

Procurement: Create a Non-Catalog Requisition

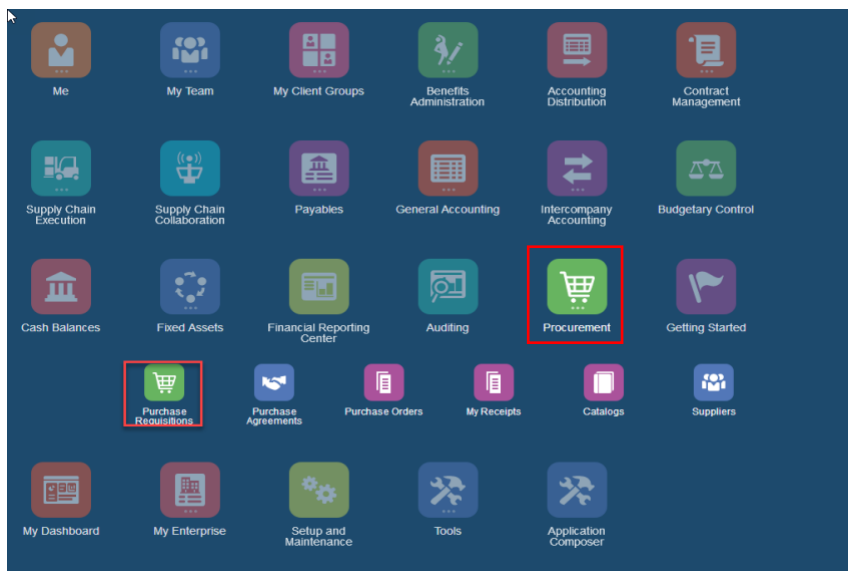
For Employees creating a non-catalog requisition

Purpose: To create a requisition for a Non-Catalog Item.

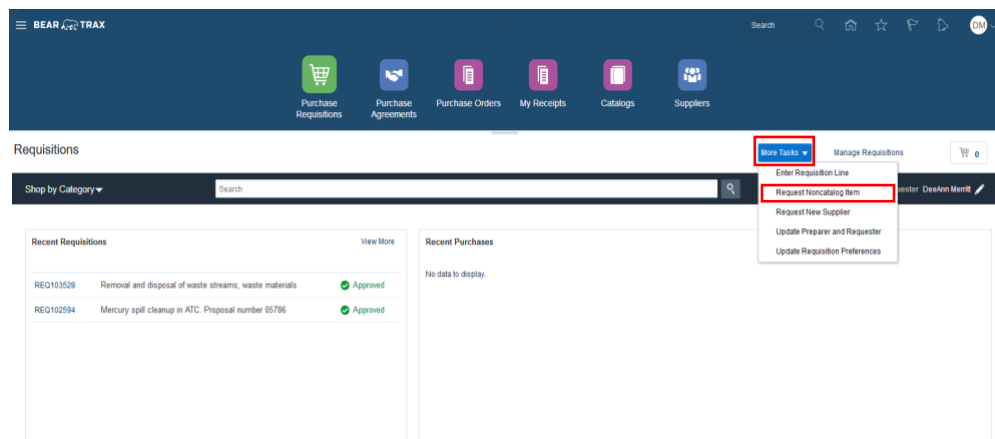
How to Access: Log into the [Bear Trax](#) application. Select the task in the Navigator.

Procedure: Complete the following steps to create a Non-Catalog Requisition:

1. Navigate to the **Procurement – Purchase Requisitions**.

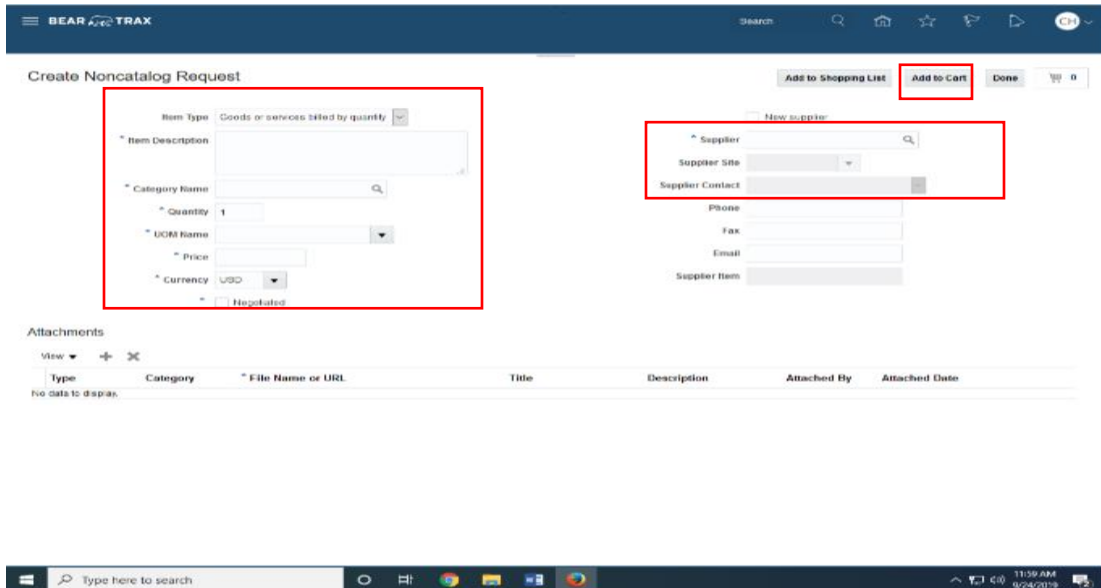


2. From the Requisitions page, Select **More Tasks – Request Noncatalog Item**.



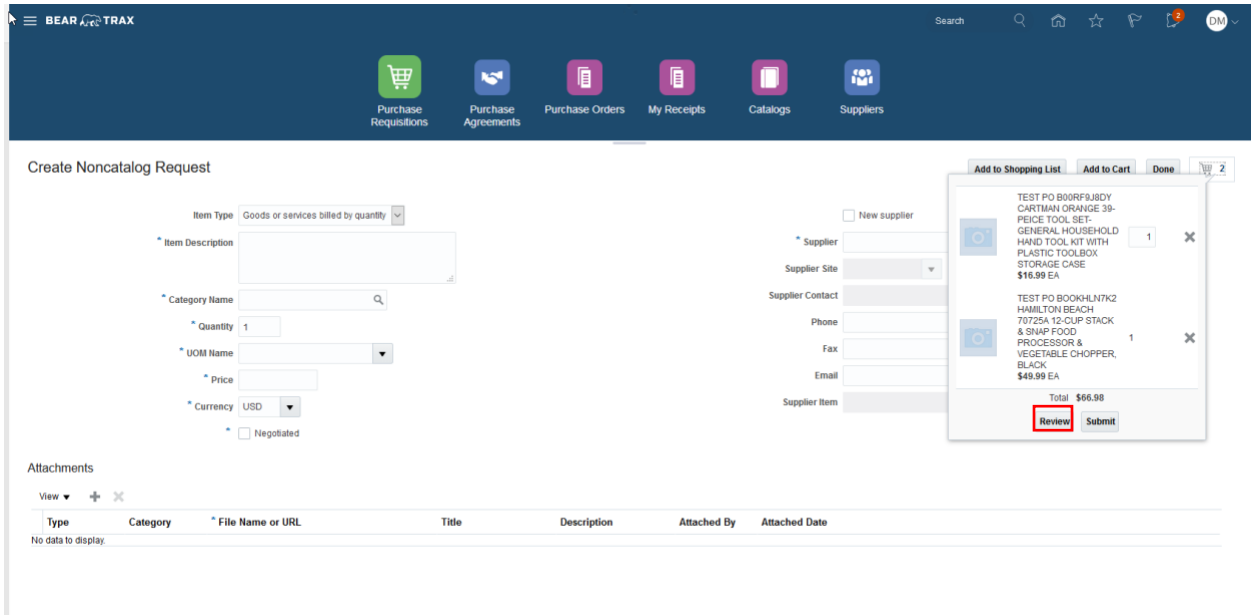
3. Enter in the required fields (**Item Description, Category Name, Quantity, UOM Name, Price, Currency, Supplier, Supplier Site**). **Note:** Then Click **Add to Cart**.

IMPORTANT: Make sure you check the **Negotiated** box—if left unchecked, the system will not automatically create a Purchase Order for the requisition.

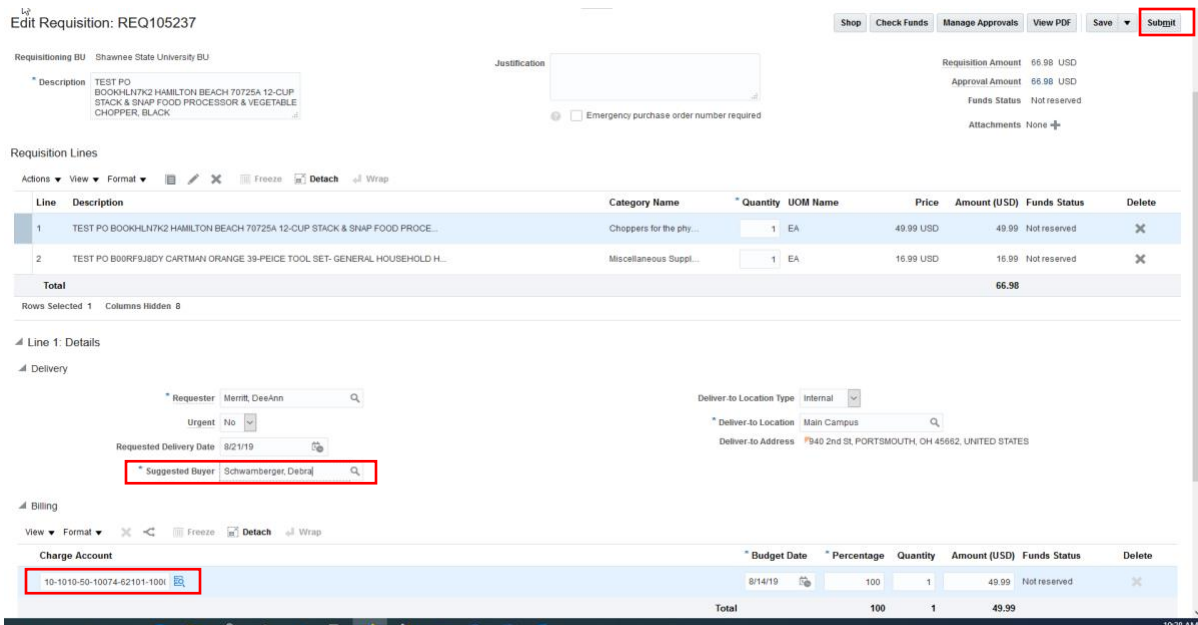


4. After adding the request to your cart, you can select the *Cart icon* to review your requisition.





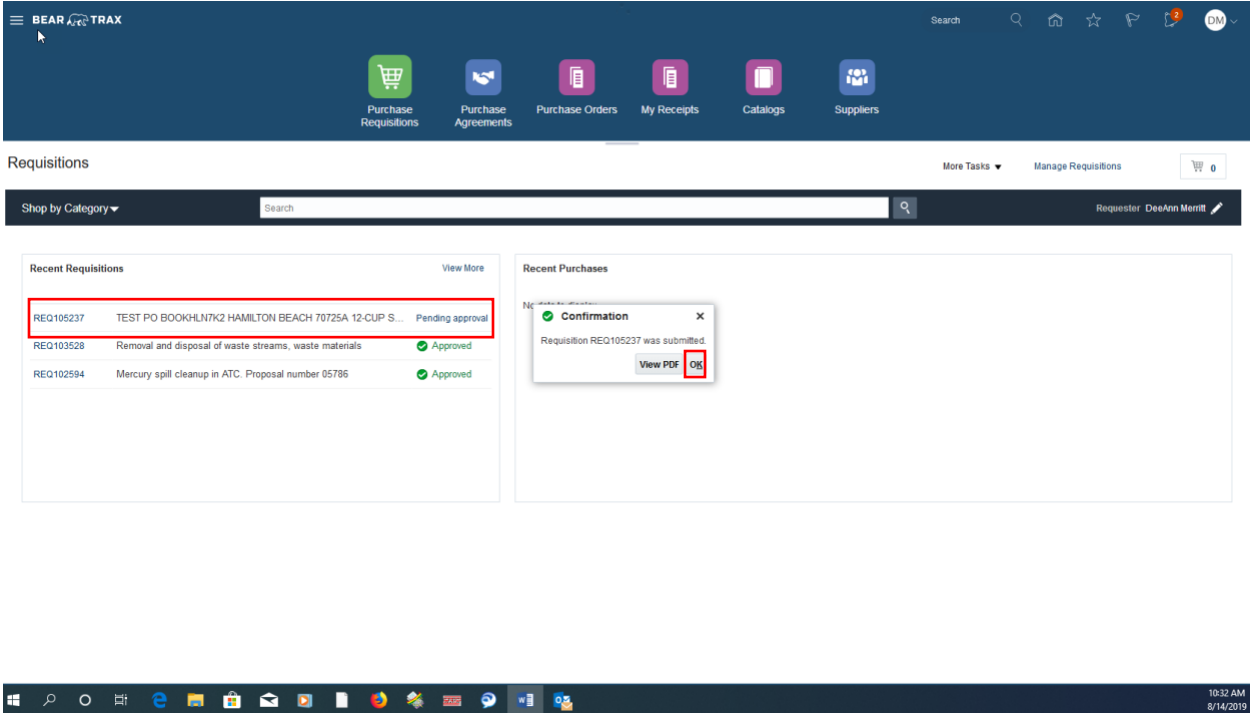
- Once you are in the *Edit Requisition* window, change your Suggested Buyer to **Debra Schwamberger** and enter in your **Account Number**. Then **Submit** your requisition.



| Line | Description | Category Name | Quantity | UOM Name | Price | Amount (USD) | Funds Status | Delete |
|--------------|---|-------------------------|----------|----------|-----------|--------------|--------------|--------|
| 1 | TEST PO BOOKHLN7K2 HAMILTON BEACH 70725A 12-CUP STACK & SNAP FOOD PROC... | Choppers for the phy... | 1 | EA | 49.99 USD | 49.99 | Not reserved | X |
| 2 | TEST PO B00RF9JBDY CARTMAN ORANGE 39-PEICE TOOL SET- GENERAL HOUSEHOLD H... | Miscellaneous Suppl... | 1 | EA | 16.99 USD | 16.99 | Not reserved | X |
| Total | | | | | | 66.98 | | |

| Charge Account | Budget Date | Percentage | Quantity | Amount (USD) | Funds Status | Delete |
|----------------------------|-------------|------------|----------|--------------|--------------|--------------|
| 10-1010-50-10074-62101-100 | 8/14/19 | 100 | 1 | 49.99 | Not reserved | X |
| Total | | | | 100 | 1 | 49.99 |

6. A confirmation message will appear, click **OK**. Your requisition will be visible under *Recent Requisitions* with a Pending Approval status.



The screenshot displays the BEAR TRAX web application interface. At the top, there is a navigation bar with the BEAR TRAX logo and several icons for Purchase Requisitions, Purchase Agreements, Purchase Orders, My Receipts, Catalogs, and Suppliers. Below this is a 'Requisitions' section with a search bar and a 'Requester: DeeAnn Merrill' dropdown. The main content area is divided into two panels: 'Recent Requisitions' and 'Recent Purchases'. The 'Recent Requisitions' panel shows a table with three rows. The first row, 'REQ105237 TEST PO BOOKHLN7K2 HAMILTON BEACH 70725A 12-CUP S...', is highlighted with a red border and has a 'Pending approval' status. The second row, 'REQ103528 Removal and disposal of waste streams, waste materials', and the third row, 'REQ102594 Mercury spill cleanup in ATC. Proposal number 05786', both have an 'Approved' status. A 'Confirmation' dialog box is overlaid on the 'Recent Purchases' panel, displaying a green checkmark and the text 'Requisition REQ105237 was submitted.' with 'View PDF' and 'OK' buttons. The 'OK' button is highlighted with a red border. The Windows taskbar at the bottom shows the system time as 10:32 AM on 8/14/2019.

| Requisition ID | Description | Status |
|----------------|--|------------------|
| REQ105237 | TEST PO BOOKHLN7K2 HAMILTON BEACH 70725A 12-CUP S... | Pending approval |
| REQ103528 | Removal and disposal of waste streams, waste materials | Approved |
| REQ102594 | Mercury spill cleanup in ATC. Proposal number 05786 | Approved |

Final Notes

By following these steps, you have successfully created and submitted a Non-Catalog Requisition.