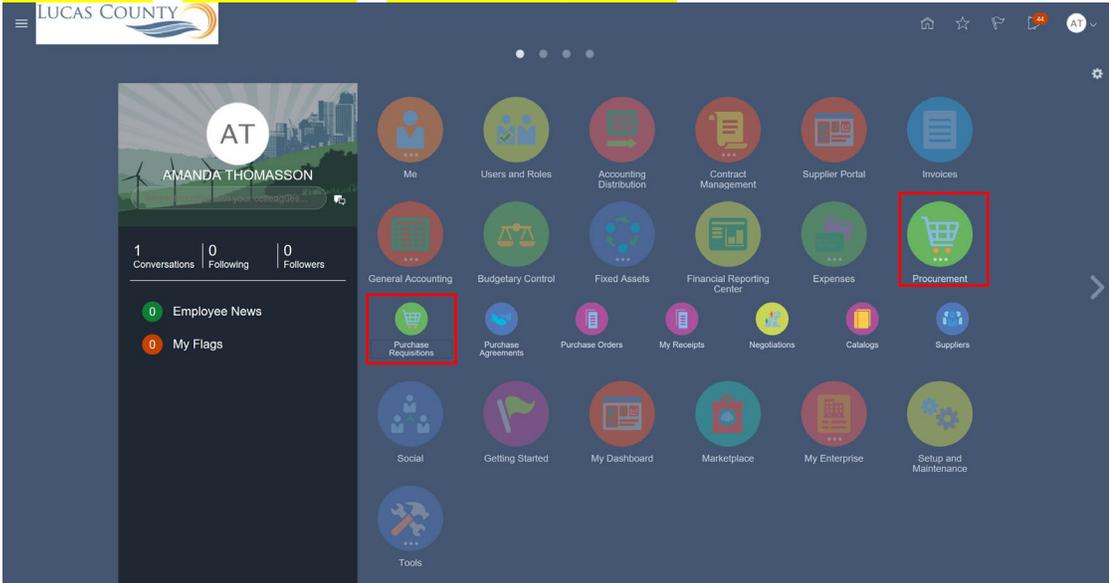
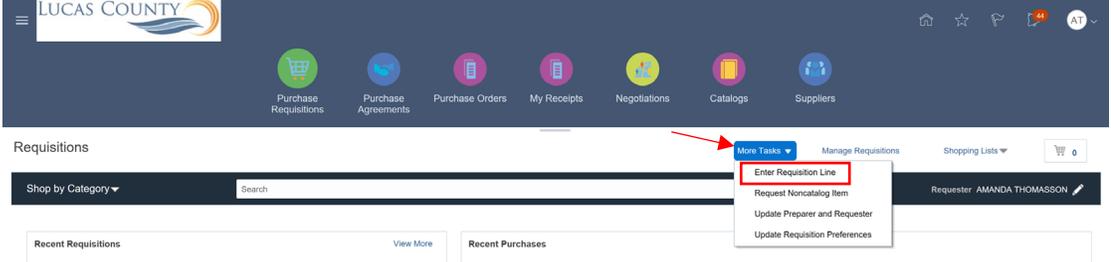
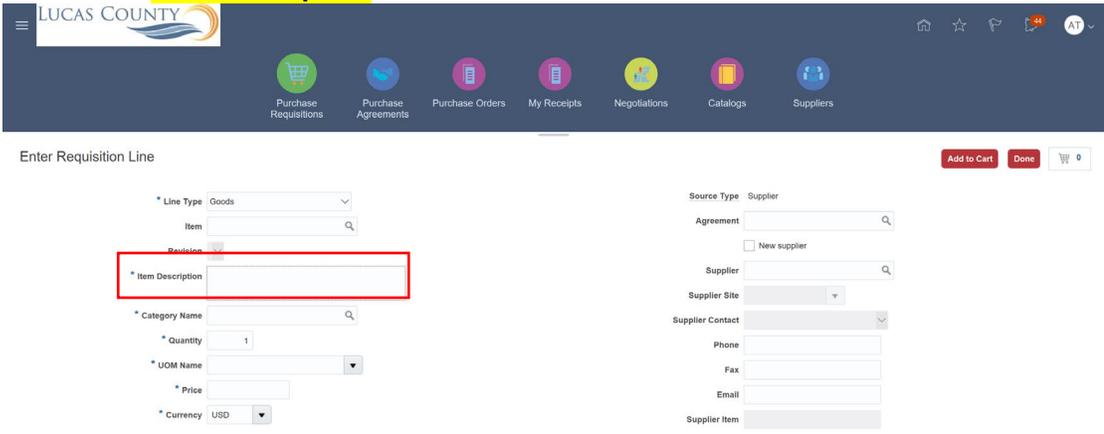
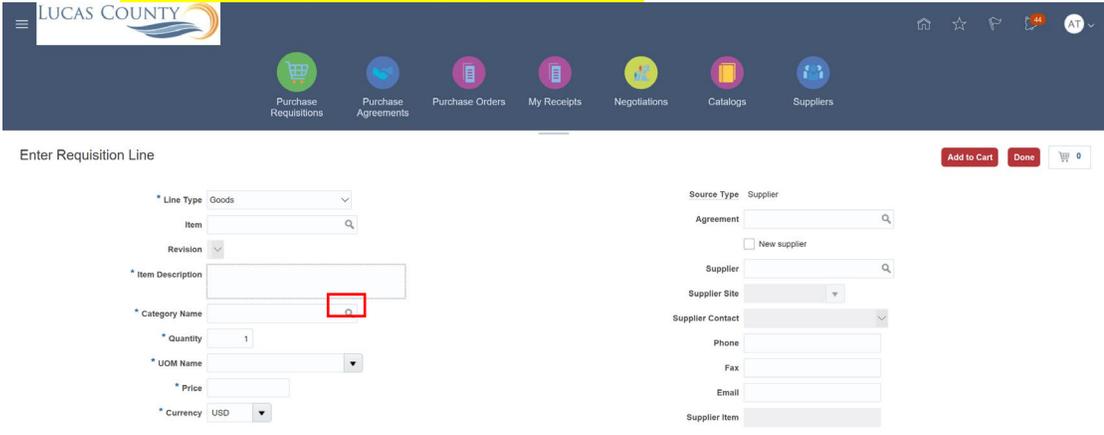


## Create Requisition Line Entry for a Non-Catalog for Goods (Agency)

**Audience:** Agency Requesters

**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. The 'Item Description' field is highlighted with a red box. Other fields include 'Line Type' (Goods), 'Item', 'Revision', '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. The search icon in the 'Category Name' field is highlighted with a red box. Other fields are the same as in the previous screenshot.</p>
9	<p>Click in the <b>Description</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

The screenshot shows the 'Enter Requisition Line' screen with a search dialog box titled 'Search and Select: Category Name'. The dialog has a 'Search' section with input fields for 'Category Name' and 'Description'. Below these fields is a table with columns 'Category Name' and 'Description', currently showing 'No rows to display'. A red box highlights the 'Advanced' button in the top right corner of the dialog.

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

The screenshot shows the same search dialog box. The 'Category Name' dropdown menu is set to 'Does not equal' and is highlighted with a red box. The 'Description' dropdown is set to 'starts with'. The dialog also includes 'Search', 'Reset', 'Add Fields', and 'Reorder' buttons.

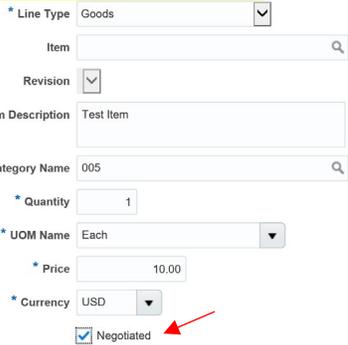
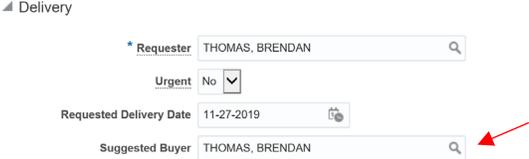
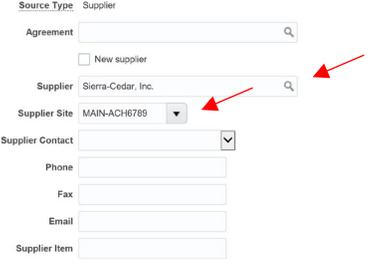
13 Enter information into the **Description** or **Category** fields.

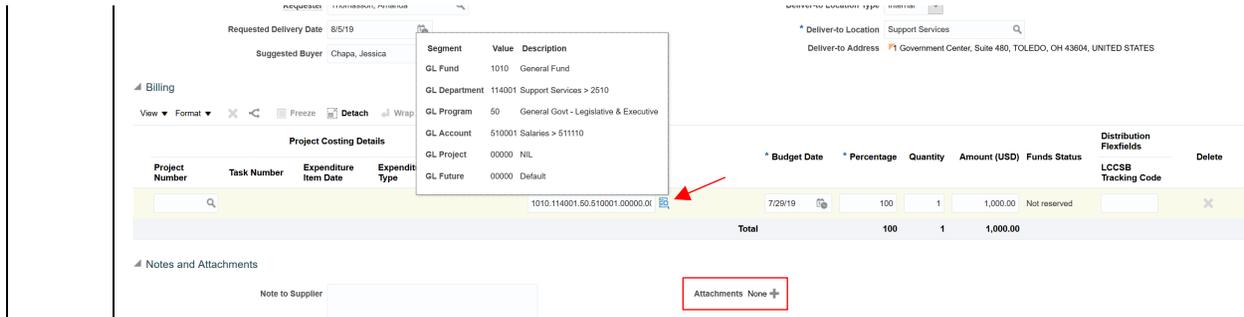
14 Click the **Search** button.

15 Make a selection from the search results list.

The screenshot shows the search dialog box with search results displayed in a table. The first result is highlighted with a red box. The table has columns 'Category Name' and 'Description'.

Category Name	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHE...
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
021	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
025	AIR COMPRESSORS AND ACCESSORIES
031	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SE...
035	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES

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	<p>Click the <b>Negotiated Check Box</b></p> 
25	<p>Enter <b>Suggested Buyer</b> (Suggested buyer is the buyer designated for the Department)</p> 
26	<p><b>Search</b> and <b>Select the Supplier</b> and <b>Supplier Site</b> to whom the Purchase Order is to be issued</p> 
27	Click the <b>Charge Account</b> icon and either accept default or add new applicable charge account information.



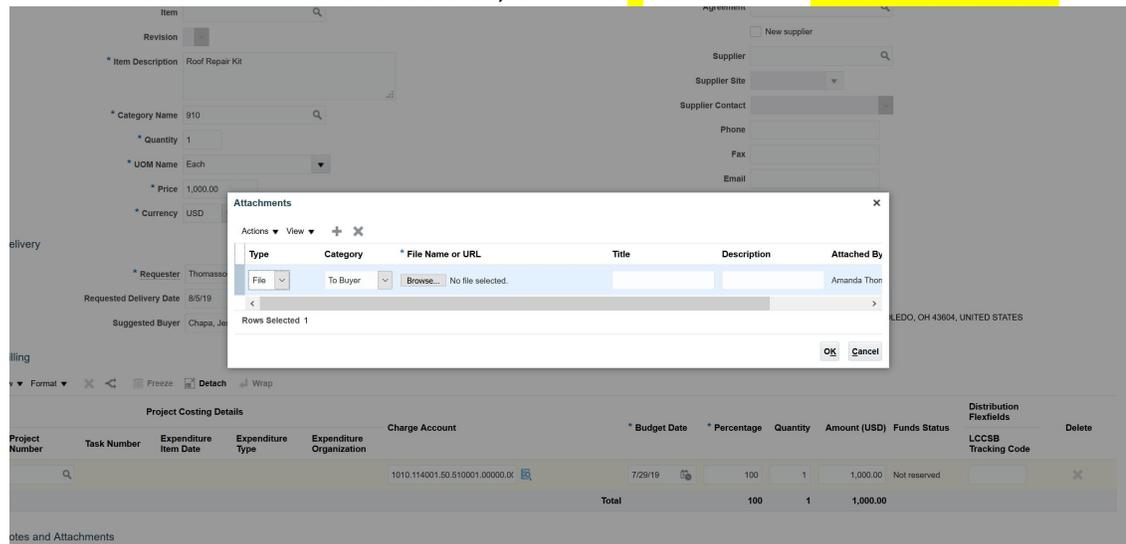
Requested Delivery Date: 8/5/19  
Suggested Buyer: Chapa, Jessica

GL Fund: 1010 General Fund  
GL Department: 114001 Support Services > 2510  
GL Program: 50 General Govt - Legislative & Executive  
GL Account: 510001 Salaries > 511110  
GL Project: 00000 NIL  
GL Future: 00000 Default

Project Number	Task Number	Expenditure Item Date	Expenditure Type	Charge Account	Budget Date	Percentage	Quantity	Amount (USD)	Funds Status	Distribution Flexfields	Delete
				1010.114001.50.510001.00000.00	7/29/19	100	1	1,000.00	Not reserved		X
<b>Total</b>							<b>100</b>	<b>1</b>	<b>1,000.00</b>		

Attachments: None +

28 In the Notes and Attachments section, click the + icon next to **Attachments None**.



Item: Roof Repair Kit  
Category Name: 910  
Quantity: 1  
UOM Name: Each  
Price: 1,000.00  
Currency: USD  
Requester: Thomasso  
Requested Delivery Date: 8/5/19  
Suggested Buyer: Chapa, Jessica

Type	Category	* File Name or URL	Title	Description	Attached By
File	To Buyer	Browse... No file selected.			Amanda Thon

Rows Selected: 1

29 In the Attachments window click the **Type** list.

30 Select the **File** list item.

31 Click the **Category** list.

32 Click to select the **To Buyer** list item.

33 Click the **Browse** button under **\*File Name or URL** field.

34 Select a file for **Attachment**.

35 Click in the **Title** field.

36 Enter information into the **Title** field.

37 Click in the **Description** field and enter information into the **Description** field.

38 Click the **Add to Cart** 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	

39 Click Shopping Cart icon and select **Review**.

**Add to Cart** Done  1

 Roof Repair Kit  
\$1,000.00 Each 1

Total \$1,000.00

**Review** Submit

40 Select Y/N option for **\*State Contract - If yes, please insert Contract Number.**

41 Enter if 'Y' is selected enter a number in the **State Contract Number** field.

42 Select Y/N **\*Sole Source** ("If yes please attach proof of Sole Source").

43 Select Y/N **\*Resolution Attached.**

44 Select Y/N **\*Will Services be performed on Lucas County property?**

45 Click the **Submit** button.

46 Click the **OK** button.