Submitting a Non-Catalog Request
FOR REQUESTERS
What’s different in UD Exchange?

Commodity Codes

Previously, UD employees would manually select an account code and category code for their purchases

In UD Exchange, employees will select a commodity code which will automatically generate the correct account code for the purchase.

Allocation

Previously, UD employees would allocate their Procurement Card purchases after the fact.

In UD Exchange, all purchases are allocated prior to ordering.
Submitting a Non-Catalog Requisition

- Catalog shopping in UD Exchange uses hosted or punch-out catalogs where UD-specific items and prices are offered by UD-contracted suppliers. “Non-catalog” shopping refers to purchases where hosted or punch-out catalogs are not used.
- A **non-catalog requisition** can be initiated by a Shopper or initiated *and* submitted by a Requester in UD Exchange.
- A **non-catalog requisition** usually begins with a quote from a supplier.
- A supplier must be registered in UD Exchange prior to completing a non-catalog form.
- **Note:** UD credit cards can still be used for the purchase of goods within the cardholder’s dollar amount.
Review the quote you have received from the supplier.

Take note of which items/services will need to be listed as separate line items on the non-catalog form.

While it’s preferred but not required to list out ALL items if they are the same commodity (e.g., building materials), it IS important to separate goods from services. It is also important to separate tagged equipment items.
In UD Exchange, go to **Shopping > Non-Catalog Item**

You can also start from the link in Quick Links!
1. The **Non-Catalog Item** window will appear.
2. Enter the name of the supplier into the **Enter Supplier** field.
3. Select the correct supplier from the list of results.
Enter the information for the first line item of your requisition in the **Description**, **Supplier Item Number (optional)**, **Quantity**, **Price**, and **Packaging** fields.

**Tip:** copy and paste line item information directly from the quote you received from the supplier.

Descriptions should be clear both to the supplier as to what you are ordering, and to Accounts Payable when they are attempting to match an invoice to the PO.
You will be required to enter a Commodity Code for each line item. Click the **magnifying glass** next to the **Commodity Code** field to search for codes.

You can also add the Commodity Code from within your Cart.
1. The **Commodity Code Search** box will appear.
2. Click the **Search** button to see all commodity code options in a list.
3. You can also type various criteria in the **Code starts with** or **Description contains** fields to narrow your search.

Try keywords such as “services” in “Description Contains.”
A listing of commodity codes will appear. Select the code that most closely matches the item/service you are requisitioning.

Most UD Commodity codes are based on the UNSPSC Segment level. A crosswalk of Commodity Codes to Account codes is on the home page of UD Exchange.
1. The **Commodity Code** field will be filled with the code you selected.
2. Click **Save and Add Another** to add the next line item. Repeat the previous steps until you have added all of your line items, then click **Save and Close**.

You can also add additional line items from within your Cart or Requisition.
1. Click the **Shopping Cart** icon.

2. Select **View My Cart**.
1. Enter a name for your Shopping Cart in the Cart Name field.
2. Enter your quote number into the Quote Number field if applicable. Attachments and Shipping location can be accessed on the next page.
3. Correct or complete any missing information.
To change something in your cart, click on the item description link and edit the relevant field. Click Save.

You will only ever see a supplier’s FULFILLMENT, or ordering, address in a requisition. Their remit address is used by Accounts Payable and can be found in their Supplier profile.
Click **Proceed to Checkout** to turn the cart into a requisition.
Completing Carts

The following screens depict carts that may be assigned to Requesters by Shoppers for review, completion and submission, OR originated by the Requester.
A Shopper can assign an incomplete cart, but Requesters will not see the **Place Order** button turn yellow until all the areas missing information have been completed.
Prepared For/Prepared By Users

As a default:

1. The **Prepared By** user is the Requester who clicks submit. This is captured by the system and cannot be changed.

2. The **Prepared For** user is the Shopper who originated the cart. This person becomes the PO owner, and access is based on that person’s dept ID. However, this user can be overwritten. Generally speaking, the PO owner should be the person who can answer questions about the PO and who will be approving invoices for payment.
To change the Prepared For user (PO Owner)
1. Click on the Pencil icon to edit.
2. Click on the Magnifying Glass in the Prepared For field.
3. Search for the user in any of the fields shown.
4. Click Search.
Click the + symbol on the correct user.
The new Prepared For user will be populated. Click Save.
General section:
Most information will be pre-filled from the information the Shopper entered.

1. The **eBuilder Process instance** field is for PPD use only. Facilities employees can add information to that field by clicking the pencil icon to **edit**.

2. The **Multi-Invoice/Payment** field is used when the invoices will not match quantities, such as counting down a dollar amount to zero. This will make the purchase order “Amount Only.” The requisitioner can select this option, or it can be selected by a Procurement Services staff member once the requisition reaches Procurement for review.
To edit any of these fields:
1. Click the Pencil icon
2. Edit the relevant field, such as checking the Multi-Invoice/Payment box
3. Click Save.
Shipping section:
Review the shipping address. If you have already saved a default shipping address to your profile, it will be pre-filled. If you need to search for a campus address, you can click edit, and a search box will appear for you.
Shipping section:
Search the shipping address by building name, code, street address. Do NOT use the non-campus address template for campus addresses.
Shipping section:
Choose the correct address and ensure Attn: and Room: are accurately completed. Add to your addresses if desired. Click Save.
Billing section:
There is only one central billing address for UD. It will be pre-filled.
Buyer Information section:
Only Buyers in Procurement Services will see details of the requisition in this section.
Accounting Codes section:
Any accounting fields that need to be completed will be marked as a required field. Click the pencil icon or the Required link to edit.

*Note that account code is not in the header, but at the line, associated with the commodity code.*
To edit, click on the magnifying glass in the SpeedType field. Facilities users may instead click on the arrow in the Work Order Number field to enter by Work Order.
A search box will appear.
1. Search for the SpeedType in the **Value** or **Description** field
2. Click **Filter**.
3. To select the SpeedType from the available options, click “+” sign
All of the chartfield information associated with your SpeedType will be imported for you. Click **Save**.

If your SpeedType is not available, a Primary Cost Object Approver (PCOA) may not be assigned by General Accounting. Contact coa-finance@udel.edu for assistance.
1. If you need to add a split, hover the cursor to the accounting codes area and click ‘+’
2. You can select from **percentage of price** or **percentage of quantity**. Percentages can have up to four decimal points.
3. Click **Save**.

The system will calculate dollar amounts but Approvers will not see this. Best practice is to screenshot these amounts and inform others in a comment attachment of the dollar splits. This percentage will apply to each invoice vouchered.

Line items can also be split by amount of price or amount of quantity, but these are the only options for splits in the header.
If you need to edit one of your line items to contain different accounting information than the rest of your requisition:
1. Click the ‘…’ to see the option for accounting code.
2. Select Accounting Codes to edit.
Save any changes.

Although you can edit line item accounting, the header will appear the same; only the line will indicate whether it is the same as header or not. The data feeding PeopleSoft and UDataGlance will be what is on the line item.
Here you can allocate by amount of price or amount of quantity if desired. **Save** any changes.

If you choose to allocate a line by amount instead of percentage, please explain how you want the amounts applied or expect AP to contact you with questions if an invoice does not voucher the line in full. Allocation by percentage is recommended.
Internal Notes and Attachments:
1. Click the Pencil Icon to edit Internal Note for Business Justification.
2. Add any Internal Attachments, such as competitive quotes, using the Add link.

As of now, Internal Note/Business Justification is recommended but not required. Some approvers may return if not complete.
External Notes and Attachments:
1. Click the Pencil Icon to edit **External Note** – this should be any comment you would like the supplier to receive on the PO.
2. Add any External Attachments, such as the supplier’s quote, using the **Add** link.

Please be sure that external attachments should be sent to the supplier. You can move an attachment from internal to external (and vice versa) if needed, but it should only be added once.
Line Item Notes and Attachments sections:
Additional notes or attachments can be added on the line item if needed.
*Each note/attachment should be added only once – do not duplicate attachments in internal/external and header/line!*
Supplier Information section:
Click the **edit** button if any changes need to be made to the supplier information, such as the fulfillment address, or reference the quote number.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Catalog No.</th>
<th>Size/Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Robinson Hall: Power wash all sides of the building to remove dirt and mildew not including roof top windows</td>
<td>Robinson</td>
<td>EA</td>
<td>6,800.00</td>
<td>1 EA</td>
<td>6,800.00</td>
</tr>
<tr>
<td>2. Morris Library: Power wash all sides of the building to remove dirt and mildew</td>
<td>Morris</td>
<td>EA</td>
<td>17,850.00</td>
<td>1 EA</td>
<td>17,850.00</td>
</tr>
</tbody>
</table>
Account Codes:
Account codes will have to be entered on each line for any commodity code that has more than one account code. Missing account codes will be called out on the right. Requesters are expected to use these accurately or requisitions will be returned for correction.
Commodity and Account Codes:
Clicking on either the red Required link on the line or the blue link on the right will bring you right to the missing field. Click on the magnifying glass to edit.

If you change the commodity code here, you will have to save and re-open to see the account codes associated with your new commodity code!
**Account Codes:**
Only account codes associated with that commodity code will be shown. Click on the “+” to select that code, or filter at the top to narrow down the options.
In this instance, the Shopper chose the wrong code and the Requester must correct it before submission. **This is especially important when collateral review depends on the correct commodity code being chosen.**
Account Codes:
Some Commodity Codes have default account codes. They will auto-select but can still be changed manually if edited.
1. Prior to submitting the requisition, you can see all of the approval steps that the requisition will go through.
2. Some approval steps offer the option to see the name(s) of the specific Approver that the requisition will route to after it is submitted if you click on them.
Requesters have the option to click **Place Order** to submit your Non-Catalog Requisition or click **Assign Cart** to submit it to another Requester for review. This will change the Prepared By user to the person who clicks **Place Order**.
You will receive confirmation that your requisition has been submitted.
Resources

Procurement Services
procurement@udel.edu
See also: “Adding Financial Information to Requisitions”