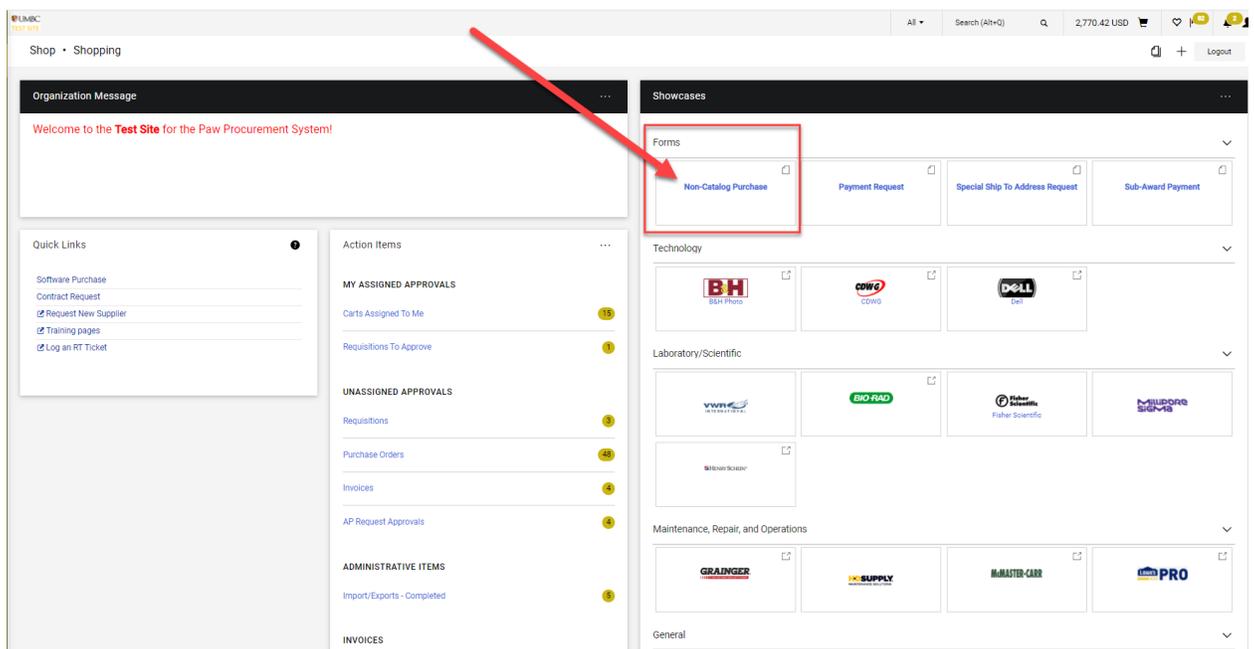


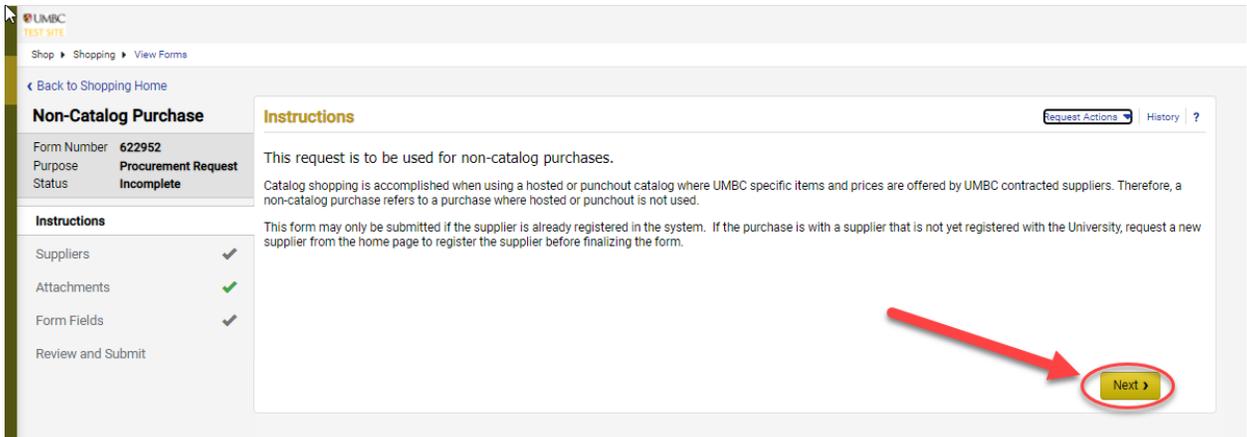
Using Non-Catalog Forms to Shop

A Non-Catalog purchase refers to a purchase where contracted supplier pricing is not enabled or already loaded into the system. The Non-Catalog Purchase Form may only be submitted if the supplier is already registered in the system. If the purchase is with a supplier that is not yet registered with the University, [request a new supplier](#) from the Paw Procurement Home Page to register the supplier before finalizing the form.

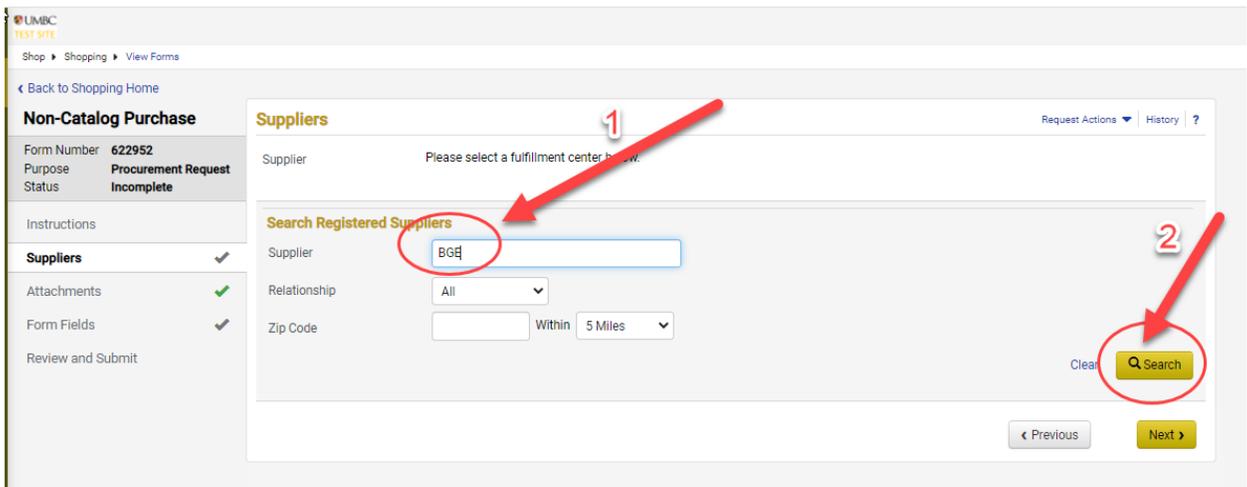
1. Locate the Forms section under Showcases and click on **Non-Catalog Purchase**.



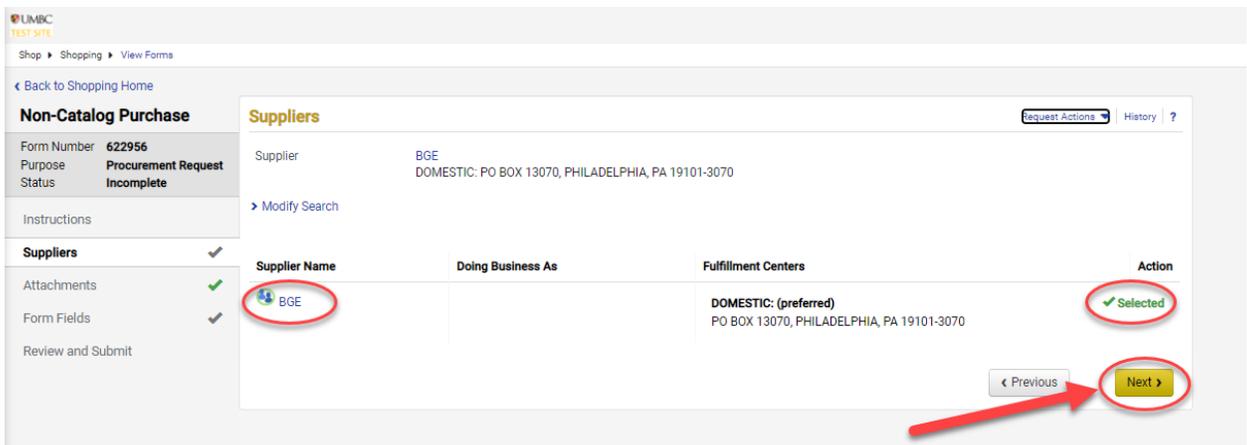
2. Once you have read the instructions, click **Next** to go to the Supplier Search page.



3. Search for a supplier. (Note: leaving the Supplier field blank in your search will list all registered suppliers alphabetically.)



4. After verifying the address of a supplier, click the **Next** button located at the bottom right of your screen.



5. Click the **Add Attachment** button to upload an attachment. This attachment should be the quote from the supplier or any other information that indicates what is being purchased. Failure to include an attachment may delay the issuance of the purchase order.

The screenshot shows the UMBIC 'Attachments' section for a 'Non-Catalog Purchase' form. The form number is 622956, the purpose is 'Procurement Request', and the status is 'Incomplete'. The 'Attachments' section is currently empty, with the instruction 'Please add your attachments below.' and an 'Add Attachment' button highlighted with a red box and a red arrow. The left sidebar shows a progress indicator for 'Attachments' with a green checkmark. At the bottom right, there are buttons for 'Previous', 'Save Progress', and 'Next'.

6. Click **Next** when finished to move on to the Form Fields section.

The screenshot shows the UMBIC 'Attachments' section after one attachment has been added. The attachment is listed as '1 Proposal' with a download icon. The 'Add Attachment' button is still visible below the list. The left sidebar shows a progress indicator for 'Attachments' with a green checkmark. At the bottom right, the 'Next' button is highlighted with a red box and a red arrow, indicating the next step in the process.

7. Use the instructions at the top of the form to correctly fill out the requested information.

8. Once you have completed the form click the **Next** button.

Non-Catalog Purchase Form Fields - Form Fields

Form Number: 622956
Purpose: Procurement Request
Status: Incomplete

Item Details

Enter details of the "non-catalog" procurement below. Please note that the total will not update until you save your progress.
 Unit Price is the price per item/services. Unit of measure will be how the price was quoted. For example:
 \$10/Box - "Box" is the Unit of Measure, \$10 is the "Unit Price". If buying 10 Boxes, the total amount of the quote would be \$100
 Catalog No. will be the SKU provided in the quote. This field may be left blank if a SKU was not provided in the quote.

Item/Service

Unit Price: 2000 SD Quantity: 2 Total: 0.00 USD

Unit of Measure: EA - Each

Product Description: Test Purchase 1 (985 characters remaining)

Catalog No.:

Commodity Code: 3670130 - Consulting Services (Edit)

Have you attached the quote or any other required backup documentation? *

Yes No

Is this purchase for a sole source item or a sole source service that is greater than \$25,000? *

Yes No

Navigation: < Previous Save Progress Next >

9. Click Add and Go to Cart.

Non-Catalog Purchase Review and Submit

Form Number: 622956
Purpose: Procurement Request
Status: Incomplete

Required Fields Complete

Section	Progress
Suppliers	✓ Required Fields Complete
Attachments	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

Navigation: < Previous Add to Favorites Add and go to Cart

10. You will then be able to go to your cart and [Assign](#) Cart or [Proceed to Checkout](#) the procurement.

Shopping Cart • 3393798

Search (Alt+F3) 4,000.00 USD

Logout Assign Cart Proceed To Checkout

Simple Advanced

Search for products, suppliers, forms, part number, etc.

2 Items

BGE - 2 Items - 4,000.00 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
<p>Non-Catalog Purchase</p> <p>ITEM DETAILS</p> <p>Contract: PROC-2020-90 Electricity</p> <p>Template Title: Non-Catalog Purchase</p> <p>Purpose: Procurement Request</p>					
1 Test Purchase 1		EA	2,000.00	Qty: 2	4,000.00
<p>ITEM DETAILS</p> <p>Commodity Code: 3670130 Consulting Services</p>					

Details

For: Rafael Espinoza

Name: 2021-11-08 8T37893 01

Estimate (4,000.00 USD)

Total: 4,000.00