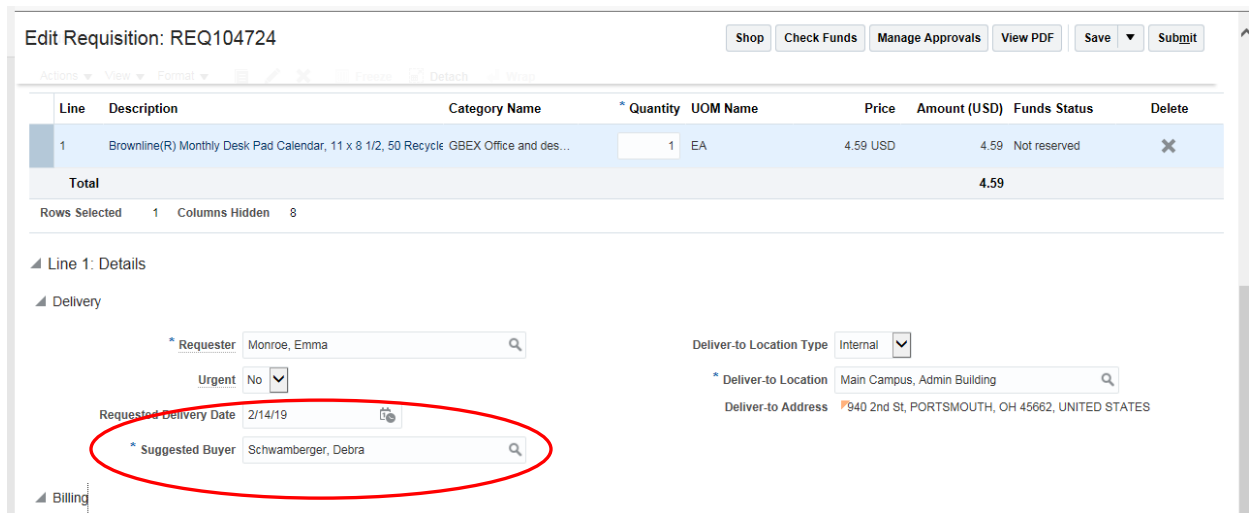
Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

[https://ednd.fau.us2.oraclecloud.com/fscm/UL/faces/FuseWelcome?\\_adf.ctrl-sta...](https://ednd.fau.us2.oraclecloud.com/fscm/UL/faces/FuseWelcome?_adf.ctrl-sta...)

6.) Click on Add to Cart.

7.) When ready to check out, proceed by clicking review cart.

8.) Under the Delivery section, in the "Suggested Buyer" box you will insert "Schwamberger, Debra".



Edit Requisition: REQ104724 Shop Check Funds Manage Approvals View PDF Save Submit

Line	Description	Category Name	* Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Browline(R) Monthly Desk Pad Calendar, 11 x 8 1/2, 50 Recycle GBEX Office and des...		1	EA	4.59 USD	4.59	Not reserved	
<b>Total</b>						<b>4.59</b>		

Rows Selected: 1 Columns Hidden: 8

Line 1: Details

Delivery

\* Requester: Monroe, Emma

Urgent: No

Requested Delivery Date: 2/14/19

\* Suggested Buyer: Schwamberger, Debra

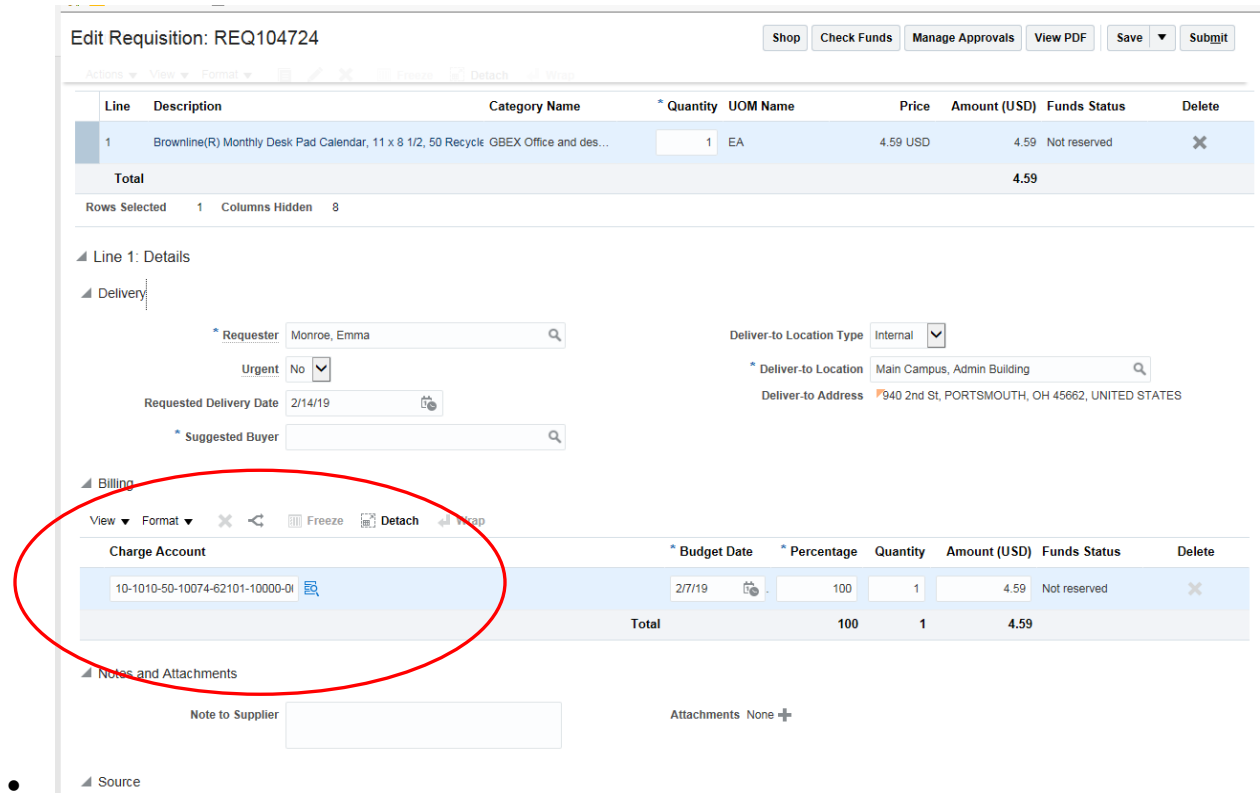
Deliver-to Location Type: Internal

\* Deliver-to Location: Main Campus, Admin Building

Deliver-to Address: 940 2nd St, PORTSMOUTH, OH 45662, UNITED STATES

Billing

9.) When you are taken to this page, scroll down to the billing category and insert the correct account number.



**Edit Requisition: REQ104724**

Shop Check Funds Manage Approvals View PDF Save Submit

Line	Description	Category Name	* Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
1	Brownline(R) Monthly Desk Pad Calendar, 11 x 8 1/2, 50 Recycle GBEX Office and des...		1	EA	4.59 USD	4.59	Not reserved	X
<b>Total</b>						<b>4.59</b>		

Rows Selected 1 Columns Hidden 8

**Line 1: Details**

**Delivery**

\* Requester Monroe, Emma  
 Urgent No  
 Requested Delivery Date 2/14/19  
 \* Suggested Buyer

Deliver-to Location Type Internal  
 \* Deliver-to Location Main Campus, Admin Building  
 Deliver-to Address P940 2nd St, PORTSMOUTH, OH 45662, UNITED STATES

**Billing**

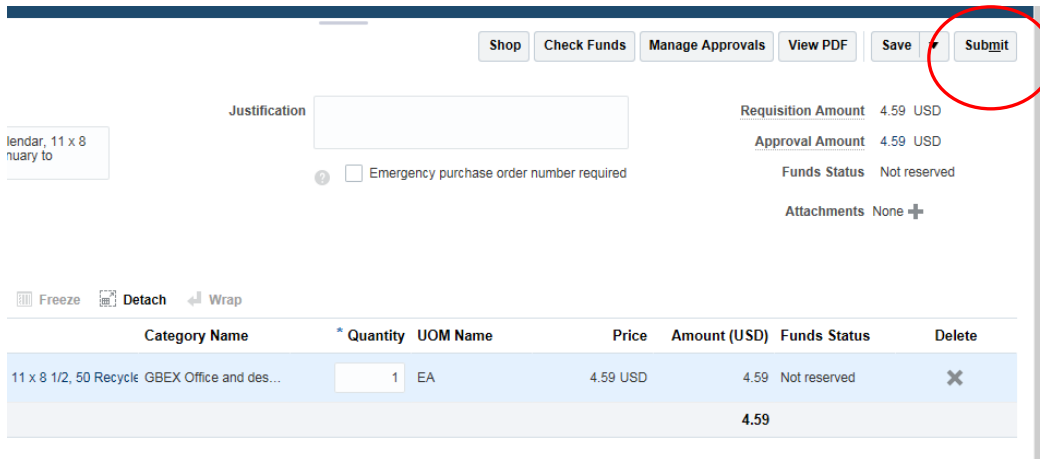
Charge Account	* Budget Date	* Percentage	Quantity	Amount (USD)	Funds Status	Delete
10-1010-50-10074-62101-10000-01	2/7/19	100	1	4.59	Not reserved	X
<b>Total</b>			<b>100</b>	<b>1</b>	<b>4.59</b>	

Notes and Attachments

Note to Supplier

Attachments None

10.) Once you have completed the last step click in the top right corner "Submit".



Shop Check Funds Manage Approvals View PDF Save Submit

Justification

Requisition Amount 4.59 USD  
 Approval Amount 4.59 USD  
 Funds Status Not reserved  
 Attachments None

Emergency purchase order number required

Category Name	* Quantity	UOM Name	Price	Amount (USD)	Funds Status	Delete
11 x 8 1/2, 50 Recycle GBEX Office and des...	1	EA	4.59 USD	4.59	Not reserved	X
				<b>4.59</b>		

11.) After you submit your order, it will take you to the confirmation page.

Requisitions

More Tasks ▾

Manage Requisitions

Shop by Category ▾

Search



Requester Emma Mo

Recent Requisitions

[View More](#)

REQ104724	Brownline(R) Monthly Desk Pad Cale...	Pending approval
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Recent Purchases

 **Confirmation** ✕

Requisition REQ104724 was submitted.

[View PDF](#) [OK](#)