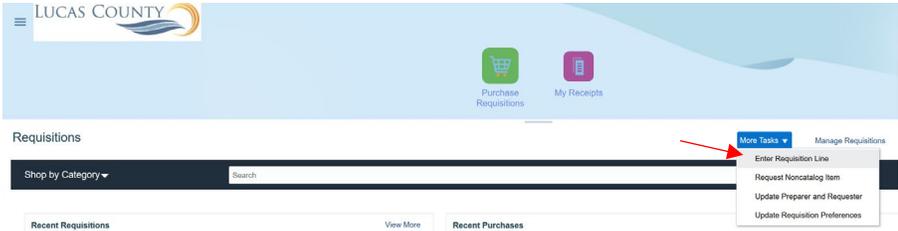
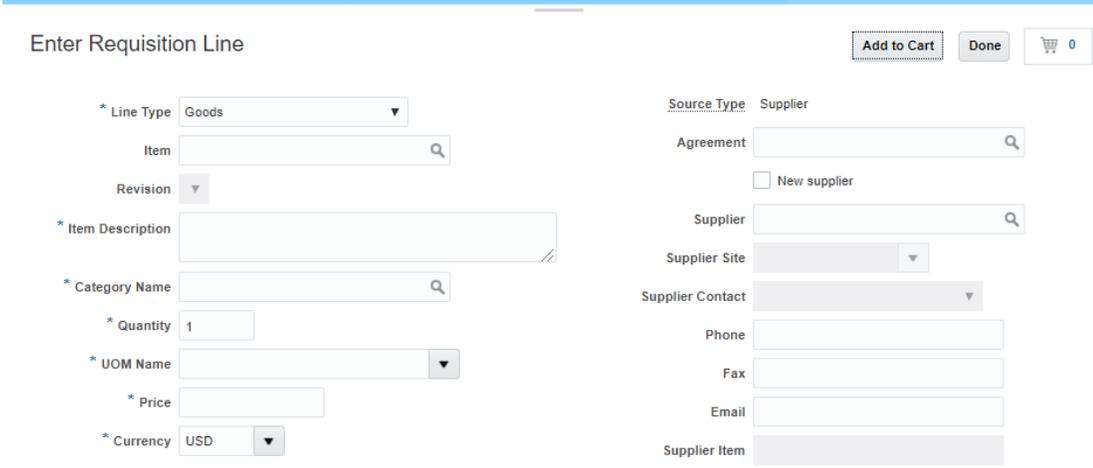
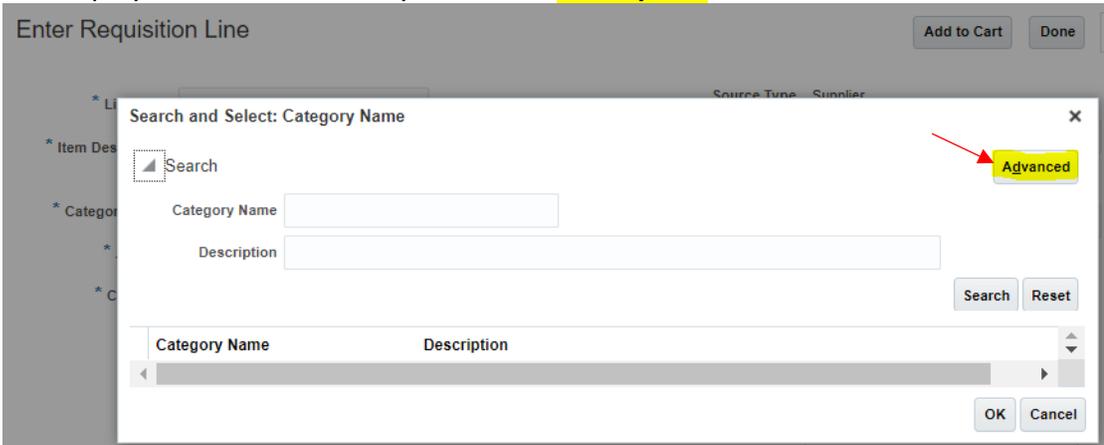


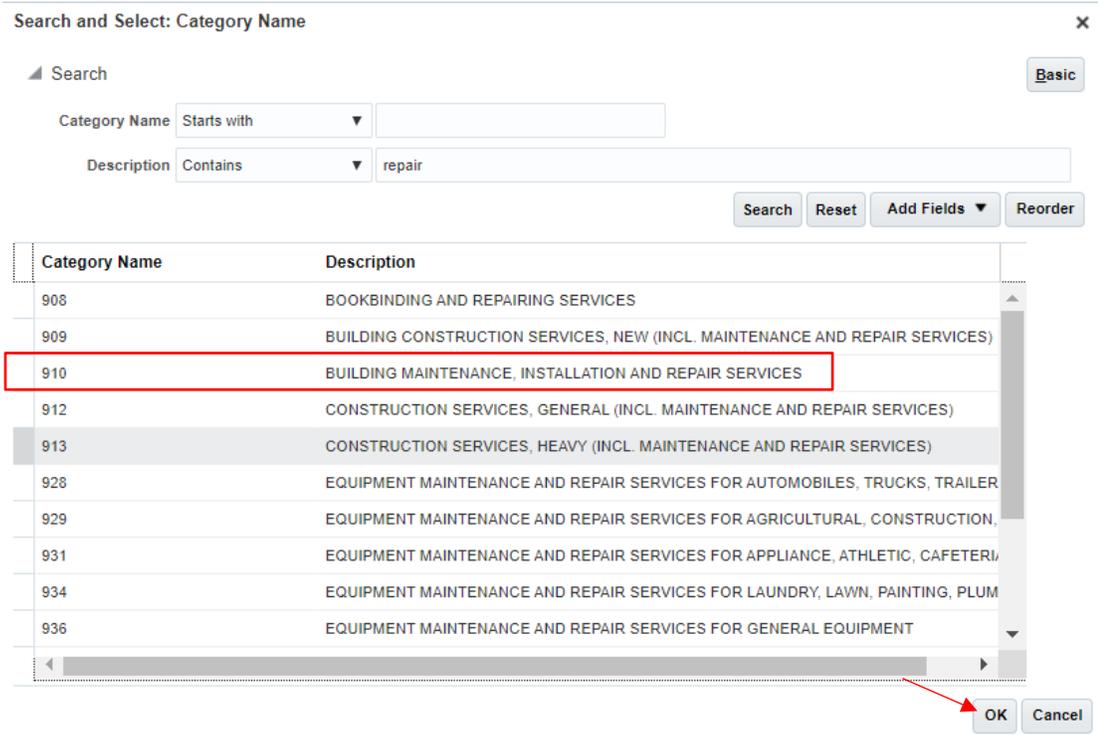
## Create Requisition Line Entry for a Non-Catalog Requisition for Services

**Audience:** Agency Requesters

**Purpose:** This job aid will assist you with creating a requisition line entry for non-catalog requisition for purchasing services (amount based). If the item does not exist in the catalog, place a noncatalog request by clicking the Noncatalog Request link under Quick Links in the contextual area.

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>  <p><b>Note:</b> <i>Services</i> are entered via <b>Enter Requisition Line</b>. Noncatalog Item is used for <i>items</i> not found in catalog.</p>
	<p>The <b>Enter Requisition Line</b> window displays fields for entry.</p> 

3	<p>The Line Type dropdown displays <b>Goods</b> by default. Click the <b>Line Type</b> dropdown and select <b>Amount Based</b> (which is for Services).</p> <p>* Line Type <input type="text" value="Amount Based"/></p>
	<p>The fields change based on the Line Type of Amount Based.</p> <p>Enter Requisition Line <span style="float: right;">Add to Cart Done </span></p> <p>* Line Type <input type="text" value="Amount Based"/> <span style="margin-left: 200px;">Source Type Supplier</span></p> <p>* Item Description <input type="text"/></p> <p>* Category Name <input type="text"/> <span style="margin-left: 100px;">Agreement <input type="text"/></span></p> <p>* Amount <input type="text"/> <span style="margin-left: 100px;"><input type="checkbox"/> New supplier</span></p> <p>* Currency USD <input type="text"/> <span style="margin-left: 100px;">Supplier <input type="text"/></span></p> <p><span style="margin-left: 100px;">Supplier Site <input type="text"/></span></p> <p><span style="margin-left: 100px;">Supplier Contact <input type="text"/></span></p> <p><span style="margin-left: 100px;">Phone <input type="text"/></span></p> <p><span style="margin-left: 100px;">Fax <input type="text"/></span></p> <p><span style="margin-left: 100px;">Email <input type="text"/></span></p> <p><span style="margin-left: 100px;">Supplier Item <input type="text"/></span></p>
4	<p>Click in the <b>Item Description</b> field and enter a description.</p>
5	<p>Category information is required. Click in the <b>Category Name</b> field and make a selection using the <b>Search</b> icon.</p>
6	<p>Categories have names and longer descriptions. If the Category Name is unknown, you can use an <b>Advanced</b> search option to look up by known information. Results will display in a list immediately below the <b>Description</b> field.</p> 
7	<p>The Advanced search allows you to enter known information and decide whether the name or description contains, begins with, ends with the words you enter. In this example, select the category <b>Description</b> operator dropdown and select <b>Contains</b>. Then enter the word "repair" in the field. Upon clicking the <b>Search</b> button, the system will search for all category descriptions containing the word "repair".</p>

	
<p>8</p>	<p>The search results will populate in a list below. Make a selection and click the <b>OK</b> button.</p> 
<p>9</p>	<p>The category information populates the requisition line. <b>Note:</b> You cannot edit the quantity for fixed price services lines for goods or services billed by a currency amount because quantity is not applicable to these types of lines.</p>
<p>10</p>	<p>Click in the <b>Amount</b> field and enter the dollar amount information.</p>
<p>11</p>	<p>The <b>Currency</b> field defaults to USD.</p>

Enter Requisition Line

**Add to Cart** Done  0

\* Line Type: Amount Based

\* Item Description: Roof Repair Services

\* Category Name: 910

\* Amount: 5,000.00

\* Currency: USD

Source Type: Supplier

Agreement:

New supplier

Supplier:

Supplier Site:

Supplier Contact:

Phone:

Fax:

Email:

Supplier Item:

Delivery

\* Requester: ASHFORD, RUTH

Requested Delivery Date: 11-01-2019

Suggested Buyer:

Deliver-to Location Type: Internal

\* Deliver-to Location: Support Services

Deliver-to Address: 1 Government Center, Suite 480, TOLEDO, OH 43604, UNITED STATES

Billing

View Format Freeze Detach Wrap

Charge Account	* Budget Date	* Percentage	Amount (USD)	Funds Status	Distribution Flexfields			Delet
					Special 1	Special 2	Special 3	
8030.114003.66.799999.00000.00000	10-25-2019	100	5,000.00	Not reserved				X
<b>Total</b>		<b>100</b>	<b>5,000.00</b>					

Notes and Attachments

Note to Supplier:

Attachments: None

12 Click the **Add to Cart** button.

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



14 Answer the required questions using the dropdown buttons.

	<p>Select Y/N option for <b>*State Contract - If yes, please insert Contract Number.</b></p>
15	<p>Enter if 'Y' is selected enter a number in the <b>State Contract Number</b> field.</p>
16	<p>Select Y/N <b>*Sole Source</b> ("If yes please attach proof of Sole Source").</p>
17	<p>Select Y/N <b>*Resolution Attached.</b></p>
18	<p>Select Y/N <b>*Will Services be performed on Lucas County property?</b></p>
19	<p>Select Y/N <b>*Does this purchase require the attachment of the LCIS Checklist?</b>  <b>Note:</b> If yes, please attach in the Attachments section below.</p>
20	
21	<p>Enter <b>Suggested Buyer</b> (Suggested buyer is the buyer designated for the Department)</p>
22	<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>

Source Type Supplier

Agreement

New supplier

Supplier

Supplier Site

Supplier Contact

Phone

Fax

Email

Supplier Item

23 Click the **Charge Account** icon and either accept default or add new applicable charge account information.

Requested Delivery Date 8/5/19

Suggested Buyer Chapa, Jessica

\* Deliver-to Location Support Services

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

Segment Value Description

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	LCCSB Tracking Code		
Total								100	1	1,000.00		

Notes and Attachments

Note to Supplier

Attachments None

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

Item

Revision

\* Item Description 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

Supplier

Supplier Site

Supplier Contact

Phone

Fax

Email

Attachments

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

Rows Selected 1

Project Costing Details

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

Notes and Attachments

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

26 Select the **File** list item.

27 Click the **Category** list.

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

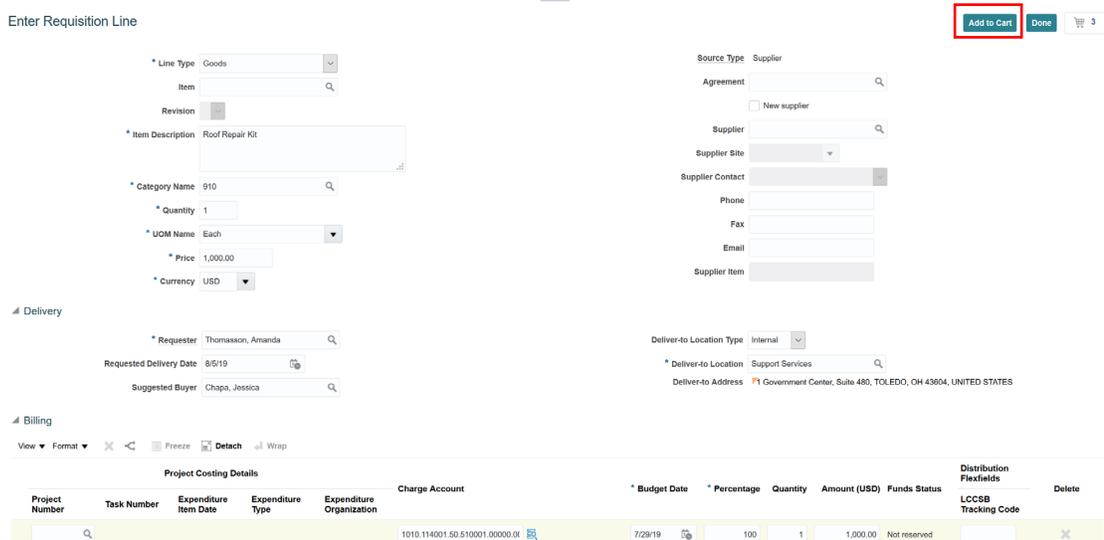
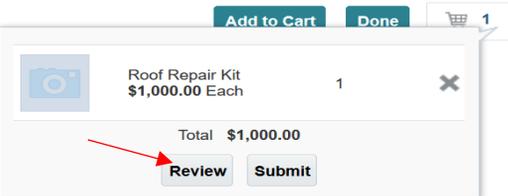
29 Click the **Browse** button under **\*File Name or URL** field.

30 Select a file for **Attachment**.

31 Click in the **Title** field.

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

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

<p>34</p>	<p>Click the <b>Add to Cart</b> button.</p> 
<p>35</p>	<p>Click Shopping Cart icon and select <b>Review</b>.</p> 
<p>36</p>	<p>Select Y/N option for <b>*State Contract - If yes, please insert Contract Number.</b></p>
<p>37</p>	<p>Enter if 'Y' is selected enter a number in the <b>State Contract Number</b> field.</p>
<p>38</p>	<p>Select Y/N <b>*Sole Source</b> ("If yes please attach proof of Sole Source").</p>
<p>39</p>	<p>Select Y/N <b>*Resolution Attached.</b></p>
<p>40</p>	<p>Select Y/N <b>*Will Services be performed on Lucas County property?</b></p>
<p>41</p>	<p>Click the <b>Submit</b> button.</p>
<p>42</p>	<p>Click the <b>OK</b> button.</p>