Ordering Non-Catalog Items in iProcurement

Use this method if you are ordering from suppliers other than those listed under the Stores section of iProcurement (Dell, Fisher Scientific, Staples), or if you have a quote that displays special pricing.

1. When the iProcurement page appears, click on Non-Catalog Request.

2. When the screen appears, start on the left side of the screen and complete the required fields, which are identified by the asterisk symbol (*).
   
a. **Item Description**: Enter a catalog or item number and a short description of the item.
   b. **Category**: Enter an item category. You can also search for a category by clicking on the Search (magnify glass) icon.
   c. **Quantity**: Enter the amount that you need to order.
   d. **Unit of Measure**: Enter or select from a list the type of
   e. **Unit Price**: Enter the cost of the item.
   f. **Currency**: Defaults to US Dollars. Do not change this value.

3. On the right side of the screen, enter or search for the name of the vendor in the Supplier Name field. When the vendor’s name is selected, the system will populate the Site field. The other fields can remain blank if they were not populated by the system. Do not check the New Supplier box.

4. Click on the Add to Cart button.

5. The item appears in your Shopping Cart. To add additional items, click on the Clear All button and then repeat steps 2-4.

6. After adding your items, click on the View Cart and Checkout button from your Shopping Cart.

7. Review your item(s) and then click on the Save button.
8. The system requires a Requisition Description and will auto-populate this field with the description of the first item that appeared in your cart. You can leave this as-is or enter a new value.

9. Click on the Save button.

10. A Confirmation will appear. Click on Continue with Checkout.

11. Click on Checkout.

12. Complete the required fields located at the top of the Checkout: Requisition Information screen as shown.

   a. Requisition Description: Leave this field as-is.
   b. Order Method: Click on the Search (magnify glass) icon. Click on the Go button to view and select a desired order method.
   c. Deliver To: Enter the order recipient’s name.
   d. Building Room: Enter the recipient’s building and room number.
   e. Requester’s Phone #: Enter the recipient’s phone number.
   f. Requester’s Email: Enter the recipient’s email address.
   g. Department Name: Enter the name of the recipient’s department.
   h. Expiration Date: Leave this field blank.
   i. Do scanned documents exist?: This field defaults to N (No). Do not change the value of this field unless you have documentation (quote, contract, etc.) that must be faxed to the Optidoc Imaging System.
13. Under the **Delivery** section, the **Requester** field can remain as it is. The **Deliver-To Location** field defaults to **Bham Main Campus**. This value can be changed if desired by clicking on the Search (magnify glass) icon and selecting another value.
   Leave the **Hazard Class** field blank.

14. Go to the **Billing** section located at the bottom right-hand corner of the screen. If you are charging the item(s) to a grant account, populate the fields beginning with **Project** and ending with **Expenditure Item Date** as shown. Otherwise, skip this step.
   
   a. **Project**: Enter the project number here. This is a six-digit number that begins with the number three (Ex: 322223).
   
   b. **Task**: Enter the task number here. This is a five-character string beginning with two digits, followed by a period (.) and an additional two digits (Ex: 01.01).
   
   c. **Award**: Enter the award number here. This is a seven-digit number that begins with the number two (Ex: 2017322).
   
   d. **Expenditure Type**: Enter the desired object code here. The most commonly used codes are 8201099 (Supp-Other Off/Admin) and 8202099 (Supp-Other Gen Lab). See the object code listing for more codes.
   
   e. **Expenditure Organization**: This is a two-digit number, which is generally the number ten (10).
   
   f. **Expenditure Item Date**: Enter the current day’s date here in the following format: DD-MMM-YYYY. You can also populate this field by clicking on the calendar icon found next to this field.
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15. Under the **Billing** section, if you are charging the item(s) to a General Ledger (GL) account enter the following information listed below. Otherwise, skip this step.
   a. Click on the **ENTER CHARGE ACCOUNT** link located in the **Charge Account** field.
   b. On the **Requisition Information: Edit Lines** screen, click on the **Enter Charge Account** link that appears next to your item description.
   c. On the **Requisition Information: Split Cost Allocation** screen, click on the magnify glass icon located next to the **UAB_AKF** field.
   d. On the **Search and Select: UAB_AKF** screen, enter the first segment of your General Ledger (GL) account string in the **Account** field. The first segment of the account string contains seven digits (Ex: 2100098, 7128956, etc.). The fields listed from **Subaccount** to **Future** can remain as they are.
   e. Enter your object code in the **OBJECT** field. The most commonly used codes are 8201099 (Supp-Other Off/Admin) and 8202099 (Supp-Other Gen Lab). See the object code listing for more codes.
   f. Click on the **Search** button.
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**g. Under Results, click on the Select radio button and then click the Select button.**

![Select button](image)

**h. On the Requisition Information: Split Cost Allocation screen, click on the Apply button that appears to your right.**

**i. When the Requisition Information: Edit Lines screen reappears click on the Apply button that appears to your right.**

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**16. At the Checkout: Requisition Information screen, click on the Submit button to submit the document for approval.**

**17. You will receive a confirmation. Click on the Continue Shopping button. The system will route you back to the Shop tab, where the requisition is listed under the My Requisitions section. The status of the requisition should read In Process.**