## **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, <u>request a new supplier</u> 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**.

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Shop • Shopping									4	+ Logout
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Organization Message		Sho	owcases							
Welcome to the Test Site for the Paw Procurement System	n!	Form	ns							~
		r	Non-Catalog Purchase	۵	Payment Request	۵	Special Ship To Address Reque	f Sub	o-Award Pay	ment
Quick Links	Action Items	Tech	hnology							~
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2. Once you have read the instructions, click **Next** to go to the Supplier Search page.

♥UMBC TEST SITE	
Shop + Shopping + View Forms	
< Back to Shopping Home	
Non-Catalog Purchase	Instructions History ?
Form Number 622952 Purpose Procurement Request	This request is to be used for non-catalog purchases.
Status Incomplete	Catalog shopping is accomplished when using a hosted or punchout catalog where UMBC specific items and prices are offered by UMBC contracted suppliers. Therefore, a non-catalog purchase refers to a purchase where hosted or punchout is not used.
Instructions	This 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
Suppliers 🗸	supplier from the home page to register the supplier before finalizing the form.
Attachments 🗸	
Form Fields 🖌	
Review and Submit	
	Next >

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

CUMBC TEST SITE		
Shop + Shopping + View Forms		
< Back to Shopping Home		
Non-Catalog Purchase	Suppliers	Request Actions 💌 History 📍
Form Number 622952 Purpose Procurement Request Status Incomplete	Supplier Please select a fulfillment center bow.	
Instructions	Search Registered Suppliers	2
Suppliers 🗸	Supplier BGE	_
Attachments 🗸	Relationship All 🗸	
Form Fields 🖌	Zip Code Within 5 Miles 🗸	
Review and Submit		Clear Search
		Previous     Next >

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

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Shop      Shopping      View Forms				
Back to Shopping Home				
Non-Catalog Purchase	Suppliers			Request Actions  History ?
Form Number 622956 Purpose Procurement Request Status Incomplete	Supplier E	BGE DOMESTIC: PO BOX 13070, PHILADELPHIA, F	YA 19101-3070	
Instructions	Modify Search			
Suppliers 🗸	Supplier Name	Doing Business As	Fulfillment Centers	Action
Attachments 🗸	A DOF			Cashand
Form Fields 🖌	BGE		PO BOX 13070, PHILADELPHIA, PA 19101-3070	◆ Selected
Review and Submit				<pre></pre>

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.

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@UMBC TEST SITE	
Shop + Shopping + View Forms	
K Back to Shopping Home	
Non-Catalog Purchase	Attachments Request Actions  History ?
Form Number 622956 Purpose Procurement Request Status Incomplete	Please add your attachments below.
Instructions	
Suppliers 🗸	
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Form Fields 🗸	
Review and Submit	
	C Previous     Save Progress     Next >

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

UMBC TEST SITE		
Shop + Shopping + View Forms		
K Back to Shopping Home		
Non-Catalog Purchase	Attachments	Request Actions 🔊 History
Form Number 622956 Purpose Procurement Request	# Attachment	
Instructions	1 Ł Proposal	Edit 💌
Suppliers 🗸	Add Attachment	
Attachments 🗸		
Form Fields 🖌		
Review and Submit		
		revious     Save Progress     Next 3

- 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.

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Attachments       \$10,80-c^* Bor. Is the Unit of Measure, \$10 is the Unit	Suppliers		1	"Unit Price" is the price per item/services. Unit of measure will be how the price was quoted. For example:						
Com Fields       Catalog No.1 vill be the SUU provided in the quote. This field may be left bank if a SUU was not provided in the quote.         Review and Submit       Item Service 0         Unit Pice       2000         Ubit of Measure       A- Each         Poulded       iest Pauchase1         985 character meaning       Catalog No.1         Catalog No.1       Commonfy         3620120-Consulting Services       Each         Is this purchase for a sole source service that is greater than \$25,000?*       0	Attachments		× .	"\$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						
Review and Submit     tern Service     ubit Price   200   0	Form Fields		×	"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.						
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Commondity Code       3870130 - Consulting Services       Exit         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				Catalog No.						
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O Yes      No				Is this purchase for a sole source item or a sole source service that is greater than \$25,000? * 🛛 😡						
				⊖ Yes ● No						
¢ Previous Save Progress Next 3				C Previous Save Progress Next >						

9. Click Add and Go to Cart.

VUMBC TEST SITE			
Shop > Shopping > View Forms			
< Back to Shopping Home			
Non-Catalog Purchase	Review and Submit		Request Actions 💌 History
Form Number 622956 Purpose Procurement Request	✓ Required Fields Complete		
Status Incomplete	Section	Progress	
Instructions	Suppliers	<ul> <li>Required Fields Complete</li> </ul>	
Suppliers 🗸	Attachments	<ul> <li>Required Fields Complete</li> </ul>	
Attachments 🗸	Form Fields	<ul> <li>Required Fields Complete</li> </ul>	
Form Fields			
Review and Submit			
		< Previous	Add to Favorites Add and go to Cart 💌

10. You will then be able to go to your cart and <u>Assign</u> Cart or <u>Proceed</u> to <u>Checkout</u> the procurement.

PUMBC TEST SITE							All 👻	Search (Alt+Q) Q 4	,000.00 USD 👻 🗢 🔑
Shopping Cart • 3393798 •								E Logout	Assign Cart Proceed To Checkout
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Search for products, suppliers, forms, part r	number, etc.						Q	Rafael Espinoza	
2 Items								Name	
BGE - 2 Items - 4 000 00 USD								2021-11-08 BT37893 01	
SUPPLIER DETAILS								Estimate (4,000.00 USD)	~
Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Total:	4,000.00
ITEM DETAILS									
Contract	PROC-2020-90  Electricity								
Template Title	Non-Catalog Purchase								
Purpose	Procurement Request								
1 Test Purchase 1			EA	2,000.00	Qty: 2	4,000.00			
∧ ITEM DETAILS									
Commodity Code	3670130	Q							
	Consulting Services								