Preparing and Submitting a Non-Catalog Request

FOR REQUESTERS

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Preparing and Submitting a Non-Catalog Requisition

• **Non-catalog** shopping refers to UDX purchases where hosted and punch-out catalogs are not used.

• 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: Just because a supplier does not have a catalog in UDX does not *always* mean that you will need to obtain a quote, have them register as a supplier in UDX, and complete a non-catalog order. UD employees can still purchase **goods** (not services) outside of UDX with their UD Credit Cards when the amount of the purchase is within the cardholder’s dollar limit.
As a Requester in UD Exchange:

- You can **prepare and submit** your own orders.
- Employees with just the Shopper role can **prepare** their own orders but will have to **assign** their orders to you as a Requester to review and submit them on their behalf.
- A Shopper can assign their order to you while it is still a Shopping Cart or after they have clicked Proceed to Checkout to create their draft requisition.
- Business processes may vary by department/business unit. Some departments might expect Shoppers to complete all required information on a draft requisition before assigning it to a Requester while others might instruct their Shoppers to only complete basic cart information and add necessary attachments prior to assigning the order to a Requester who will complete the financial details.
- This guide will illustrate how to prepare your own requisitions as well as complete requisitions for Shoppers.
Before beginning your order in UDX, review the quote you received from the supplier. Take note of which items/services will need to be listed as separate line items on the non-catalog form.

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

You can also start from **Quick Links!**
The Add Non-Catalog Item window will appear:

Enter the name of the supplier into the Enter Supplier field. Select the correct supplier from the list of results.
Select the correct **Fulfillment Address** for the supplier.

Enter the details for the first line-item of your order:

- **Product Description**, **Supplier Item Number** *(optional)*, **Quantity**, **Price Estimate**, and **Packaging** fields.

**Tip:** Copy and paste line-item information directly from the quote you received from the supplier!

Only the supplier’s FULFILLMENT (order receiving) address will be visible when creating a requisition. Their remittance (payment) address is used by Accounts Payable. You can review their Supplier profile to ensure that the correct remittance address is linked to the fulfilment address you have selected.

Descriptions should be clear to the supplier as to what you are ordering, and to Accounts Payable when they are matching items on an invoice to the PO.
You must enter a **Commodity Code** for each line item.

Click the **Magnifying Glass** in the **Commodity Code** field to search for codes.

You can also add the Commodity Code later once the items are added to your Shopping Cart.
The **Commodity Code Search** box will appear with all commodity code options in a list.

Narrow your code search by using the **Code starts with** or **Description contains** fields. Click **Filter** to search.

Try keywords such as “services” in “Description Contains.”
A list of filtered commodity codes will appear.

Click on the “+” sign to select the code that most closely matches the item/service.

Most UD Commodity codes are based on the UNSPSC Segment level. A crosswalk of Commodity Codes to Account codes can be found under Quick Links on the home page of UD Exchange.
The **Commodity Code** field will be populated with the code you selected.

Click **Save and Add Another** to add your next line item.

Repeat the previous steps until you have added all your line items:

Click **Save** when all line items are added.

You can also add additional line items later from within your Cart or Requisition.
Next, click the **Shopping Cart** icon on the top right corner of the home page. Select **View My Cart**.
Enter a name for your Shopping Cart in the Cart Name field.
Enter your quote number into the Quote Number field, if applicable.
Check the Multi-Invoice/Payment box if applicable (see slide 15 for more details).
Check the Waiver of Bid box if applicable.
Click on the blue item description link to open a pop-up window to correct or complete any missing information on a line item.

**Note:** These fields can be edited later from the draft requisition if needed!
In the Non-Catalog Item window:

**Edit** the relevant fields on the line item that need to be corrected or completed.

**Click** **Save**.
Click **Proceed to Checkout** to continue to the draft requisition.
In the **General** section of the draft requisition, most of the information will be pre-filled from the information you entered in your shopping cart.

- The **Multi-Invoice/Payment** field will have a **red X** by default, indicating that the order will be set up to accommodate supplier invoices that bill by the quantity of items. This is most common when purchasing goods. This field does not need to be selected if each line item is to be paid *in full* as it is invoiced.

- The **Multi Invoice/Payment** field should be edited to display a **green check mark** when the order needs to be set up to accommodate supplier invoices that are based on amount, paying the order in parts, and drawing down the dollar amount of the order to zero. For example, if UD is to pay the vendor 20% up front and then the remaining 80% upon completion of the work. This is most common when purchasing services. This is also known as a “blanket PO”.

- You should decide whether to select this option based on your review of the quote. A Procurement Services staff member will also review the Multi Invoice/Payment box for accuracy once the requisition reaches Procurement for approval.
To select the Multi-Invoice/Payment box:
Click the Pencil in the General section.
Check the Multi-Invoice/Payment box.
Click Save.
If you are completing a requisition that was assigned to you by a Shopper, here is what you need to know about Prepared For/Prepared By Users:

- The **Prepared By** name will *always* be the Requester who clicks **Place Order** to submit the requisition for approval. This information is captured by the system and *cannot* be changed.

- By default, the **Prepared For** name is the Shopper who started the order. The Prepared For person becomes the **PO Owner**, and future visibility access to the PO is based on that person’s HR department ID.
  - *However*, this name *can* be changed if needed! The PO Owner should be the person who can answer questions about the PO and who will be approving invoices for payment when required.
To change the Prepared For (PO Owner) name:
• Click on the Pencil in the General section.
• Click on the Magnifying Glass in the Prepared For field of the Edit General pop-up.
• Search for the user in any of the fields shown in the User Search pop-up.
• Click Search.
Click the + symbol next to the correct name.
The new Prepared For user (PO Owner) will be populated. Click Save.
In the Internal Fields section:

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

- Review the **Ship To 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 the **pencil icon to edit**, and an **Edit Shipping** window will pop-up.
Edit Shipping:
- Your default address will be shown under **Current Address**.
- You can search for a different campus address in the **Search additional** field by the building name, building code, or partial street address.
- Click the **Magnifying Glass** icon to search.
- Please DO NOT use the ZZ_*1-TIME non-campus address option to enter a campus address.
Choose your **address**.

- **Attn:** and **Room:** are required fields
- Check the **Add to my addresses** box if you would like to save it as a favorite.
- Click **Save**.
Billing section:
There is only one central billing address for UD. It will be pre-filled and cannot be edited.
**Buyer Information** section:
Only Buyers working in Procurement Services will see details of the requisition in this section.
Any Accounting Codes (SpeedType/Purpose Code) fields that must be completed will be marked as required. To edit the Accounting Codes section, click the Pencil.

Note that you will not enter your 6-digit UD account codes here in the header of the draft requisition. They will be entered on the item line(s) since they are associated with the commodity code(s).
Click the **Magnifying Glass** in the **SpeedType** field.

*Facilities users may click on the arrow in the Work Order Number field to enter by Work Order instead.*
A search box will appear.

Search for the SpeedType in the **Value** or **Description** field.

Click **Filter**.

To select your SpeedType from the available options, click “+” sign.
All chart field 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 the Controller’s Office. Contact coa-finance@udel.edu for assistance.
If you need to add a funding split, hover your cursor over the accounting codes window to make the ‘+’ appear, and click ‘+’.

Funding splits in this header section can be made by **percentage of price or percentage of quantity**.
- These percentages will apply to every invoice payment unless you override this header accounting on a specific line item.
- Unlike this header accounting section, funding splits made on specific line items can be split by *amount* of price or quantity as well as by percentage (see slide 40 for details).

Click **Save**.
Internal Notes and Attachments section:

- Internal Notes and Attachments are **only** visible to internal UD system users.
- Click the **Pencil Icon** to add your **Internal Note/Business Justification**.
  - A business justification is **required** for all UD purchases
  - Include the “who, what, when, where, and why” details of the purchase.
- Add your **Internal Attachments**, such as quotes and proposals, using the **Add** link.
External Notes and Attachments section:

- External Notes and Attachments are visible to both internal UD system users and the supplier.
- There is no need to add a duplicate Internal attachment for your colleagues to see if the document is already in the External attachments section!
- Click the Pencil Icon to add a Note to all Suppliers—this should be any comment you would like the supplier to receive on the PO.
- Add any Attachments for all Suppliers, such as the supplier’s quote, using the Add link.

Please be sure that any external attachments should truly be sent to the supplier.
Line-Item Internal and External Notes and Attachments:

Additional notes or attachments can be added to each line item, **if needed**. Each note/attachment should be added **only once** to the requisition. **Please do not add duplicate attachments to lines that are already attached in the Internal/External Notes sections.**
Click the **Pencil Icon** if you need to make a change to the **Supplier Information**, such as selecting a different fulfillment address or adding the quote number.
6-Digit UD Account Codes will be marked as required.

- If the commodity code of the item you are purchasing only has one account code associated with it, the account code will be pre-populated. If the commodity code has multiple account codes associated with it, you will need to select the correct account code.
- Selecting the correct account code is critical for approval routing, particularly for items that require collateral review. Incorrect selections will be returned to Requesters for correction.

To add a required Account Code:

- Click on the blue Required: Account Code link or the red Required link.
To add an **Account Code**: 

**Click the Magnifying Glass** in the Account Code field.

Note: If you change the **commodity** code here, you will need to click save then re-open this window to refresh and see the account codes associated with your new commodity code.
Only account codes associated with your item’s commodity code will be shown.

Search by **Value** or **Description** to refine your options.

Select **Filter** to begin search

Click on the “+” to select your code.
Once you have added your Account Code, click **Save**.
If you need to edit one of your line items to contain different funding information than the rest of your requisition:

- Click the ellipsis to see the option for Accounting Codes.
- Select **Accounting Codes** to edit.
- **Save** any changes.

Note: When you edit accounting codes for specific line items, the accounting codes you entered in the accounting codes header section will appear the same; differences will only be visible at the line. The data on the line item is what will be reflected in PeopleSoft and UDataGlance.
In addition to allocating by percentage, you can select to allocate a line by amount of price or amount of quantity. Click Save.

Allocation by percentage is recommended. If you choose to allocate a line by amount instead of percentage, please use the Internal Note field on the line to explain how you want the amounts applied. Accounts Payable may need to contact you with questions if an invoice does not voucher the line in full.
Prior to submitting the requisition, you can see all the approval steps that the requisition will go through.

- Some approval steps offer the option to see the name(s) of the specific Approver that the requisition will route to if you click on them.
- When you are ready, click the **Place Order** button.
- You will also have the option to Assign Cart if you want another Requester to review it. Remember – the Requester who clicks the Place Order button to submit the order for approval will be the Prepared By user.
You will receive confirmation that your requisition has been submitted.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• Finding Suppliers and Supplier Information
• Commodity Code/Account Code Crosswalk
• Adding Financial Information to Requisitions