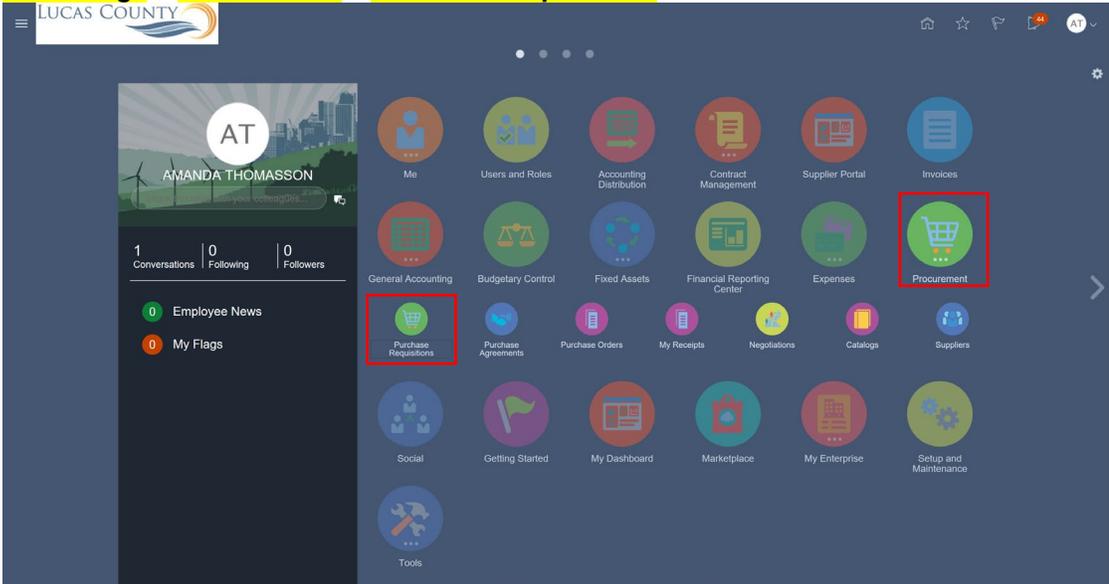
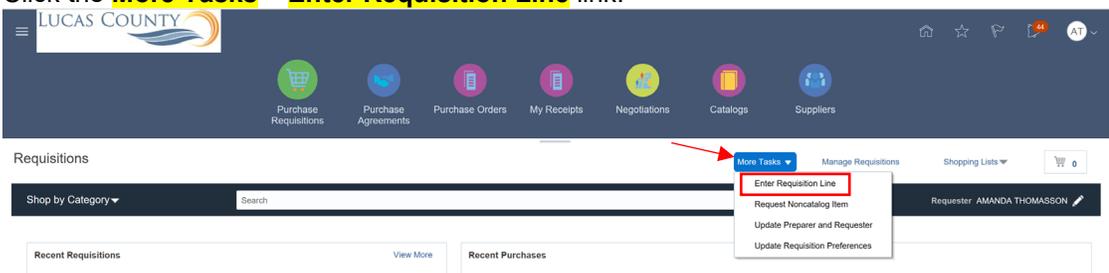
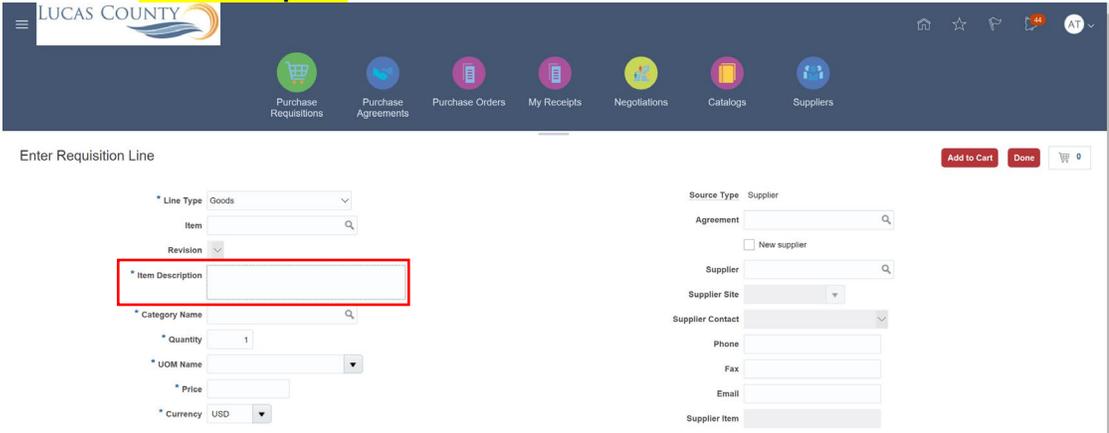
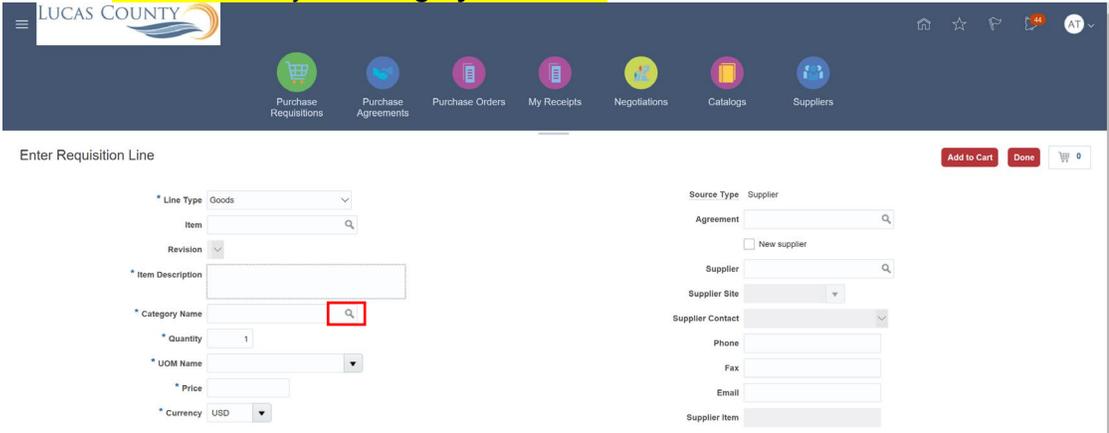


## Create Requisition Line Entry for a Non-Catalog for Goods

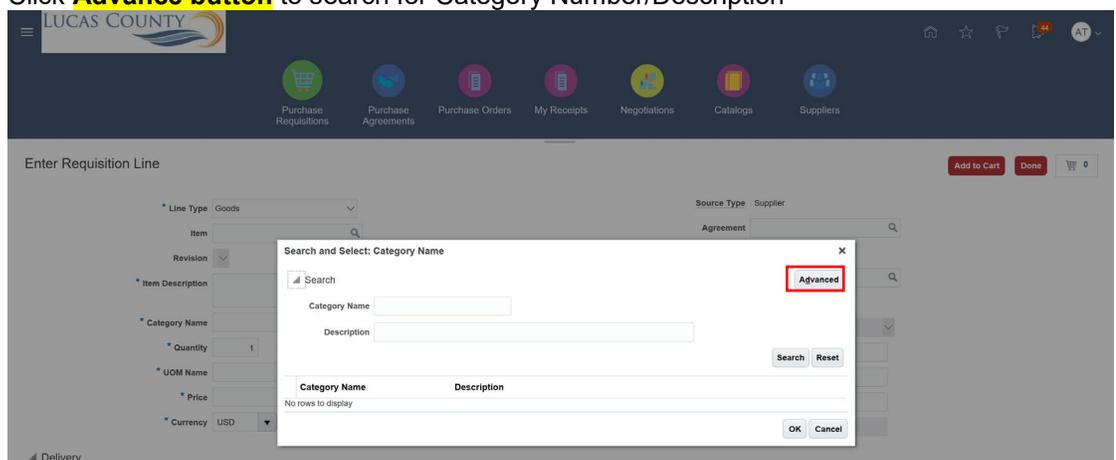
**Audience:** Requesters, Buyers

**Purpose:** An order is a formal authorization to purchase goods or services (amount based). Your purchasing department creates a purchase order, which a supplier receives. A purchase order can be tracked until you receive the goods or services. A requisition is a request for the goods or services. If approved, a purchase order is created to fulfill the requisition. The Requisitions page is the landing page for the Purchase Requisitions work area and is also informally referred to as the shopping home page. Requesters can use the self-service page to place purchase requests for goods or services. Non-catalog items have details that are not found in a catalog, and therefore do not auto populate. This job aid will assist you with creating a purchase requisition line entry for non-catalog requisition for Goods.

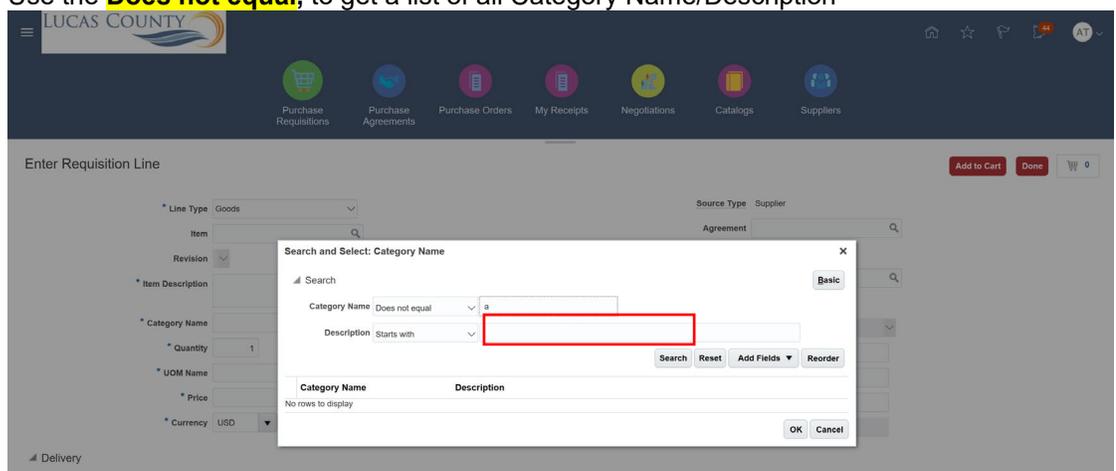
Step	Action
1	<p>Log into Oracle.  <b>Home Page &gt; Procurement &gt; Purchase Requisitions</b></p> 
2	<p>Click the <b>More Tasks &gt; Enter Requisition Line</b> link.</p> 
3	<p>Click the <b>Line Type</b> list.</p>
4	<p>Select the <b>Goods</b> list item from the drop down menu.</p>

	<p>* Line Type <input type="text" value="Goods"/></p>
5	<p>Click in the <b>Item Description</b> field.</p>  <p>The screenshot shows the 'Enter Requisition Line' form with the following fields: Line Type (Goods), Item, Revision, Item Description (highlighted), Category Name, Quantity (1), UOM Name, Price, Currency (USD), Source Type (Supplier), Agreement, New supplier checkbox, Supplier, Supplier Site, Supplier Contact, Phone, Fax, Email, and Supplier Item.</p>
6	<p>Enter information into the <b>Item Description</b> field.</p>
7	<p>Click in the <b>Category Name</b> field.</p>
8	<p>Click the <b>Search icon</b>: by the <b>Category Name</b> field.</p>  <p>The screenshot shows the 'Enter Requisition Line' form with the search icon in the Category Name field highlighted. The Item Description field is now populated with text.</p>
9	<p>Click in the <b>Category Name</b> field.</p>
10	<p>Enter <b>Category Number</b> into <b>Category Name</b> field if known</p>

11 Click **Advance button** to search for Category Number/Description



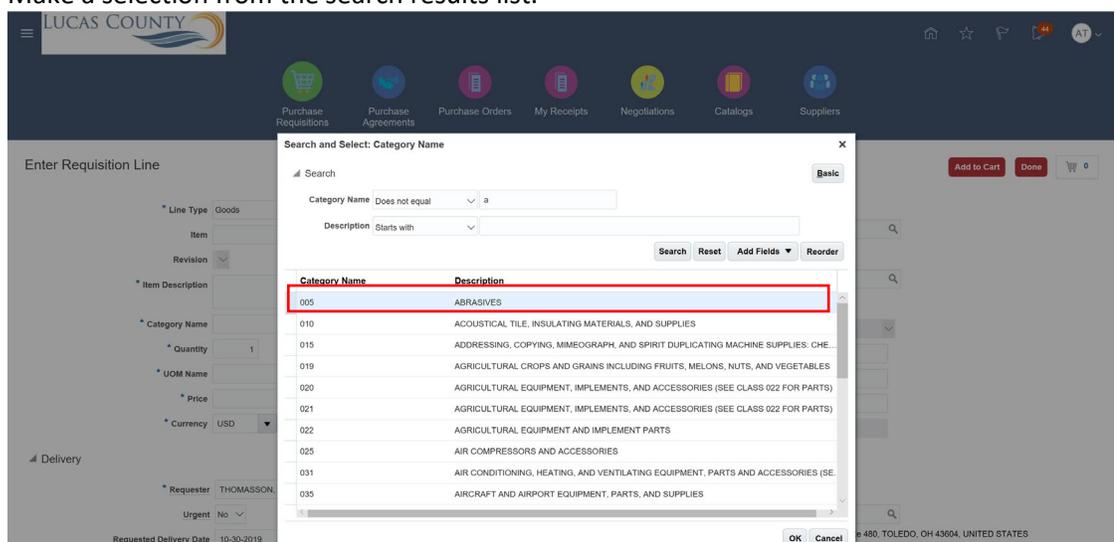
12 Use the **Does not equal**, to get a list of all Category Name/Description



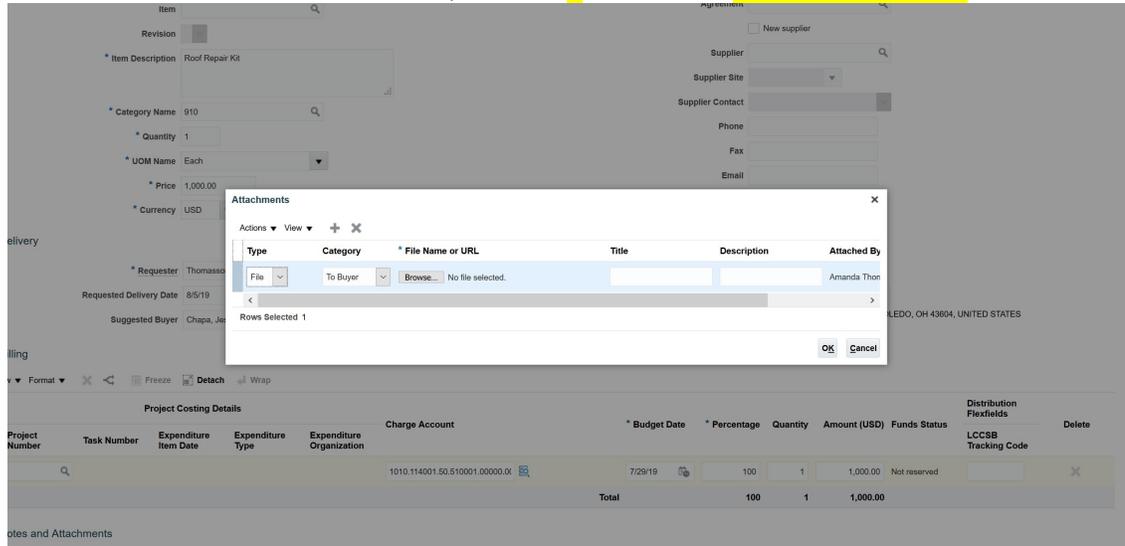
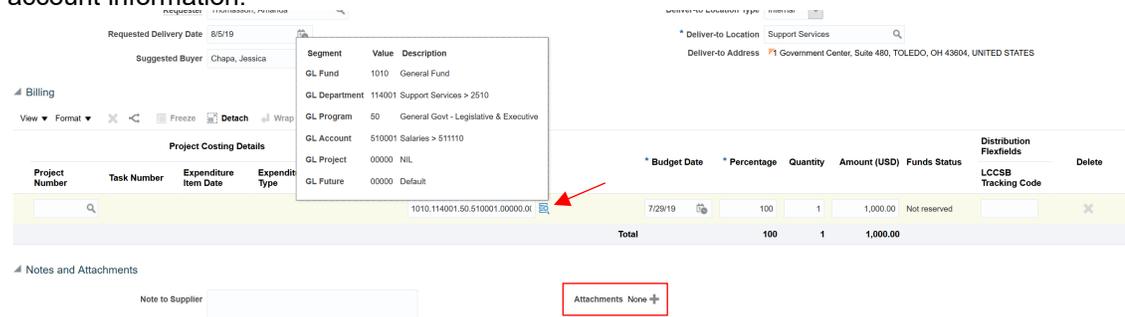
13 Enter information into the **Description** or **Category** fields.

14 Click the **Search** button.

15 Make a selection from the search results list.



16	Click the <b>OK</b> button.
17	Click in the <b>Quantity</b> field.
18	Enter information into the <b>Quantity</b> field.
19	Click in the <b>UOM</b> field.
20	Enter information into the <b>UOM</b> field.
21	Click the <b>EA Quantity</b> Each list item.
22	Click in the <b>Price</b> field.
23	Enter information into the <b>Price</b> field.
24	Click in the <b>Currency</b> field.
25	Click the <b>Charge Account</b> icon and either accept default or add new applicable charge account information.
26	In the Notes and Attachments section, click the <b>+</b> icon next to <b>Attachments None</b> .
27	In the Attachments window click the <b>Type</b> list.
28	Select the <b>File</b> list item.
29	Click the <b>Category</b> list.
30	Click to select the <b>To Buyer</b> list item.
31	Click the <b>Browse</b> button under <b>*File Name or URL</b> field.
32	Select a file for <b>Attachment</b> .
33	Click in the <b>Title</b> field.
34	Enter information into the <b>Title</b> field.
35	Click in the <b>Description</b> field and enter information into the <b>Description</b> field.
36	Click the <b>Add to Cart</b> button.



Enter Requisition Line

**Add to Cart** Done  3

\* Line Type: Goods

Item:

Revision:

\* Item Description: Roof Repair Kit

\* Category Name: 910

\* Quantity: 1

\* UOM Name: Each

\* Price: 1,000.00

\* Currency: USD

Source Type: Supplier

Agreement:

New supplier

Supplier:

Supplier Site:

Supplier Contact:

Phone:

Fax:

Email:

Supplier Item:

Requester: Thomason, Amanda

Requested Delivery Date: 8/5/19

Suggested Buyer: Chapa, Jessica

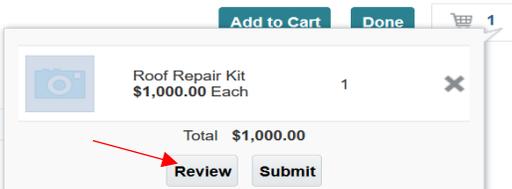
Deliver-to Location Type: Internal

\* Deliver-to Location: Support Services

Deliver-to Address: Government Center, Suite 480, TOLEDO, OH 43604, UNITED STATES

View Format Freeze Detach Wrap

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Expenditure Organization	Charge Account	Budget Date	Percentage	Quantity	Amount (USD)	Funds Status	Distribution Flexfields	Delete
					1010.114001.50.510001.00000.0F	7/29/19	100	1	1,000.00	Not reserved	LCCSB Tracking Code	

37	Click Shopping Cart icon and select <b>Review</b> .
	
38	Select Y/N option for <b>*State Contract - If yes, please insert Contract Number.</b>
39	Enter if 'Y' is selected enter a number in the <b>State Contract Number</b> field.
40	Select Y/N <b>*Sole Source</b> ("If yes please attach proof of Sole Source").
41	Select Y/N <b>*Resolution Attached.</b>
42	Select Y/N <b>*Will Services be performed on Lucas County property?</b>
43	Click the <b>Check Funds</b> button.
44	Click the <b>View Funds Check Results</b> button.
45	Click the <b>Done</b> button.
46	Click the <b>OK</b> button.
47	Click the <b>Manage Approvals</b> button.
48	Click the <b>Submit</b> button.
49	Click the <b>OK</b> button.