Quick Reference Guide: Non-Catalogue Order Form

The non-catalogue order forms may be used when you need to purchase goods/services from a non-catalogue vendor, items from a catalogue vendor which are not offered in the catalogue, or to use a special discount or quote for a catalogue vendor. This form may also be used when placing an order from a new vendor (a vendor that cannot be found using vendor search).

1. Under the Forms section on the homepage, select the appropriate Order Form:
   - **Order Form (<$10K):** To be used when the total value of the order is less than $10k (before tax) and is **not** for consulting services.
   - **Order Form (>$10K and Consulting Services):** To be used when the total value of the order is greater than $10k (before tax) or is for consulting services.

2. Under the **Non-Catalogue Item Details** section, enter the order information. **Bold** fields are required. Refer to the **Supplier Reference Guide** for unique requirements when ordering non-catalogue items from catalogue vendors.
3. If a vendor cannot be found in the Enter Vendor search field, then the **New Vendor Details** section must be completed. Please enter as much information as possible so Procurement can create a complete vendor profile.

4. If the order value is greater than $10k (before tax), then the **Competitive Bid Requirements** section must be completed. In the drop-down menu, select one of the options to indicate if you obtained the necessary quotes or if you have an exception for this order. In the text field available, enter the information that is requested, based on your selection.

5. When the order details are complete, select an action from the **Available Actions** drop-down menu.
   - To complete and submit your order, select the **Add and go to Cart** action.
   - Use the **Add to Cart and Return** action when you would like to add another non-catalogue item to your order.
Adding Multiple Lines to a Requisition:

If you are adding multiple lines to a requisition with a lot of the same information (i.e. Vendor name, Competitive Bid Requirements section is the same), follow the instructions below to save time:

1. Add the first line (i.e. complete the first form) to your cart and Proceed to Checkout (this will take you to the Requisition screen).
2. Under the Line Item Details section, click on the line item to open the form.

3. Edit the form with the next line’s information (i.e. product description, price). Once completed, select Add to Cart and click Go.

4. You can continue to add more lines. Be careful to not hit Save in the actions menu, as this will overwrite the existing form.