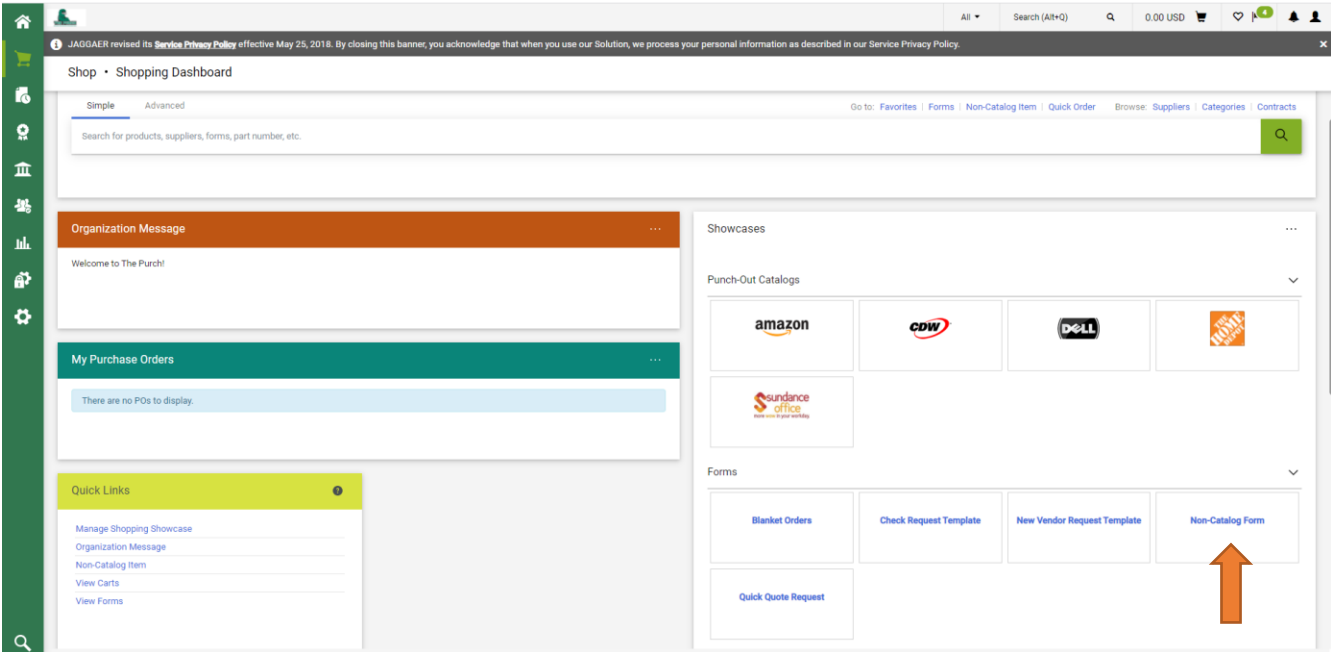
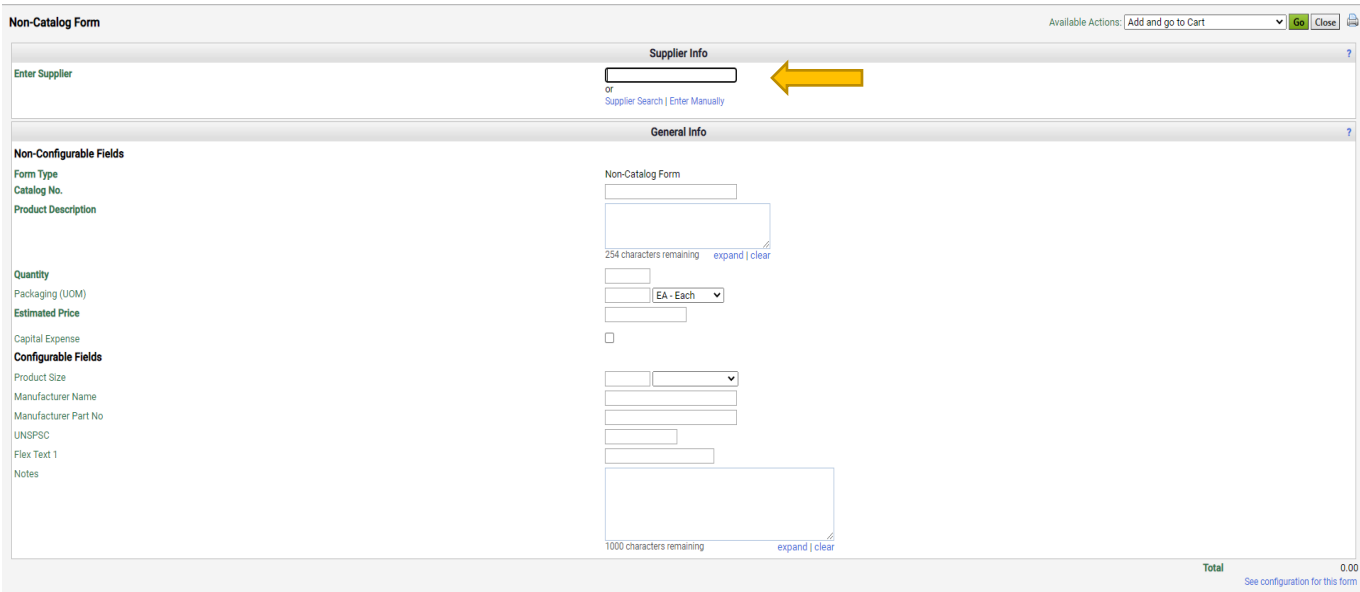


# Non-Catalog Form Manual

1. Select Non-Catalog Form on Dashboard.



2. Start typing In the Vendor/Supplier Name in the Supplier Info Box, then select the correct name from the auto populated names.



3. The supplier information will appear at the top of the screen.

\* If you need to select a different address go to step #4, if the address is correct, go to step #6.

The screenshot shows a web browser window titled 'Non-Catalog Form - Google Chrome'. The URL is 'usertest.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=329195&FavPageContext=2&tmstmp=1638568484739'. The page content includes a 'Non-Catalog Form' with several sections: 'Supplier Info', 'Fulfillment Address', 'Distribution', 'General Info', 'Non-Configurable Fields', and 'Configurable Fields'. The 'Supplier Info' section is circled in blue and contains the following text: 'Sherwin Williams Paint [more info...](#)  
[select different supplier](#)  
BU Business 1: (preferred)  
PO Box 5779  
Cleveland, US-OH 44101-0779 United States  
[select different fulfillment center](#)'. The 'Fulfillment Address' section is empty. The 'Distribution' section has a checkbox for 'Check this box to customize order distribution information' which is unchecked. The 'General Info' section has a 'Form Type' dropdown set to 'Non-Catalog Form'. The 'Non-Configurable Fields' section has a 'Product Description' text area with '254 characters remaining' and 'expand | clear' links. The 'Configurable Fields' section has a 'Product Size' dropdown and a 'Manufacturer Name' text field. The browser's address bar and navigation buttons are visible at the top.

4. To change address, click on “select different fulfillment center”

This is a close-up of the 'Supplier Info' section from the screenshot. It shows the text: 'Sherwin Williams Paint [more info...](#)  
[select different supplier](#)  
BU Business 1: (preferred)  
PO Box 5779  
Cleveland, US-OH 44101-0779 United States  
[select different fulfillment center](#)'. An orange arrow points to the 'select different fulfillment center' link.

5. Click "Select" next to the correct address.

The image shows a web application interface with a search popup and a main form. The popup, titled "Suppliers found: 1", lists a supplier: "Sherwin Williams Paint" with two addresses. The first address is "BU Business 1: PO Box 5779 Cleveland, US-OH 44101-0779 United States" and the second is "PO Purchase Order 1: 1710 Park Hill Rd Tahlequah, US-OK 74464-5600 United States". A yellow arrow points to the "Select" button next to the first address. The main form, titled "Non-Catalog Form", displays details for the selected supplier, including fulfillment address, distribution information, and product details for "Emerald Indoor Paint - Sandstone".

**Suppliers found: 1**

Supplier Name/Address	Select
<b>Sherwin Williams Paint</b> BU Business 1: PO Box 5779 Cleveland, US-OH 44101-0779 United States PO Purchase Order 1: 1710 Park Hill Rd Tahlequah, US-OK 74464-5600 United States	Select Select

**Non-Catalog Form**

**Supplier Info**

Supplier: Sherwin Williams Paint [more info...](#)  
[select different supplier](#)

Fulfillment Address: BU Business 1: (preferred)  
PO Box 5779  
Cleveland, US-OH 44101-0779 United States  
[select different fulfillment center](#)

Distribution: The system will distribute purchase orders using the method(s) indicated below.  
Check this box to customize order distribution information.   
Email (HTML Body): stcredit@sherwin.com  
Manual:

**General Info**

Form Type: Non-Catalog Form  
Catalog No.: 12092021  
Product Description: Emerald Indoor Paint - Sandstone  
222 characters remaining [expand](#) | [clear](#)

Quantity: 15  
Packaging (UOM): 75.00 EA - Each  
Estimated Price: 1125  
Capital Expense:

**Configurable Fields**

Product Size: 1 gallon  
Manufacturer Name: Sherwin Williams Emerald Paint  
Manufacturer Part No: 12570  
UNSPSC:   
Flex Text 1:   
Notes: Paint for Dorm Room Repairs  
973 characters remaining [expand](#) | [clear](#)

Total 0.00

6. Fill in all the information fields in the “General Info” section (Items in bold are required).

Non-Catalog Form

Supplier info

Supplier: Sherwin Williams Paint [more info...](#)  
[select different supplier](#)

Fulfillment Address: BU Business 1: (preferred)  
PO Box 5779  
Cleveland, US-OH 44101-0779 United States  
[select different fulfillment center](#)

Distribution

The system will distribute purchase orders using the method(s) indicated below.  
Check this box to customize order distribution information.

Email (HTML Body): stcredit@sherwin.com  
Manual

General info

Non-Catalog Form: 12022021

Product Description: Emerald Interior Latex Semi-Gloss Paint - Pavilion Beige  
196 characters remaining [expand](#) | [clear](#)

Quantity: 15

Packaging (UCM): 1 (EA - Each)

Estimated Price: 72.49

Capital Expense:

Configurable Fields

Product Size: 1 gallon

Manufacturer Name: Emerald Interior Acrylic Latex P

Manufacturer Part No: K38W00351

UNSPSC:

Flex Text 1:

Notes:

1000 characters remaining [expand](#) | [clear](#)

Available Actions: Add and go to Cart [Go](#) [Close](#)

Total 0.00  
[See configuration for this form](#)

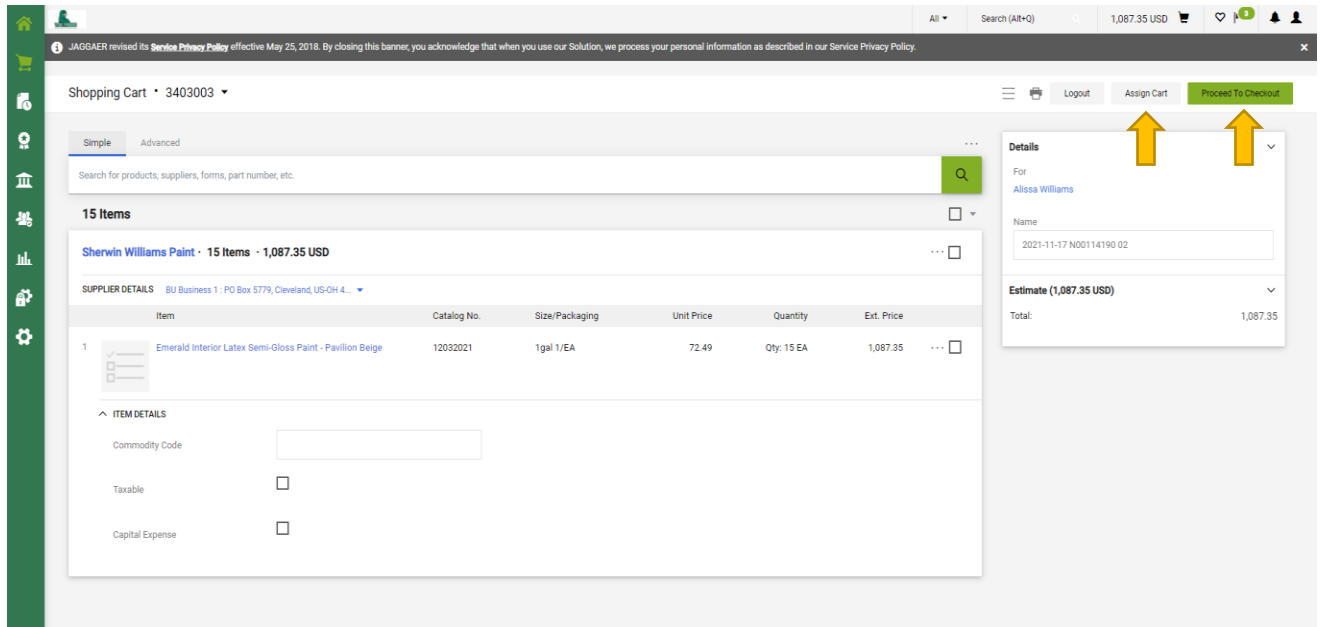
7. Click “Go” on top right of screen if no other items need to be added.

\*If you need to add another item, click the drop-down arrow and select “Add to Cart” and then fill out the General Information section like previous item. Repeat step until all items are entered, then click “Add and Go to Cart” and click Go”

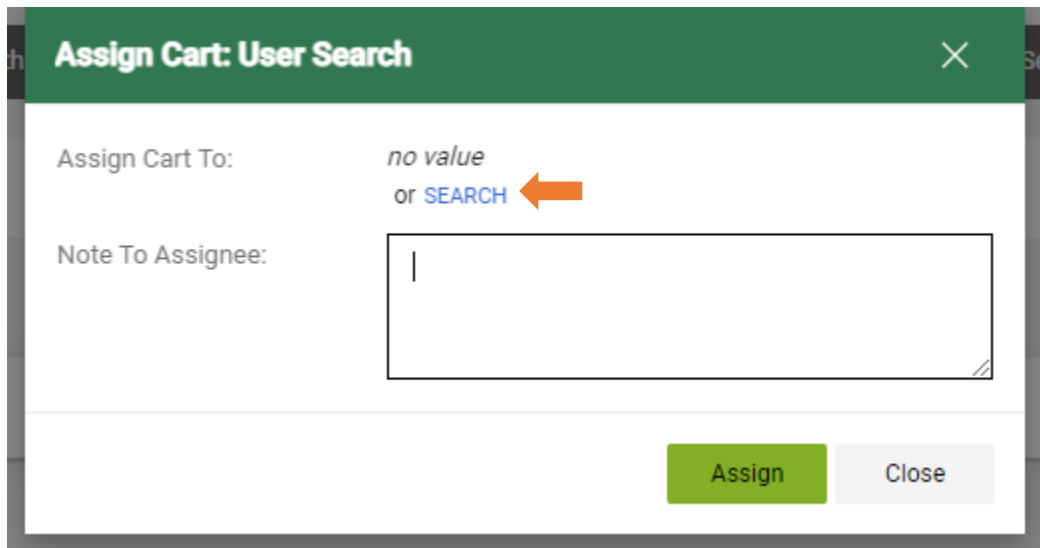
Available Actions: Add and go to Cart [Go](#) [Close](#)

8. Click “Proceed To Checkout” (if you are a requisitioner) or “Assign Cart” (if you are a shopper).

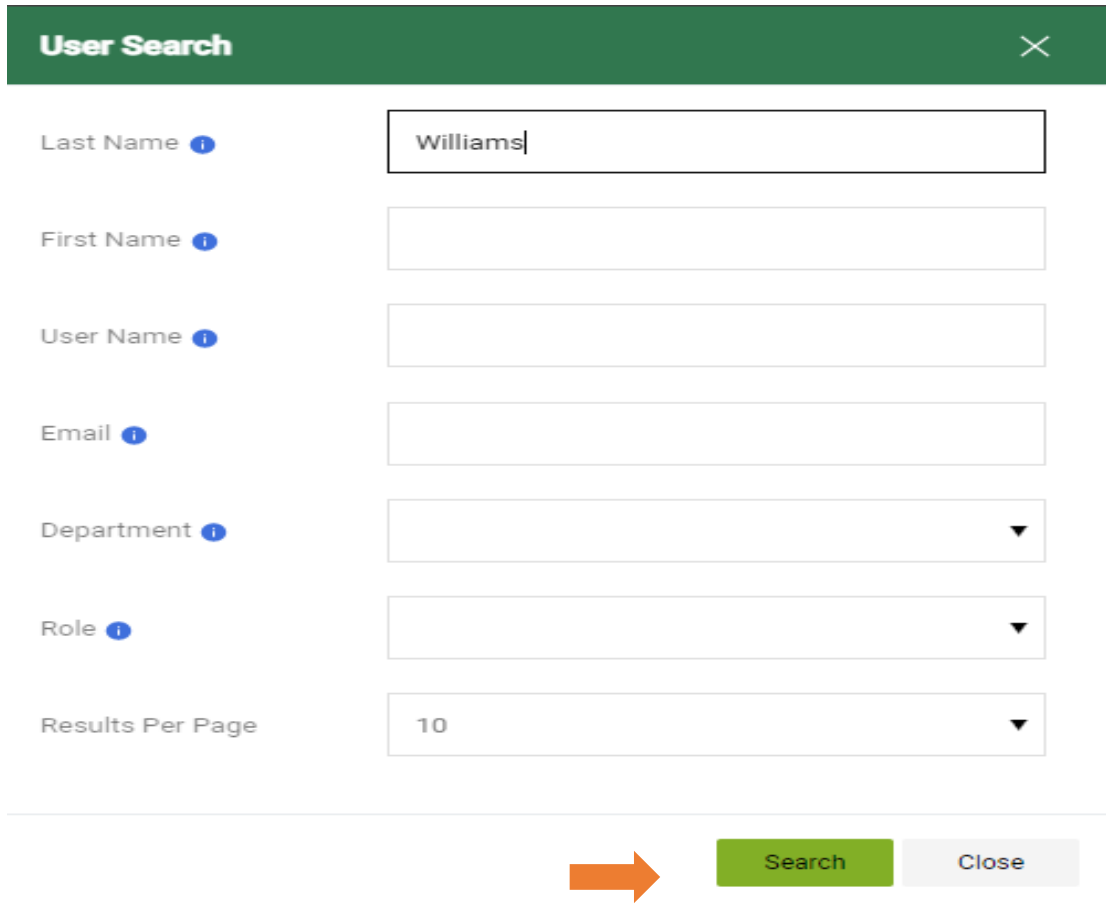
\*If you are assigning a cart, go to next step. If you are a requisitioner, go to step 14.



9. Click “Search”

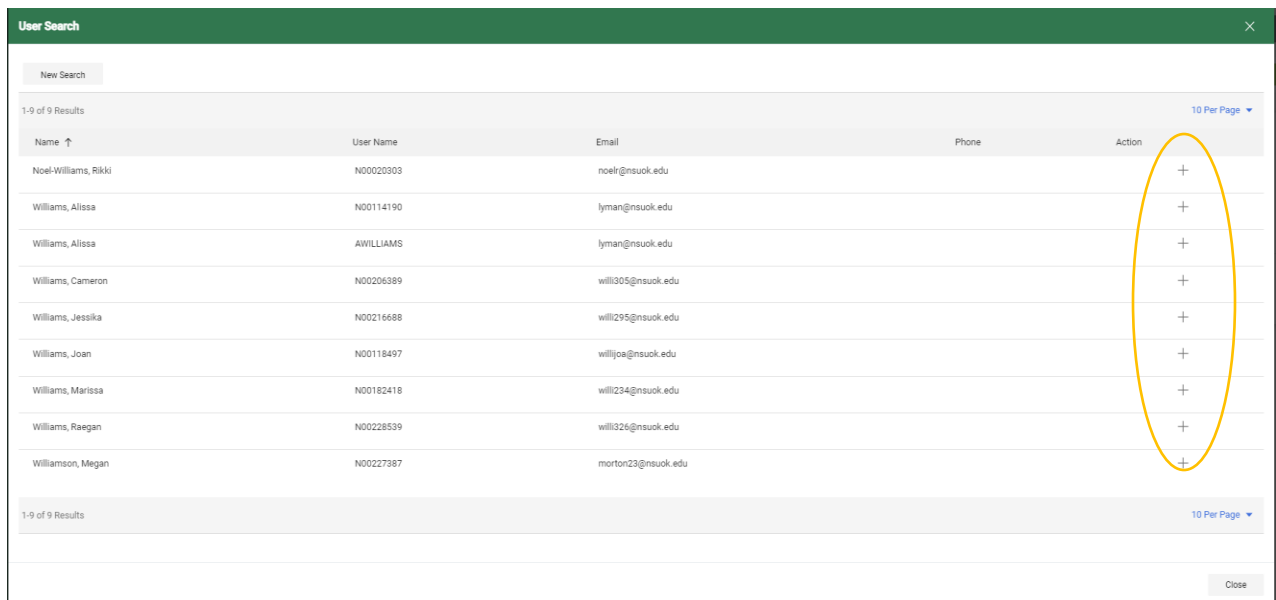


10. Select how you want to search for person and fill in the field, then click “Search”



The image shows a 'User Search' dialog box with a dark green header and a close button (X) in the top right. The form contains several input fields: 'Last Name' (with an information icon) containing 'Williams', 'First Name', 'User Name', 'Email', 'Department' (a dropdown menu), 'Role' (a dropdown menu), and 'Results Per Page' (a dropdown menu) set to '10'. A yellow arrow points to the 'User Name' field, and an orange arrow points to the 'Search' button at the bottom right.

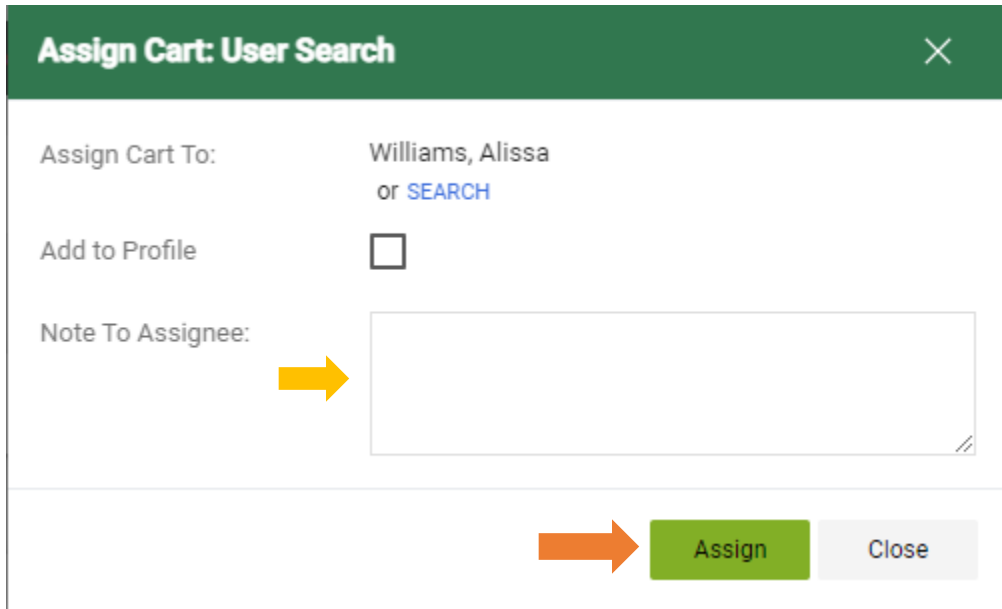
11. Find person and select + next to their name, under action.



The image shows the 'User Search' dialog box displaying search results. The header is dark green with a close button (X). Below the header is a 'New Search' button. The results are shown in a table with columns: Name, User Name, Email, Phone, and Action. The 'Action' column contains '+' icons. A yellow oval highlights the '+' icon in the 'Action' column for the first row. The table shows 9 results, with the first row being 'Noel-Williams, Rikki'.

Name ↑	User Name	Email	Phone	Action
Noel-Williams, Rikki	N00020303	noelr@nsuok.edu		+
Williams, Alissa	N00114190	lyman@nsuok.edu		+
Williams, Alissa	AWILLIAMS	lyman@nsuok.edu		+
Williams, Cameron	N00206389	will035@nsuok.edu		+
Williams, Jessika	N00216688	will0295@nsuok.edu		+
Williams, Joan	N00118497	willjoa@nsuok.edu		+
Williams, Marissa	N00182418	will0234@nsuok.edu		+
Williams, Raegan	N00228539	will0226@nsuok.edu		+
Williamson, Megan	N00227387	morton23@nsuok.edu		+

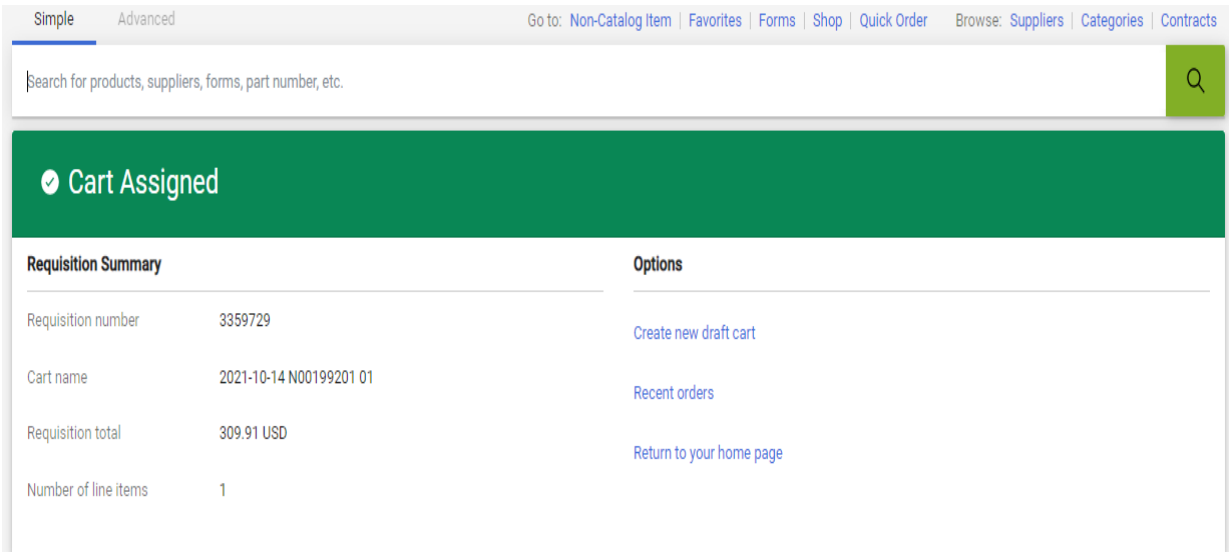
12. Leave any notes they may need to know and then click “Assign”



The image shows a dialog box titled "Assign Cart: User Search" with a close button (X) in the top right corner. The dialog contains the following elements:

- Assign Cart To:** Williams, Alissa or [SEARCH](#)
- Add to Profile:**
- Note To Assignee:** A text input field with a yellow arrow pointing to it.
- Buttons:** An orange arrow points to a green "Assign" button, and a grey "Close" button is to its right.

13. Cart is now assigned to requisitioner and they will be notified.



The screenshot shows a web interface with a search bar at the top and a green notification banner that reads "Cart Assigned". Below the banner, there are two columns: "Requisition Summary" and "Options".

Requisition Summary		Options
Requisition number	3359729	<a href="#">Create new draft cart</a>
Cart name	2021-10-14 N00199201 01	<a href="#">Recent orders</a>
Requisition total	309.91 USD	<a href="#">Return to your home page</a>
Number of line items	1	

14. Click on the pencil icon to edit the shipping address.

Requisition • 3403003

Summary PO Preview Comments Attachments History

**General**

Cart Name: 2021-11-17 N00114190 02  
Description: no value  
Priority: Normal  
Prepared by: Alissa Williams  
Prepared for: Alissa Williams  
Blanket Order?:   
Standing Order?: no value

**Shipping**

**Ship To**

Shipping and Receiving  
Attn: 148 Short Street  
Tahlequah, OK 74464  
United States

**Delivery Options**

Expedite:   
Ship Via: Best Carrier-Best Way  
Requested Delivery Date: no value

**Billing**

**Bill To**

Tahlequah Administration  
Attn: AP  
601 N Grand Ave  
Tahlequah, OK 74464  
United States

**Credit Card Info**

No credit card has been assigned.

**Billing Options**

Accounting Date: no value

**Draft**

**Correct these issues.**  
You are unable to proceed until addressed.

Required: Fund  
Required: Organization  
Required: Account  
Required: Program

**Total (1,181.49 USD)**

Subtotal: 1,181.49  
1,181.49

What's next for my order?

15. Select the shipping address and enter your name and/or department in the Attn field.

16. Click Save.

**Edit Shipping**

**Ship To**

**CURRENT ADDRESS**

Contact Line 1: Shipping and Receiving  Add to my addresses  
Attn: Alissa Williams/Purchasir  
Address Line 1: 148 Short Street  
City: Tahlequah  
State: OK  
Zip Code: 74464  
Country: United States

**Shipping** - Shipping and Receiving, [Attn], 148 Short Street, Tahlequah, OK 74464, United States

Search additional Results Per Page 10

**Delivery Options**

Expedite   
Ship Via: Best Carrier-Best Way  
Requested Delivery Date: mm/dd/yyyy

★ Required fields **Save** Close



17. Click in the pencil icon in the Accounting Code section to enter FOAP information.

Fund	Organization	Account	Program	Activity
no value Required	no value Required	no value Required	no value Required	no value

Internal Notes and Attachments	External Notes and Attachments
Internal Note: no value	Note to all Suppliers: no value
Internal Attachments: Add	Attachments for all suppliers: Add

18. Type in the Fund, Org, Account, and Program Codes

19. Click Save

(\*If one or more items have a different account code or need to be coded to a different FOAP, go to next step.)

Accounting Codes

Fund *	Organization *	Account *	Program *	Activity
10001	Search	Search	Search	Search
10001 - Education and General	Required	Required	Required	

\* Required fields

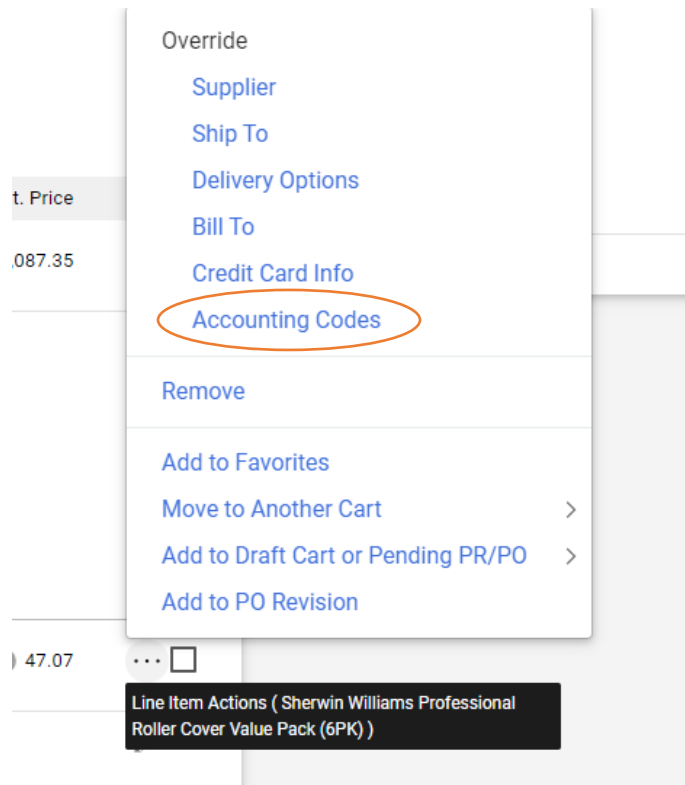
Save Close

20. If another line item has a different FOAP or Account Code, Click the \*\*\* on the right side of the line item you are needing to change the FOAP or Account Code.

Requisition 3403003

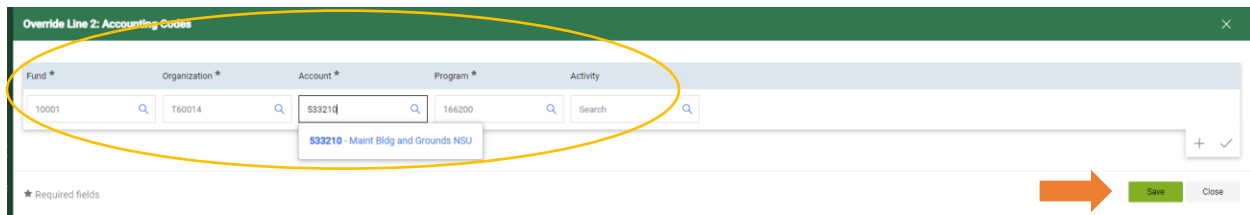
Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Emerald Interior Latex Semi-Gloss Paint - Pavilion Beige	12032021	1gal 1/EA	72.49	Qty: 15 EA	1,087.35
2 Sherwin Williams Professional Roller Cover Value Pack (6PK)	1803352	EA	15.69	3 EA	47.07

21. Click "Accounting Codes"



22. Enter the correct codes that need to be changed

23. Click Save



## 24. Add Backup Documentation (Quote, Agreement, Food Form, etc.,) by clicking “Attachments”

The screenshot shows a requisition page for requisition number 3403003. The page has a navigation bar at the top with a search bar and a currency of 1,181.49 USD. Below the navigation bar, there are tabs for Summary, PO Preview, Comments, Attachments, and History. An orange arrow points to the Attachments tab. The main content area is divided into several sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and External Notes and Attachments. The General section includes fields for Cart Name, Description, Priority, Prepared by, Prepared for, Blanket Order?, and Standing Order?. The Shipping section includes Ship To, Delivery Options, and Ship Via. The Billing section includes Bill To, Credit Card Info, and Billing Options. The Accounting Codes section is a table with columns for Fund, Organization, Account, Program, and Activity. The Internal Notes and Attachments section includes Internal Note and Internal Attachments. The External Notes and Attachments section includes Note to all Suppliers and Attachments for all suppliers.

## 25. Click Add Internal Attachment

The screenshot shows the Attachments section of the requisition page. It displays "Attachments found: 0" and a message: "This document does not have any attachments associated with it. If you need to add an attachment, return to the Summary page and find the 'Add attachment' button. Please note that attachments cannot be added to documents once they have completed workflow." An orange arrow points to the "Add Internal Attachment" button in the top right corner.

## 26. Click “Select Files” and then choose your file to attached.

## 27. Once file is attached, click on “Save Changes”

The screenshot shows the "Add Attachments" dialog box. It has a title bar with a close button. The dialog is divided into two sections. The top section is for "Attachment Type" with radio buttons for "File" (selected) and "Link". Below this is the "File(s) \*" field with a "SELECT FILES..." button and a note: "Drop files to attach, or browse." Below the field is the text "Maximum upload file size: 5.0 MB". The bottom section contains a "★ Required fields" label and two buttons: "Save Changes" and "Close". An orange arrow points to the "SELECT FILES..." button, and a yellow arrow points to the "Save Changes" button.

28. Click “Place Order”, if no other changes need to be made.

Requisition • 3403003

Summary PO Preview Comments Attachments History

**General**

Cart Name: 2021-11-17 N00114190 02

Description: no value

Priority: Normal

Prepared by: Alissa Williams

Prepared for: Alissa Williams

Blanket Order?:

Standing Order?: no value

**Shipping**

Ship To: Shipping and Receiving  
Attn: Alissa Williams/Purchasing  
148 Short Street  
Tahlequah, OK 74464  
United States

Delivery Options: Expedite

Ship Via: Best Carrier-Best Way

Requested Delivery Date: no value

**Billing**

Bill To: Tahlequah Administration  
Attn: AP  
601 N Grand Ave  
Tahlequah, OK 74464  
United States

Credit Card Info: No credit card has been assigned.

Billing Options: Accounting Date: no value

**Accounting Codes**

Fund	Organization	Account	Program	Activity
10001 Education and General	T60014 Central Receiving	533210 Main Bldg and Grounds NSU	166200 General Administration	no value

**Internal Notes and Attachments**

Internal Note: no value

Internal Attachments: [Add](#)

**External Notes and Attachments**

Note to all Suppliers: no value

Attachments for all suppliers: [Add](#)

**Place Order**

**Draft**

Total (1,181.49 USD)

Subtotal: 1,181.49

1,181.49

What's next for my order? >

29. The Requisition is now completed and submitted for approvals.

Simple Advanced

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) | Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

Search for products, suppliers, forms, part number, etc.

**Requisition 3403003 Submitted**

Summary	Options
Requisition number: 3403003	<a href="#">Print</a>
Requisition status: Pending	<a href="#">Recent orders</a>
Cart name: 2021-11-17 N00114190 02	<a href="#">Return to your home page</a>
Requisition date: 12/6/2021	
Requisition total: 1,181.49 USD	
Number of line items: 3	