

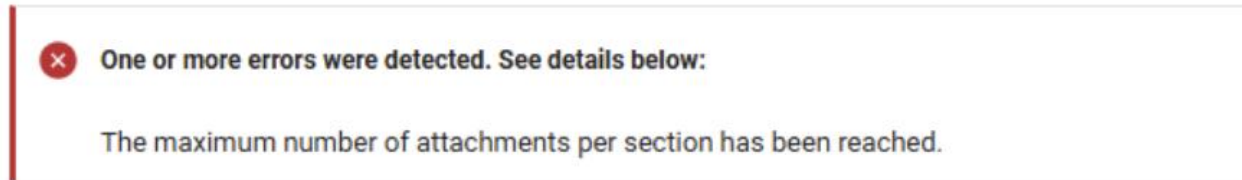
Information on how to add a line to a Non-Catalog Form

It is easiest to add lines while creating a requisition by following the steps laid out below.

It is important that you DO NOT add any attachments to the non-catalog form.

-If you have already submitted your first line to the form and need to add more, please go to page 4 of this guide.

- If you have the following error, please go to page 5 of this guide

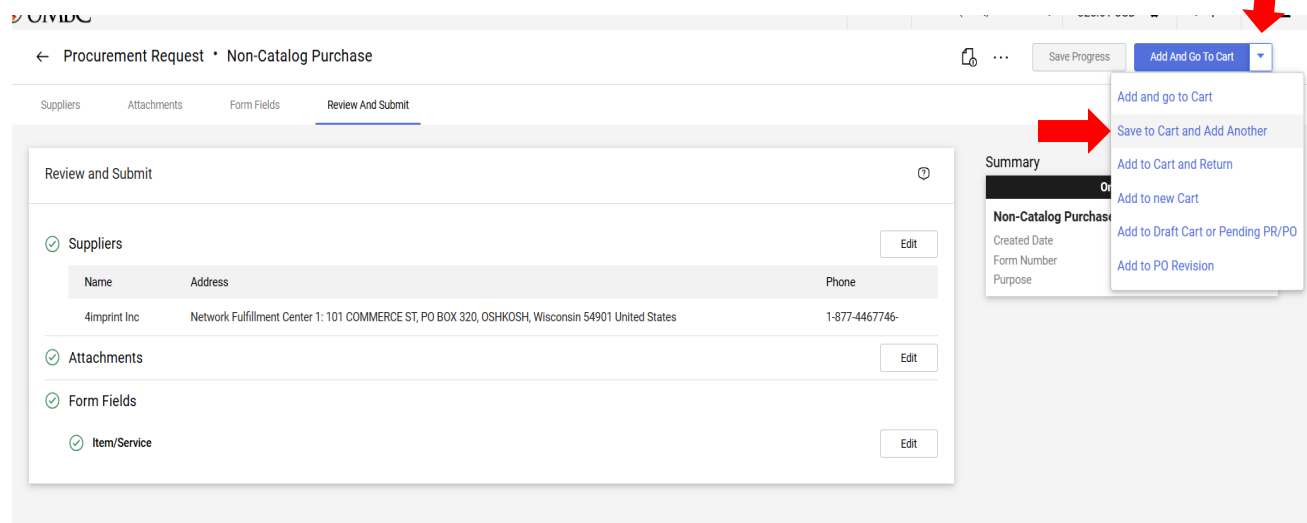


Please complete all tabs on the form **except for adding an attachment**. Select yes on the radio box that you added an attachment as it will be attached later.

After you have filled out all the prompts for a Non-Catalog purchase you will be at the final step **“Review and Submit”** to the right of the blue button there is drill down menu option.

Select the drill down menu option

Select Save and add another



From there you will need to edit the **“Form Fields”** tab be sure to update prices, commodity codes, and amounts. Make sure to select “save progress” and advance to the “review and submit” section.

Suppliers Attachments **Form Fields** Review And Submit

Item/Service

Item Details

Enter details of the "non-catalog" procurement below. Please note that the total will not upd

"Unit Price" is the price per item/services. Unit of measure will be how the price was quoted

"\$10/Box" - "Box" is the Unit of Measure, \$10 is the "Unit Price". If buying 10 Boxes, the total

Repeat the above steps until you have added all lines to the requisition.

When you have saved your last line item select **“Add And Go To Cart”** and all or your items will be in your cart as separate lines.

Search (Alt+Q) 525.02 USD [Cart Icon] [Heart Icon] [Flag Icon] [1,007]

[Document Icon] ... Save Progress **Add And Go To Cart**

The next step is to select **“Proceed to Checkout”** in the top right corner

Search (Alt+Q) 525.02 USD [Cart Icon] [Heart Icon] [Flag Icon] [1,007]

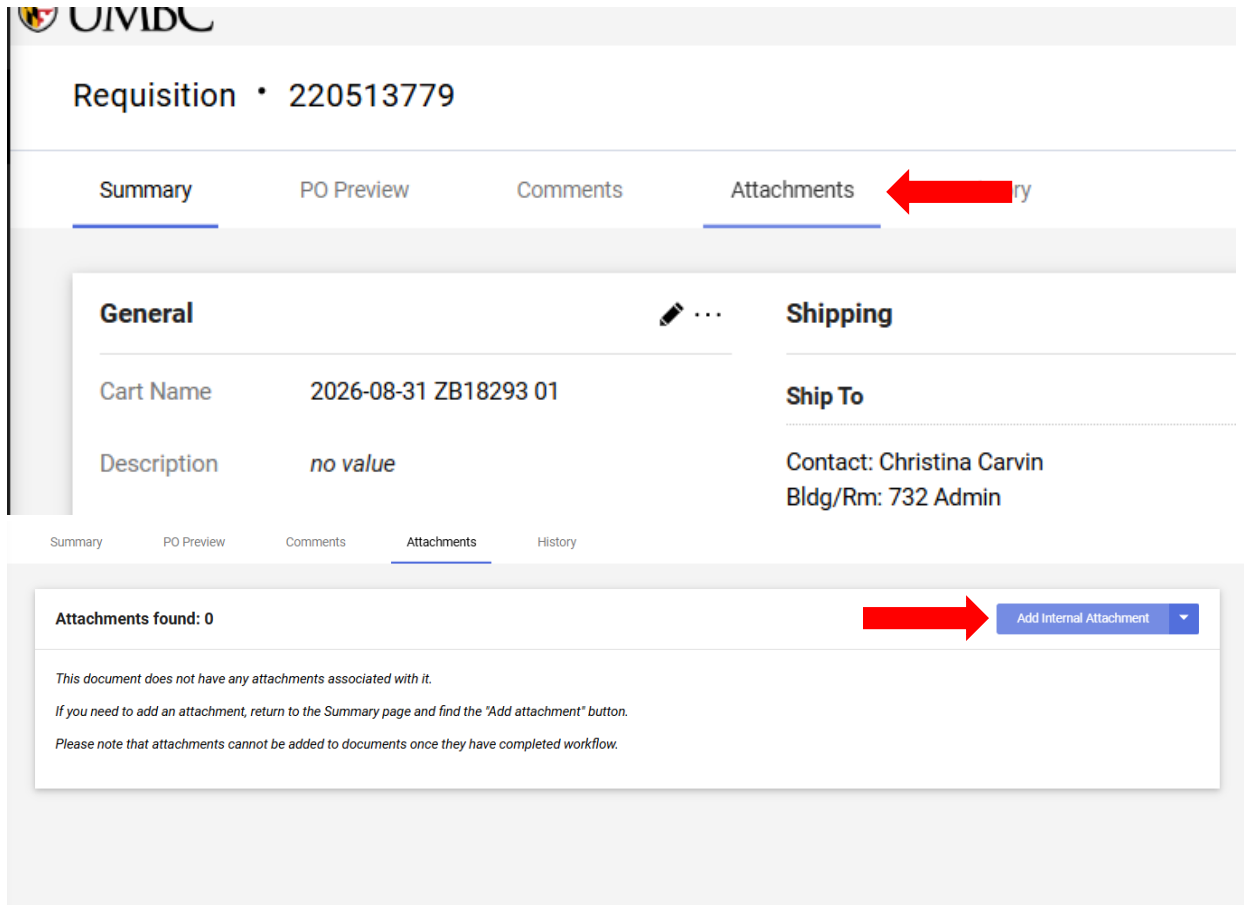
[Printer Icon] ... Assign Cart **Proceed To Checkout**

Summary

Details

For Christina Carvin

in the top tabs, select **“Attachments”** and upload your quote and any other documentation you need for the purchase



UIMBC

Requisition • 220513779

Summary PO Preview Comments **Attachments** History

General  ... **Shipping**

Cart Name 2026-08-31 ZB18293 01

Description no value

Ship To

Contact: Christina Carvin
Bldg/Rm: 732 Admin

Summary PO Preview Comments **Attachments** History

Attachments found: 0  Add Internal Attachment

This document does not have any attachments associated with it.

If you need to add an attachment, return to the Summary page and find the "Add attachment" button.

Please note that attachments cannot be added to documents once they have completed workflow.

After your attachment is uploaded you are free to continue as usual to submit or assign your cart.

Adding a line to a requisition if you have already added a singular item to the cart from the same supplier.

If you have already submitted a line to your cart and need to add more lines to your requisition, you will need to go to the home page of Paw and select **Non-Catalog Purchase** and follow the steps from page one until you have added all of the necessary lines.

Showcases

Forms

 Non-Catalog Purchase	 Non-Catalog Purchase Request	 Special Ship To Address Request	 Sub-Award Payment
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Technology

Adding a line to a requisition if you have received the following error.



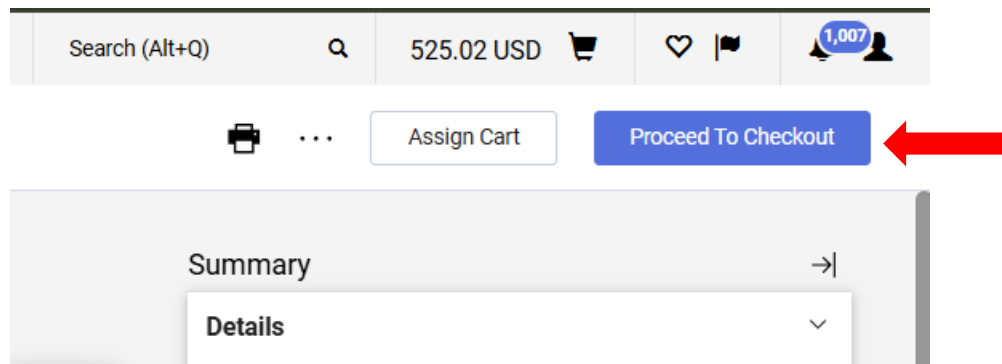
With Non-Catalog Purchase each time you add a line it also adds an attachment to the Requisition.

The work around for this is to

Open Paw in a new window

Go to your cart.

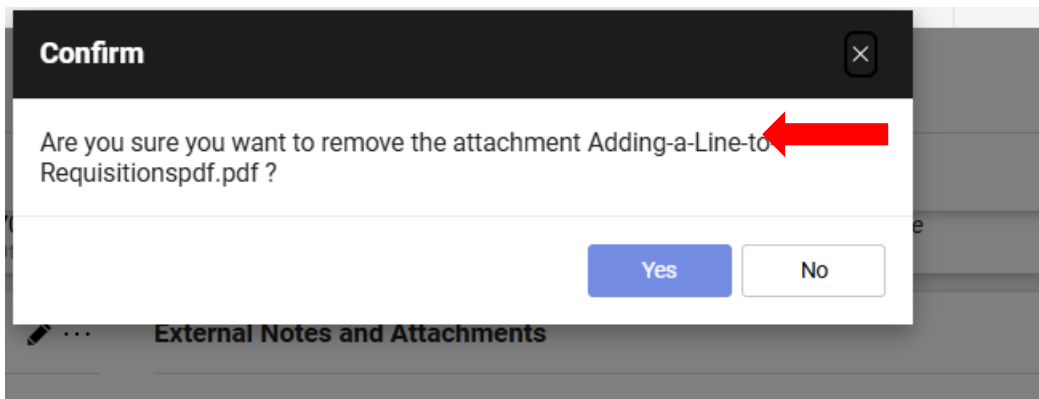
In the top right corner select **“Proceed to Checkout”**



Scroll down to **“Internal Notes and Attachments”** (Or select **“Attachments”** in the top tabs), here you will see that your attachments duplicated with each line item that was added. Select the three horizontal dots next to the attachment and remove the attachment

Internal Note	no value	Note to all Suppliers	no va	
Internal Attachments	Date	Add	Attachments for all suppliers	Add
Adding-a-Line-to-Requisitionspdf.pdf	8/31/2026	...		
Adding-a-Line-to-Requisitionspdf.pdf	8/31/2026	Remove Move to External Attachments		
Adding-a-Line-to-Requisitionspdf.pdf	8/31/2026	...		
Adding-a-Line-to-Requisitionspdf.pdf	8/31/2026	...		
Sole Source?	✗			

In the pop-up box, confirm that you want to remove the attachment.



Repeat until all duplicate attachments are removed.

Close the second window and return to the first window and continue adding lines to your requisition.