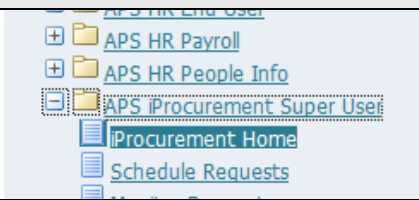


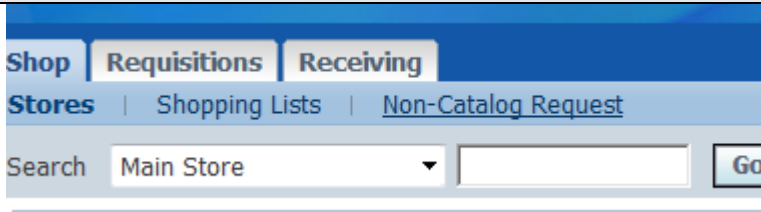
# Creating a Non-Catalog Requisition in R12

## Step 1



Click the APS iProcurement Super User link, and then click iProcurement Home.

## Step 2



Click the Non-Catalog Request link.

## Step 3

A screenshot of the 'Non-Catalog Request' form. It includes a legend: '\* Indicates required field'. The form fields are: Item Type (Goods billed by quantity), Item Description (empty), Category (MISCELLANEOUS-MISCE), Quantity (empty), and Unit of Measure (EACH).

Click in the Item Description text box.

## Step 4

A screenshot of the 'Non-Catalog Request' form. The Item Description field now contains the text 'Cross Pens'. The other fields remain the same as in Step 3.

Enter the desired information into the Item Description field.

For example, Enter "Cross Pens".

## Step 5

A screenshot of the 'Non-Catalog Request' form. The search button (magnifying glass icon) next to the Category field is circled in red.

Click the Search button (magnifying glass) next to Category field.

## Step 6

A screenshot of the search results page. It shows a 'Search' section with a filter dropdown set to 'Category' and 'MISCELLANEOUS-MISCELLANE' selected. Below is a 'Results' section.

Note: You will most likely need to delete the previous contents of the Search box.

### Step 7

**Search**

To find your item, select a filter item in the pulldown list and enter a

Search By **Category**

**Results**

Since there are hundreds of categories in iProcurement, enter a keyword in the Search box to narrow your list of Categories and click the Go button.

Note: Use the % symbol as a wildcard character, if needed.

### Step 8

Select	Quick Select	Category ▲
<input type="radio"/>		OFFICE-MISCELLANEOUS
<input type="radio"/>		OFFICE-TAPE
<input type="radio"/>		OFFICE-TYPEWRITER
<input type="radio"/>		OFFICE-WRITING

Click the Quick Select icon for the appropriate category.

### Step 9

**Shop** | Requisitions | Receiving

Stores | Shopping Lists | **Non-Catalog Request**

**Non-Catalog Request**

\* Indicates required field

\* Item Type

\* Item Description

\* Category

\* Quantity

\* Unit of Measure

\* Unit Price

\* Currency

Verify that the Category is correct and Enter the desired amount in the Quantity field.

For example, enter "50".

### Step 10

**Shop** | Requisitions | Receiving

Stores | Shopping Lists | **Non-Catalog Request**

**Non-Catalog Request**

\* Indicates required field

\* Item Type

\* Item Description

\* Category

\* Quantity

\* Unit of Measure

\* Unit Price

\* Currency

Click the Search button next to Unit of Measure field.

### Step 11

**Search**

To find your item, select a filter item in the pulldown list and enter a val

Search By **Unit of Measure**

**Results**

Select	Quick Select	Unit of Measure ▲
<input type="radio"/>		EACH

Enter "%" in the Search By field to display all options and click the Go button.

### Step 12

Select	Quick Select	Unit of Measure	UOM Code
<input type="radio"/>		250/BOX	250
<input type="radio"/>		5 GALLON	5GL
<input type="radio"/>		BAG	BAG
<input type="radio"/>		BOX	BOX
<input type="radio"/>		BOX100	BOB

Click the Quick Select link next to the appropriate Unit of Measure.

### Step 13

Non-Catalog Request  
\* Indicates required field

\* Item Type: Goods billed by quantity  
\* Item Description: Cross Pens

\* Category: OFFICE-WRITING  
\* Quantity: 50  
\* Unit of Measure: BOX  
\* Unit Price: 100  
\* Currency: USD

Enter the desired information into the **Unit Price** field.

For example, enter "100".

### Step 14

Clear All   Add to Cart   Add to Favorites

Contract Number:

New Supplier

Supplier Name:

Site:

Contact Name:

Phone:

On the right side of the screen, click the **Supplier Name** search icon (magnifying glass).

### Step 15

**Search**

To find your item, select a filter item in the pulldown list and enter the item name in the search field.

Search By:

**Results**

Enter the desired information into the **Search By** field and click the Go button.

For example, enter "Staples".

### Step 16

Select	Quick Select	Supplier	Site
<input type="radio"/>		STAPLES ADVANTAGE	AURORA
<input type="radio"/>		STAPLES ADVANTAGE	CHICAGO
<input type="radio"/>		STAPLES ADVANTAGE	FRAMINGHAM

Click the Quick Select icon next to the appropriate Supplier Name.

### Step 17

Clear All   Add to Cart   Add to Favorites

Contract Number:

New Supplier

Supplier Name:

Site:

Click the **Add to Cart** button.

### Step 18

**Clear All** **Add to Cart** **Add to Favorites**

Product Number

New Supplier

Supplier Name

Site

**Shopping Cart**

Your cart contains 1 line.

**Recently Added Lines**

Cross Pens	50	BOX
------------	----	-----

**View Cart and Checkout**

Click the **View Cart and Checkout** button.

### Step 19

**Save** **Checkout**

Price	Amount (USD)	Delete
100 USD	5,000.00	
<b>Total</b>	<b>5,000.00</b>	

Click the **Checkout** button.

### Step 20

**Delivery**

Urgent

\* Need-By Date

(example: 25-Feb-2014 19:45:00)

\* Requester

\* Deliver-To Location

Click the Search box (calendar icon) next to the **Need-By Date** field.

### Step 21

Pick a Date - Windows Internet Explor...

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**Cancel**

Click the **Desired Date** in the calendar.

### Step 22

Checkout: Requisition Information

\* Indicates required field

\* Requisition Description

**Delivery**

Urgent

\* Need-By Date

(example: 25-Feb-2014 19:45:00)

\* Requester

\* Deliver-To Location

Verify the correct date in the **Need-By Date** field and enter the desired information into the **Requisition Description** field.

In this example, I entered "Non-Catalog Testing".

### Step 23

**Billing**

Charge Account

GL Date

\*\*\* If the Charge Account is not correct, click the **Enter Charge Account** link to edit the line. \*\*\*

### Step 24

**Delivery** **Billing** **Accounts** **Attachments**

Select Lines: **Update** **Copy** **Delete**

Select All | Select None

Select Line	Description	Charge Account
<input type="checkbox"/> 1	Cross Pens	<a href="#">Enter Charge Account</a>

**TIP** Click on a Split icon to allocate costs to multiple accounts.

Click the **Charge Account** again.

Step 25

Projects Charge Accounts

Line	Accounting Flexfield
1	<input type="text"/>

FUND.LOCATION.SRE.PROGRAM.OBJECT.JOB CLASS.GRANT CODE.SUB PROGRAM.GRA

Add Another Row Search for Accounting Flexfield

Click the "Search for Accounting Flexfield" button.

Step 26

Search

- \* FUND 10
- \* LOCATION 701
- \* SRE 99
- \* PROGRAM 2626
- \* OBJECT 8171
- \* JOB CLASS 000
- \* GRANT CODE 0000
- \* SUB PROGRAM 0000
- \* GRADE 00
- \* OPTIONAL 000
- \* YEAR 00

Search Clear

Enter the correct Account Code, and click the Search button.

Step 27

Results

Create

Select Code Combination

10.701.99.2626.8171.000.0000.0000.00.000.00

Verify the results. Click the Radio button next to the Account Code.

Step 28


Cancel Select

Click Select on the right side of the screen.

Step 29

Apply

Amount (USD)
5,000.00

Click the Apply button.

Step 30

GL Date 25-Feb-2014 Split

Check Funds Apply

Click Apply again.

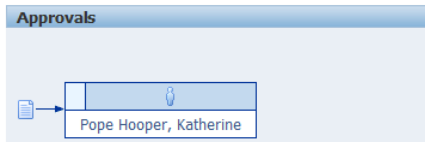
Step 31

Save Submit Edit Lines Step 1 of 3 Next

Click the Next button.

### Step 32

**Checkout: Approvals and Notes**  
Your requisition will be sent to the following list of approvers.



**Approvals**

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pope Hooper, Katherine
--------------------------	--------------------------	-------------------------------------	------------------------

Verify the Approvers of this Requisition and add notes.

The Note to Buyer box is only used for Pay Purpose only or to add to a PO#.

This does NOT stay with the purchase order once created.



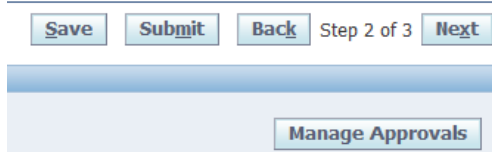
**Notes**

Personalized "Notes"

Justification: Cross Penn for Graduating Seniors

Note To Buyer: This is only used for Pay Purpose only or add to a PO#. This does NOT stay with the purchase order once created.

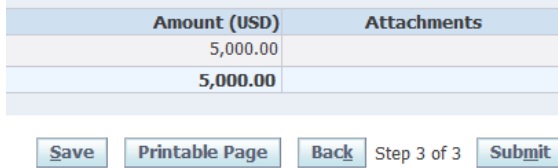
### Step 33



Step 2 of 3

Click the Next button.

### Step 34

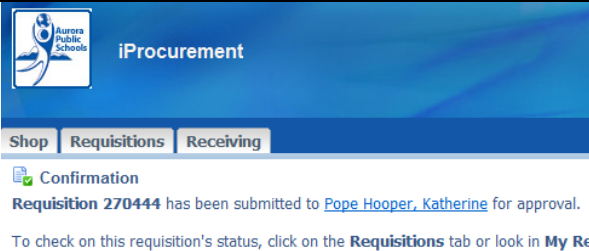


Amount (USD)	Attachments
5,000.00	
<b>5,000.00</b>	

Step 3 of 3

Click the Submit button.

### Step 35



**Aurora Public Schools** iProcurement

Shop Requisitions Receiving

**Confirmation**  
Requisition 270444 has been submitted to [Pope Hooper, Katherine](#) for approval.  
To check on this requisition's status, click on the **Requisitions** tab or look in **My Re**

Verify Confirmation and the Requisition number.