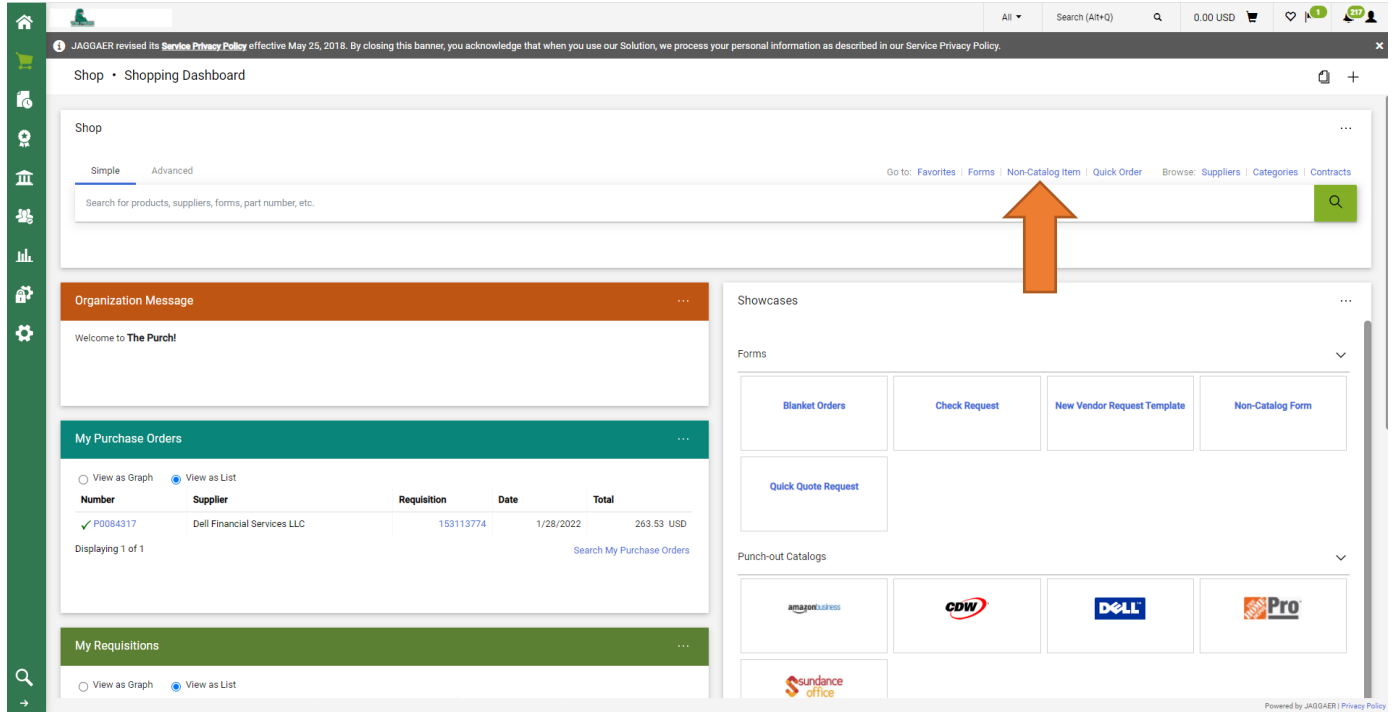
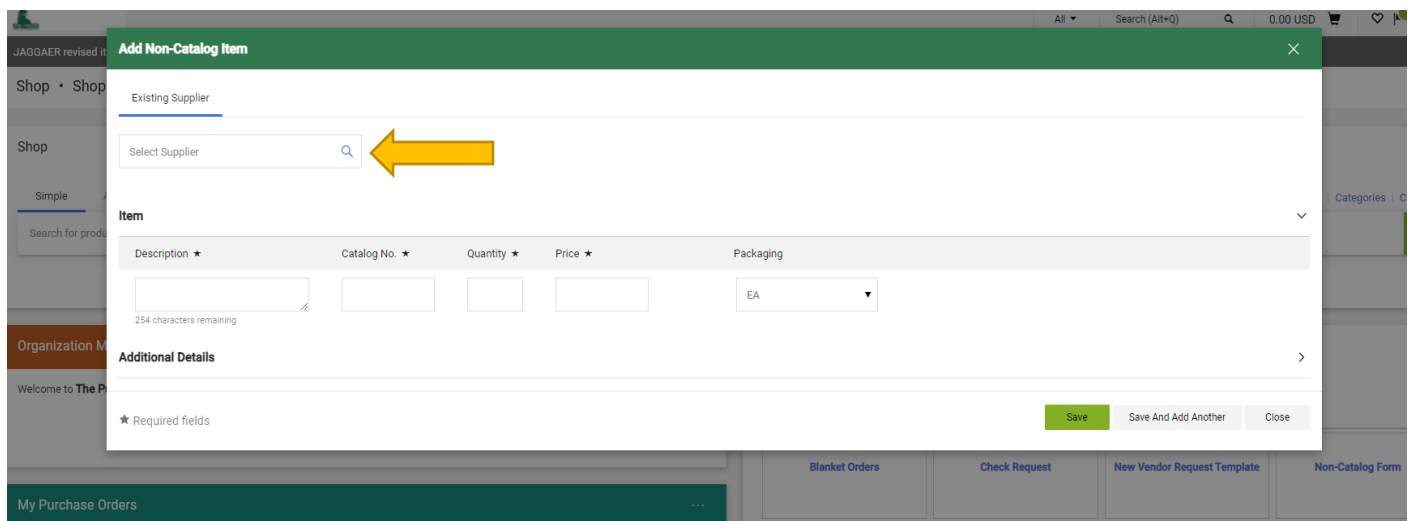


# Non-Catalog Item

1. Select Non-Catalog Item towards the top of the 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. Select the correct address if multiple address are shown.

\*\*If there are not multiple address shown, then we only have one address type on file for them.

**Add Non-Catalog Item**

Existing Supplier

Sherwin Williams Paint

**Fulfillment Address**

- PT Pay To 2 - 1710 Park Hill Rd, Tahlequah, OK 74464-5600
- BU Business Unit 1 - 1710 Park Hill Rd, Tahlequah, OK 74464-5600
- PO Purchase Order 1 - 1710 Park Hill Rd, Tahlequah, OK 74464-5600
- PT Pay To 1 - 1710 Park Hill Rd, Tahlequah, OK 74464-5600

**Item**

Description *	Catalog No. *	Quantity *	Price *	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA

254 characters remaining

**Additional Details**

★ Required fields

Save Save And Add Another Close

4. Enter the description, the catalog number (if none, just enter N/A), the quantity, price, and packaging type (optional).

5. If entering multiple line items, click “Save And Add Another” then repeat step #4.

6. If no other line items need to be entered, click “Save”

**Add Non-Catalog Item**

Existing Supplier

Sherwin Williams Paint

**Fulfillment Address**

- PT Pay To 2 - 1710 Park Hill Rd, Tahlequah, OK 74464-5600
- BU Business Unit 1 - 1710 Park Hill Rd, Tahlequah, OK 74464-5600
- PO Purchase Order 1 - 1710 Park Hill Rd, Tahlequah, OK 74464-5600
- PT Pay To 1 - 1710 Park Hill Rd, Tahlequah, OK 74464-5600

**Item**

Description *	Catalog No. *	Quantity *	Price *	Packaging
Sherwin Williams Emerald Indoor Paint - Sandstone - Gal	12032021	15	75.00	EA

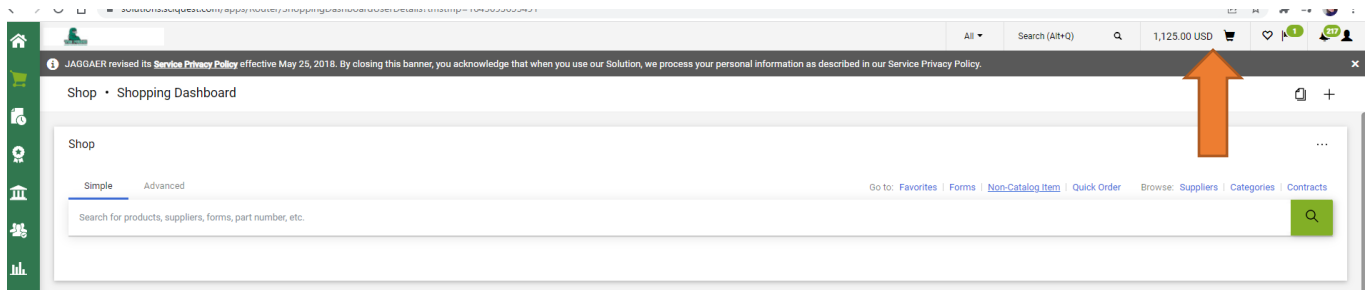
144 characters remaining

**Additional Details**

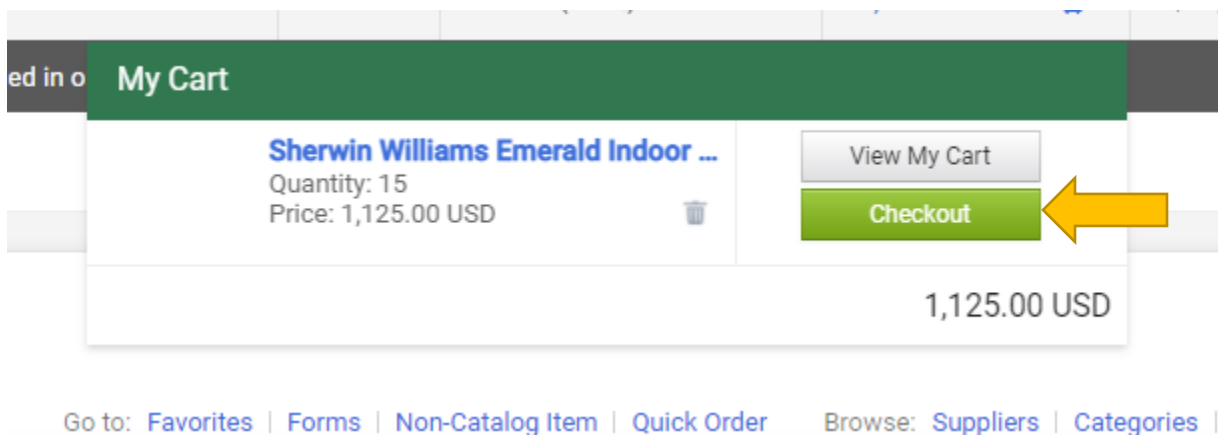
★ Required fields

Save Save And Add Another Close

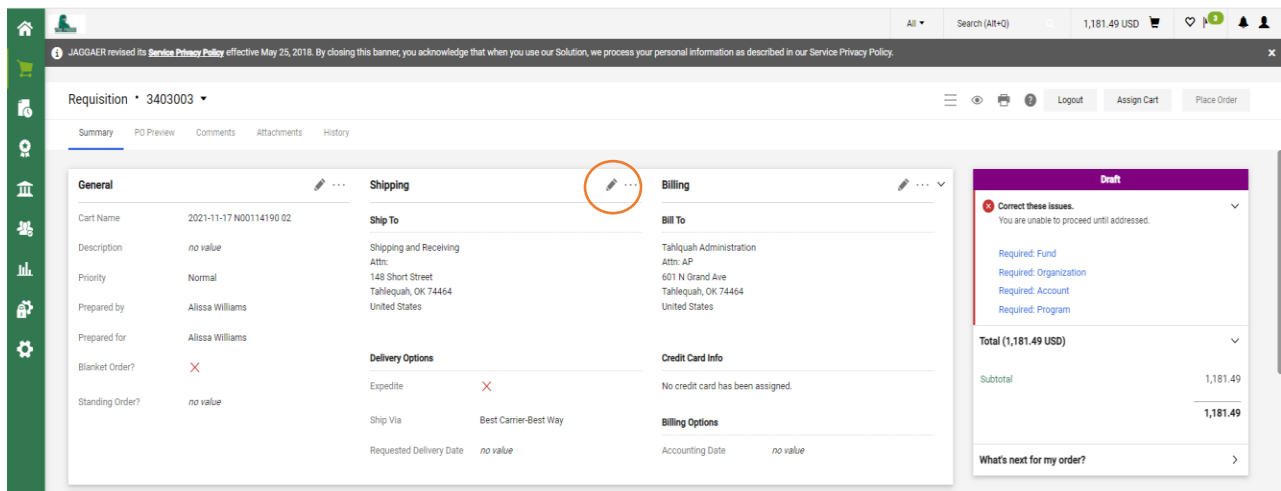
7. This will bring you back to the main dashboard. Click on the shopping cart at the top right of screen.



8. Click "Checkout"



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



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

11. Click Save.

### Edit Shipping

**Ship To** ★

**CURRENT ADDRESS**

Contact Line 1	Shipping and Receiving	<input type="checkbox"/> Add to my addresses
Attn:	<input type="text" value="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

Requested Delivery Date

★ Required fields

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

#### Accounting Codes

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

#### 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](#)

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

14. 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.)

**Edit Accounting Codes**

Accounting Codes

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

\* Required fields

Save Close

15. 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

Summary PO Preview Comments Attachments History

Contract	no value	PO Number	To Be Assigned
Account Code	no value	Pricing Code	no value
Quote number	no value		

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
<b>ITEM DETAILS</b>					
Manufacturer Name	Emerald Interior Acrylic Latex Paint	Contract:	no value	Internal Note	no value
Manufacturer Part No	K38W00351	Taxable	×	Internal Attachments	Add
more info...		Capital Expense	×	External Note	no value
		Commodity Code	no value	Attachments for supplier	Add

2 Sherwin Williams Professional Roller Cover Value Pack (6PK)	1803352	EA	15.69	3 EA	47.07
**ITEM DETAILS**					
Contract:	no value	Internal Note	no value		
Taxable	×	Internal Attachments	Add		
Capital Expense	×	External Note	no value		
Commodity Code	no value	Attachments for supplier	Add		

**Draft**

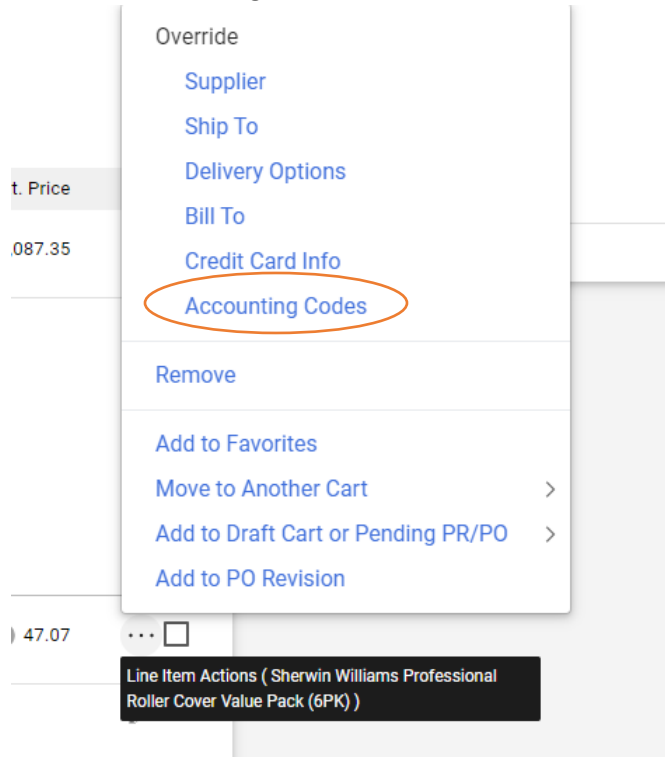
Total (1,181.49 USD)

Subtotal 1,181.49

1,181.49

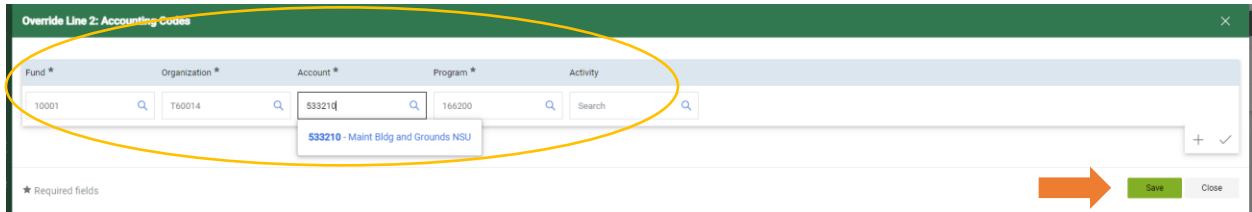
What's next for my order? >

16. Click "Accounting Codes"

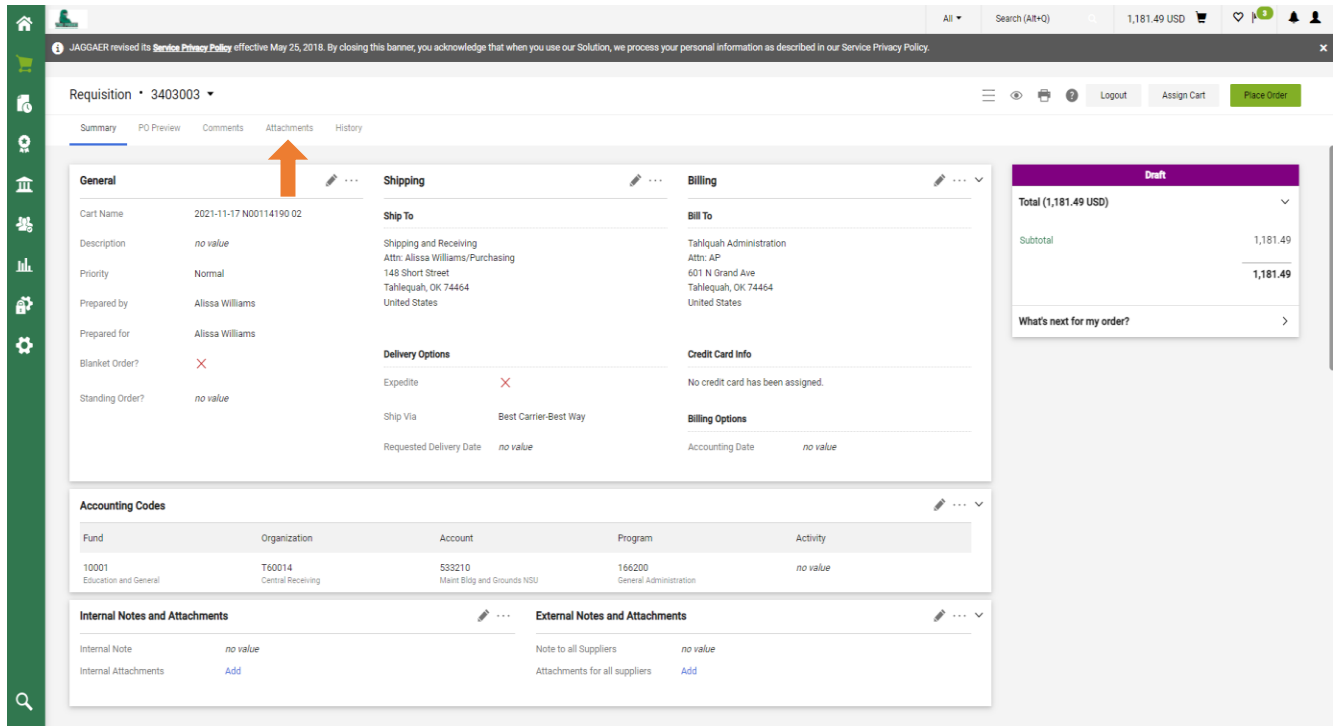


17. Enter the correct codes that need to be changed

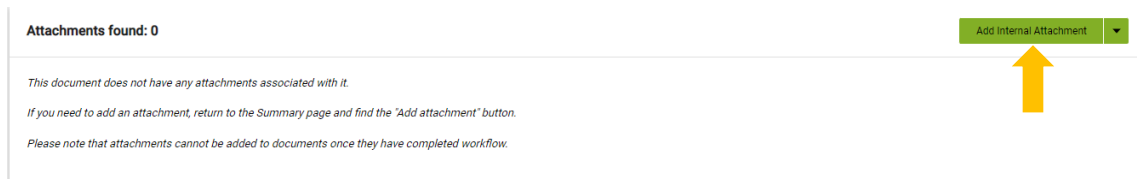
18. Click Save



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

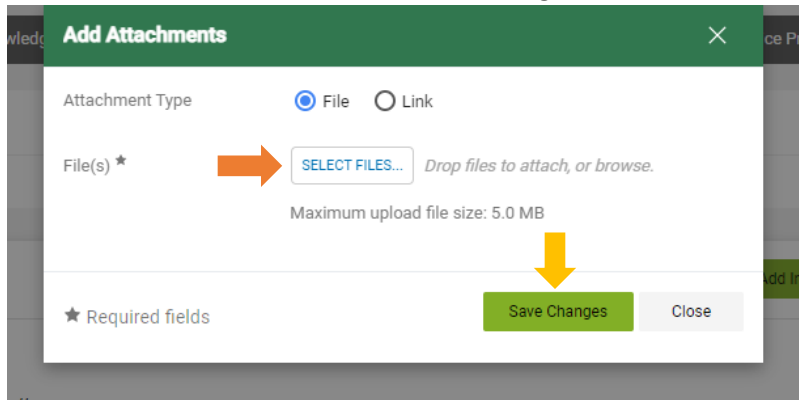


20. Click Add Internal Attachment



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

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



23. 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	160014 Central Receiving	533210 Main Bldg and Grounds NGU	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](#)

Total (1,181.49 USD)

Subtotal: 1,181.49

1,181.49

What's next for my order? >

Place Order

25. 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**

Requisition number	3403003
Requisition status	Pending
Cart name	2021-11-17 N00114190 02
Requisition date	12/6/2021
Requisition total	1,181.49 USD
Number of line items	3

**Options**

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