| User Guide Description | |
|---|---|
| **UG Name** | **Create a Non-Catalog Requisition** |
| **UG Code** | **CPFUG84** |
| **Audience (Business Role)** | **iProcurement Requesters** |

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## Document Control

| Version number | Date Version issued | Creator / Reviser | Description of Change |
|---|---|---|---|
| 0.1 | 11th November 2019 | A. Ayandele | Document Created |
| 0.2 | 19th February 2020 | A. Ayandele | Document updated and published |
| 0.3 | 27th August 2020 | A. Ayandele | Added shopping cart must be empty |
| 0.4 | 15th July 2021 | J Gabriel | More detail added on editing the information on the Requisition line, including update to the RAC and Charge Account. |

**Overview**

The aim of this user guide is to demonstrate how to create a *Non-Catalogue Requisition*. A Non-Catalogue Purchase Requisition is created when the required item is not available to be ordered from a Catalogue (Child Blanket Purchase Agreement (BPA). i.e. the item (goods or services) does not have a firm, or fixed, price that has been agreed at the time of Contract award. Alternatively, the item may not have been added to a Catalogue due to the limited size of the Contract. As such, the ordering of the item (goods or service) is to be initiated from a Non-Catalogue Purchase Requisition. The Purchase Requisition will reference the Child Contract Purchase Agreement (CPA) which has been set up for the Contract. The Purchase Requisition, once approved, will be used to create the Purchase Order. The approved Purchase Order details will be transmitted to the Supplier.

The iProcurement user should liaise with the Commercial Officer or consult Contract guidance to ensure that the data required to create the Non-Catalogue Purchase Requisition is compliant with the Contract.
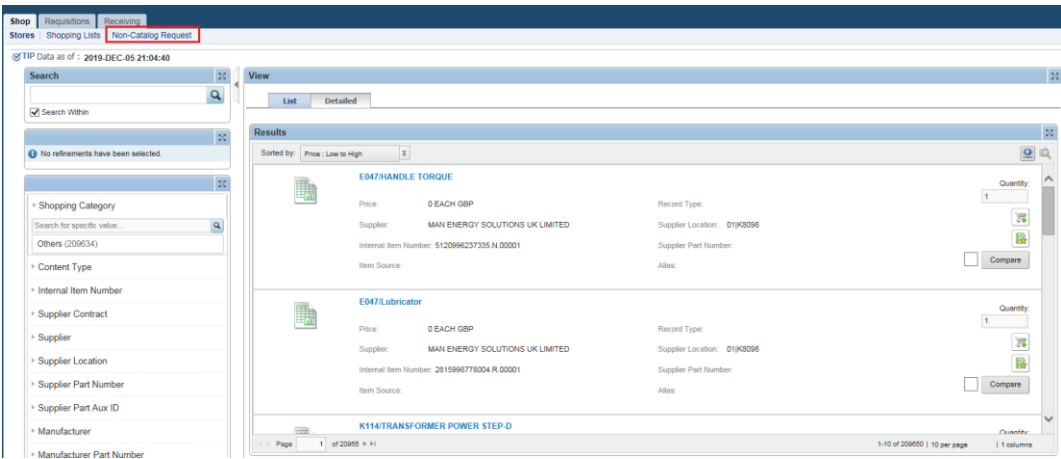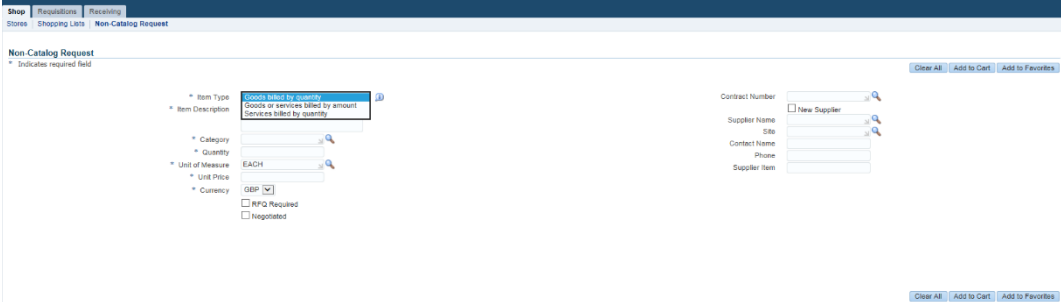
**Note** - An *Informational Content Zone* may have been created within CP&F to link to Contract guidance. *Informational Content Zones* can be accessed from within the iProcurement search or from the *Stores.*

**Note** – A *Smart Form*, which is a pre-defined template, for a Non-Catalogue Purchase Requisition may have been created for the Contract. This defaults data to ensure consistent Management Information and can capture specific details necessary for the Contract. *Smart Forms* for Contracts can be accessed from the iProcurement search or from the *Stores*.
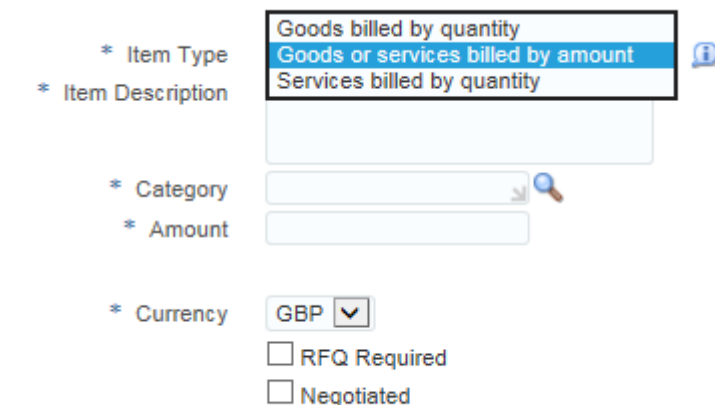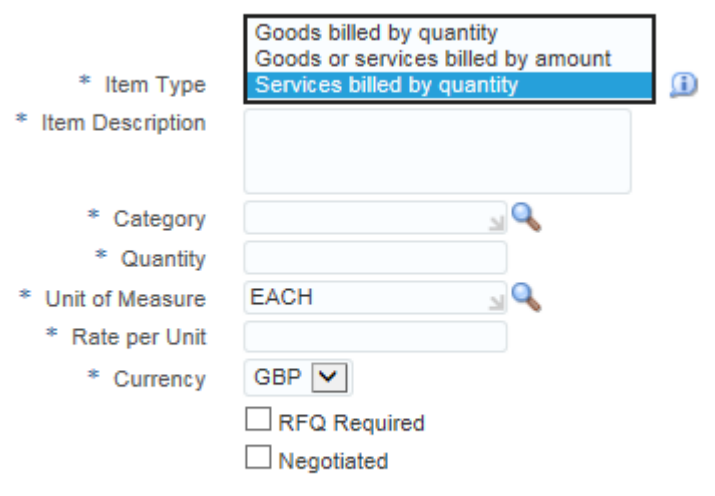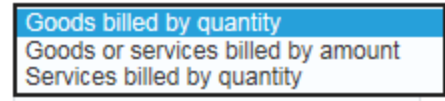
**Note** – the process to create Milestone payments, Purchase Requisitions, using the Non-Catalogue Requisition template, is described within CPFUG11 – *Requisitions for Milestone Payments*.

## A. Create a Non-Catalogue Requisition

| Step | Action |
|------|--------|
| 1. | Log into CP&F & select the *MOD iProcurement User* to go to the iProcurement *Shop* page.<br><br>**Note**- Ensure that Shopping Cart 🛒 is empty before creating the (Demand Capture) Contract Requisition. |
| 2. | Click the *Create Non-Catalog Request* tab.<br><br> |
| 3. | The *Create Non-Catalog Request* form will be displayed to complete.<br><br>**Note** - some fields would have defaulted automatically. Those that are mandatory fields will be denoted by an asterisk.<br><br><br><br>**Note** - If selecting a different *Item Type* for example *Goods or Services billed by amount*, the mandatory fields that will appear will be slightly different from that of the *Goods billed by quantity or Services billed by quantity* . |

Likewise, if selecting *Services billed by quantity*, the fields that will appear are different as per screenshot below:



| 4. | Update the *Non-Catalog Request* fields as necessary; |
|---|---|

*Item Type* - there are 3 types of *Item Type* that can be selected using the dropdown menu i.e. for this example, *Item Type* of *Goods billed by quantity* will be used.



*Goods billed by quantity*: if using this option, then *Quantity, Unit of Measure* and *Unit Price* fields will be displayed

*Goods or services billed by amount*: if using this option, then an *Amount* field will be displayed. This option is to be used when there is a monetary amount for the goods or service.

*Services billed by quantity*: if using this option, then *Quantity*, *Unit of Measure* and *Rate per Unit* fields will be displayed.

**Note** - It is important to get the *Item Type* set correctly first as it impacts on the availability of other fields.

*Item Description* - within this field enter the appropriate description of the requirement to be procured. The *Item Description* will be transferred to the Purchase Order Line, as such it must be descriptive to facilitate correct Invoice and Receipt activity.

*Category* - identifies the BLB of the business area and UNSPSC (United Nations Standard Products and Services Code) coding to categorise spend. The *Category* Code also impacts on other processes as it drives the Tax Category. It is suggested to confirm this with the Commercial Officer to ensure the accuracy of Management Information.

Use the spyglass 🔍 to select the correct Category code.

Category codes can be searched for by *Category, Description* or *Commodity.* Select the relevant Category code search from the dropdown menu, enter search criteria and click the *Go* button*.*

**Search and Select: Category**

| | | | | Cancel | Select |

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By [Category / Description / Commodity]   [          ]   [Go]

**Results**

| Select | Quick Select | Category | Description | Commodity |
|--------|--------------|----------|-------------|-----------|
| | No search conducted. | | | |

| | | | | Cancel | Select |

Use the *Quick Select* 📋 icon to select the required Category code when the list is displayed.

*Quantity*- Enter the required quantity, this field is available where *Item Type* is *Goods billed by quantity* or *Services billed by quantity*.

**Amount** – Enter the amount for the Requisition, this field is available when the *Item Type* is *Goods or services billed by amount*.

*Unit of Measure* - This field is only available where the *Item Type is Goods billed by quantity* or *Services billed by quantity*. The default for the *Unit of*

*Measure* is EACH. If the *Unit of Measure* is changed, then the Supplier should have agreed to supply as such.

**Unit Price** - Field is only available where the *Item Type* is *Goods billed by quantity*. The Requester is to enter the price that has been agreed with the Supplier or an estimate. Where an estimate is being entered it should be made clear to the Commercial Officer for the Contract.

**Rate Per Unit** – Field is only available where the *Item Type* is *Services billed by quantity*.

**Currency** - Select required currency, usually in *GBP*. The currency needs to match the currency of the Child CPA.

**RFQ Required** - leave unticked

**Negotiated** - leave unticked

**Contract Number** - Enter the Child Agreement for the Contract in the field if known. Alternatively, select the spyglass 🔍 icon to perform a search and select the required Child Contract Purchase Agreement (CPA). Using this method, gives the option to use the dropdown menu to drive the search. Within the *Search and Select* window, choose within the *Search By* dropdown, enter the required information in the field or leave the field blank if unsure and click the *Go* button. If in doubt please check with the Commercial Officer for the correct *Child Agreement*.



When the list is displayed, use the *Quick Select* 📋 icon to select correct *Child Agreement*.

**Note** - when selecting a *Contract Number*, ensure to select a Child Purchase Agreement (CPA) that relates to the requirement is selected. If in doubt, consult with the Commercial Officer. CPA's can be identified with the dash after the Parent Agreement Number as displayed in the image below;



**New Supplier** - leave blank.

**Supplier Name** - Where the *Contract Number* has been selected the *Supplier Name* will populate automatically. Enter the *Supplier Name* if known in the field. If in doubt, please check with the Commercial Officer for the correct *Supplier Name*.

When the list is displayed, use the *Quick Select*  icon to select the correct *Supplier Name*.

*Site* - Where the *Contract Number* has been selected the *Site* will populate automatically. It is very important to check that the *Site* is a Purchasing Site and not a Pay Site. If the *Site* has defaulted as a Pay Site from the Child CPA then contact the Commercial Officer to request that the Child CPA is updated to reflect the correct *Site* code. Purchasing sites will be in the format of 2 digits|NCAGE and pay sites will just be 2 digits. See example below:



*Contact Name* - Leave blank

*Phone* - Leave blank

*Supplier Item* - Leave blank

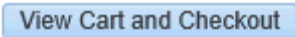| 5. | All the fields with the asterisk are mandatory and must be completed before adding to the *Shopping* cart. |
|---|---|
| | **Note** - Although the Contract Number and Supplier Name have no asterisk against them, these must be completed before adding to the cart. The below screenshot shows a completed *Non-Catalog Request* form with the required fields completed. |

| 6. | To add the item or items to the shopping cart, click the *Add to Cart* button. Items can be viewed in the *Shopping Cart* before checkout. Click the *Shopping Cart* 🛒 icon on the top of the menu page or the *View Cart and Checkout* button to view. The line will show within the *Shopping Cart* area on the left-hand side of the page.
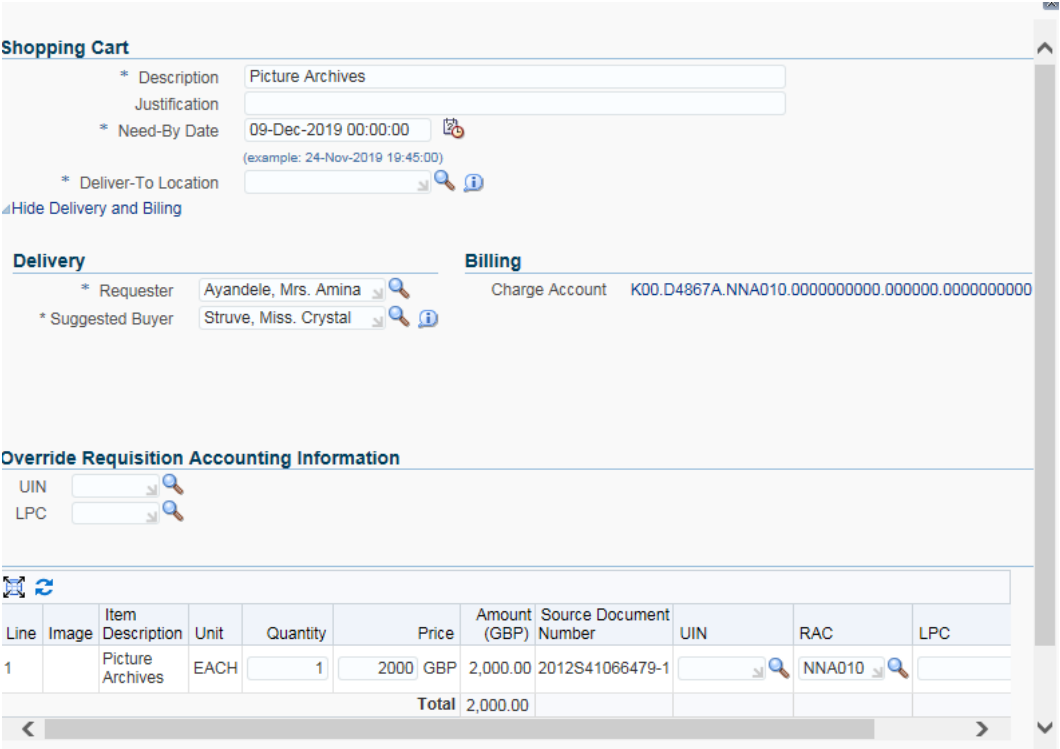
**Note** – This process can be repeated if more than one item is to be included within the same Purchase Requisition.

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## B. Checkout Requisition

You can add additional lines to the Requisition by following the process above and continue to add items to the *Shopping Cart.* Once content with the item or items in the *Shopping Cart*, the following steps should be followed to checkout.

| Step | Action |
|------|--------|
| 1. | To checkout, click the shopping cart icon 🛒 on the top of the page or click on the *View Cart and Checkout* button. **View Cart and Checkout** |
| 2. | The *Shopping Cart* form will be displayed; |

**Shopping Cart**

| | |
|---|---|
| * Description | Picture Archives |
| Justification | |
| * Need-By Date | 09-Dec-2019 00:00:00 |
| | (example: 24-Nov-2019 19:45:00) |
| * Deliver-To Location | |

⊿Hide Delivery and Biling

**Delivery**

* Requester    Ayandele, Mrs. Amina
* Suggested Buyer    Struve, Miss. Crystal

**Billing**

Charge Account    K00.D4867A.NNA010.0000000000.000000.0000000000

**Override Requisition Accounting Information**

UIN
LPC

| Line | Image | Item Description | Unit | Quantity | Price | Amount (GBP) | Source Document Number | UIN | RAC | LPC |
|------|-------|------------------|------|----------|-------|--------------|------------------------|-----|-----|-----|
| 1 | | Picture Archives | EACH | 1 | 2000 GBP | 2,000.00 | 2012S41066479-1 | | NNA010 | |
| | | | | | Total | 2,000.00 | | | | |

**Note** - Some editing of the Purchase Requisition can be performed within the *Shopping Cart* window, however, where substantial edits are required, it is suggested that the *Edit* icon is clicked (after the entry of the mandated information) to go to the *Edit and Submit Requisition* page.

**Note**- The *Billing* area will display the default *Charge Account* that is applied to the Requisition lines.

The *Charge Account* is a text string representing the TLB:UIN:RAC:LPC data.

Clicking the *Charge Account* link will go to the *Edit and Submit Requisition* page.

The *Override Requisition Accounting Information* area allows for the update of the *Charge Account* data attributed to all the lines within the *Shopping Cart*.

As necessary, update the *UIN* and *LPC* fields. Use the spyglass icon 🔍 to search and select available values.

**Note** – where detailed updates of the *Charge Account* are required, it is suggested that the update is performed directly against the line within the *Edit and Submit Requisition* page.

**Override Requisition Accounting Information**

UIN    [＿＿＿＿] 🔍

LPC    [＿＿＿＿] 🔍

The *Description* has been automatically populated based on the information that was entered on the *Non-Catalog Request* form in the first instance.

At this point, it is good practice to enter a *Justification* within the field.

**Note** - the *Need-by Date* will default to today's date, the time will default to 00:00:00. As this time will be in the past, the *Need-By Date* must be updated. Specific *Need-By Date* for separate lines can be entered by further edit of the Shopping Cart. Enter a *Need-By Date* representing when the Invoice payment is expected. Use the calendar icon to open the calendar and pick a date. By picking a date from the calendar, the time will update to the current time. If necessary, the time can be updated directly within the field.

The format DD-MMM-YYYY HH:MM:SS is required.

**Note** – where multiple lines are added to the *Shopping Cart* if the *Item Description* and *Need-By Date* is the same and the Purchase Order is created automatically the Requisition lines will be amalgamated to the same Purchase Order line.

**Note** - The *Deliver -To Location* field is for Delivery purposes only. The UIN entered here may be different to the UIN used for billing purposes which is detailed in the Charge Account fields. If unsure of the *Deliver - To Location* use the spyglass 🔍 icon to perform a search.

Using this method, gives the option to use the dropdown menu to drive the search. Within the *Search and Select* window, choose within the *Search By* dropdown, enter the required information in the field or leave the field blank if unsure and click the *Go* button.

When the list is displayed, use the *Quick Select* icon to select correct location.

**Note** - The *Requester* field is automatically populated with the name of the person that is creating the *Non-Catalog Request*.

**Note** - The *Suggested Buyer* field is automatically populated. The spyglass icon can be used to perform a search to select a different *Suggested Buyer*. Using this method, gives the option to use the dropdown menu to drive the search. Within the *Search and Select* window, choose within the *Search By* dropdown, enter the required information in the field or leave the field blank if unsure and click the *Go* button

| 3. | Use the *Edit* icon to check the Purchase Requisition and make edits, if necessary, before submitting for approval. |
|---|---|



Click the *Continue Shopping* icon to return to the *Create Non-Catalog* form where additional items can be created and added to the *Shopping* cart.
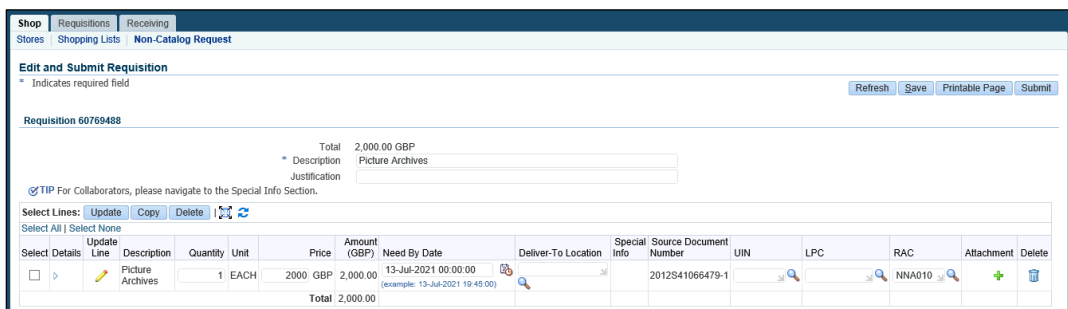
| | |
|---|---|
| | Click the *Edit* icon to go to the *Edit and Submit Requisition* page. This is suggested where a detailed edit is necessary. |
| | Click the *Save* icon to save the Requisition. A Requisition number will be allocated to the Requisition. The Requisition will be displayed within the Requisition listing, accessed from the Requisition tab, with a status of *Incomplete*. |
| | Click the *Submit* icon to submit the Requisition for approval without any further edit. |
| 4. | When the *Edit* icon has been clicked from the *Shopping Cart*, then the *Edit and Submit Requisition* page will be displayed.  |
| 5. | On the *Edit and Submit Requisition* page, some fields are available for update; |

- *Quantity* – The quantity required. For Amount based Requisition lines, this is the monetary amount.

- *Price* – For Amount based Requisition lines this field will default as 1 and not be available for edit.

- *Need By Date* – If not updated within the Shopping cart, the *Need By Date* can be updated on individual lines. This could reflect different delivery dates for different items or where there is expected to be phased invoicing for example, where there are milestone payments.

- *Deliver-To Location* - If not updated within the Shopping Cart, the *Deliver-To Location* can be updated on individual lines.

- *Special Info* – If the Category Code is linked to an Information Template then a link will be displayed to edit the additional information.

- *UIN* – As necessary, edit the billing UIN. This field will appear blank unless an update to the billing UIN, within the line's Charge Account, is necessary. The update to the Charge Account will be applied when the Requisition is submitted for approval.

- *LPC* – As necessary, edit the Local Project Code (LPC) to be applied to the line's Charge Account when the Requisition is submitted for

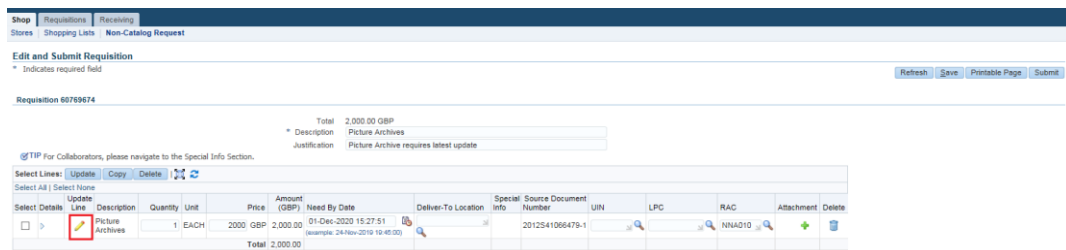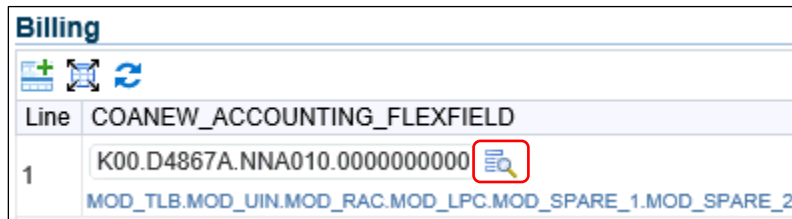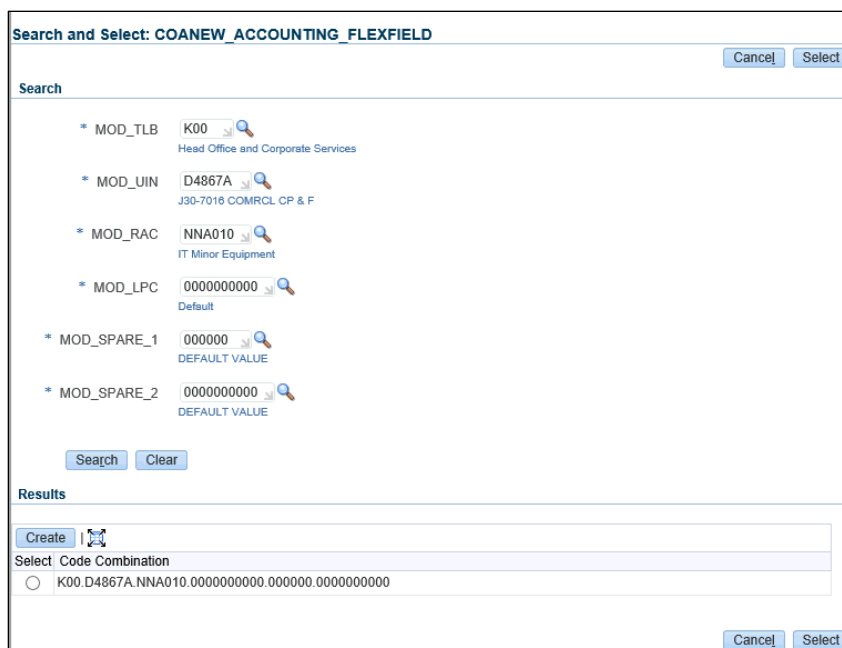| | | |
|---|---|---|
| | | approval. This field will appear blank unless an update to the LPC within the line's Charge Account is necessary.<br><br>• *RAC* – The RAC that is linked to the Category Code will default. As necessary, edit the RAC. An edit to the RAC can update the RAC within the line's Charge Account when the Requisition is submitted for approval.<br><br>**Note** - The list of RACs available within this field contains some RACs that cannot be applied to the Charge Account. Unless it is known that the RAC can be applied, it is suggested that the RAC is updated directly within the Charge Account before the Requisition is submitted for approval. Refer to the process below. |
| 6. | | As necessary, additional edits can be made to Requisition lines.<br><br>If necessary, select the *Update Line* icon 🖉 to edit the lines.<br><br>Alternatively, select the Requisition line and click the *Update* button.<br><br><br><br>Within the *Edit Lines* page, fields that can be edited, any field with an asterisk is a mandatory field and must be completed.<br><br><br><br>**Note** – if more than one line is selected for update, only *Delivery* fields are available. |
| 7. | | Within the *Update Line* page, various Requisition line details can be updated. |
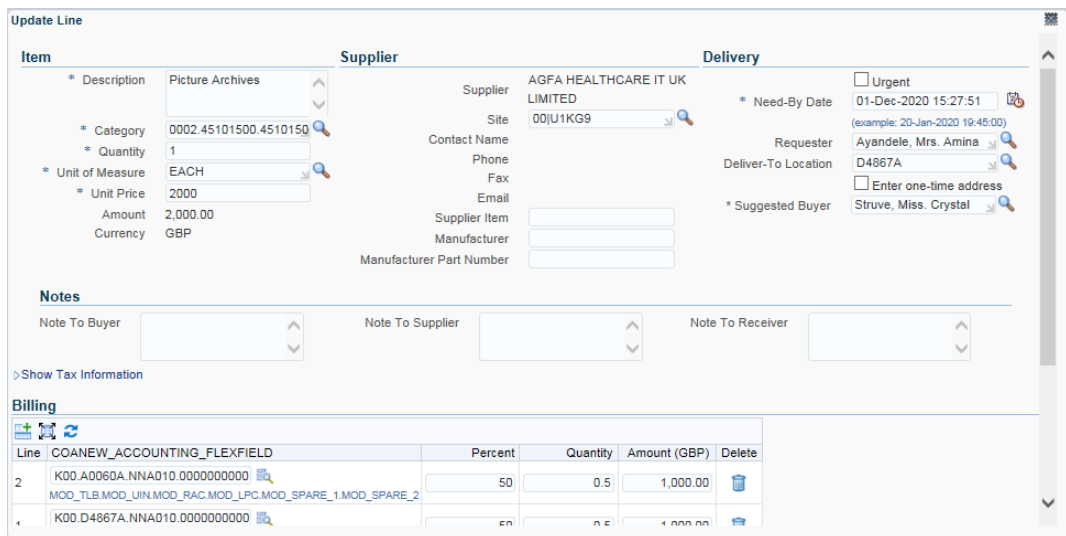
To change the *Charge Account*, click the 🔍 adjacent to the Charge Account within the *Billing* area to go to the *Search and Select: COANEW_ACCOUNTING_FLEXFIELD* popup window.

**Billing**

| Line | COANEW_ACCOUNTING_FLEXFIELD |
| --- | --- |
| 1 | K00.D4867A.NNA010.0000000000 🔍 |
| | MOD_TLB.MOD_UIN.MOD_RAC.MOD_LPC.MOD_SPARE_1.MOD_SPARE_2 |

Within the *Search and Select: COANEW_ACCOUNTING_FLEXFIELD* window, update the fields.

Search and Select: COANEW_ACCOUNTING_FLEXFIELD

Cancel  Select

**Search**

* MOD_TLB  K00  🔍
Head Office and Corporate Services

* MOD_UIN  D4867A  🔍
J30-7016 COMRCL CP & F

* MOD_RAC  NNA010  🔍
IT Minor Equipment

* MOD_LPC  0000000000  🔍
Default

* MOD_SPARE_1  000000  🔍
DEFAULT VALUE

* MOD_SPARE_2  0000000000  🔍
DEFAULT VALUE

Search  Clear

**Results**

Create | 🔍
Select  Code Combination
○  K00.D4867A.NNA010.0000000000.000000.0000000000

Cancel  Select

As necessary, click the spyglass 🔍 icon for the field to go to the *Search and Select* window. For example, to update the RAC click on the spyglass for the *MOD_RAC* field to go to the *Search and Select: MOD_RAC* window.

Update the search field, click the *Go* button to perform the search.

Click the *Quick Select* 🔍 icon for the required field value. Alternatively, click the *Select* radio button on the left for the required field value, then click the *Select* button.

The *Search and Select: COANEW_ACCOUNTING_FLEXFIELD* will show with the updated value for the field. Once the fields have been updated, click the *Search* button to display preexisting Charge Account *Code Combinations*.



**Note** – Only preexisting Charge Account *Code Combinations* will be displayed within the search. Where the association has yet to be made between the fields then no results will be found. It will be possible to create the new *Code Combination* by clicking the *Create* button.

When the *Create* button has been clicked, if there is no conflict in values, then the *Code Combination* will be displayed within the search results and available for selection.



**Note** – If there are issues with the selected *Code Combination* then a message may be displayed when retuned to the Edit and Submit Requisition page. For example, if the selected TLB and UIN field values misalign then an *Information* message "*Charge Account Re-Generated*" may be displayed

| | |
|---|---|
| | on return to the *Edit and Submit Requisition*. The Charge Account should be checked and corrected accordingly.<br><br>To select a *Charge Account Code Combination,* click the radio button to the left of the *Code Combination* and click the *Select* button |
| 8. | If the Billing information in the *Charge Account* is to be split for the line Amount. Use the *Add Line* icon ![icon] with the plus sign to add rows and select the spyglass icon ![icon] to change the *Charge Account.*<br><br>**Billing**<br>Line  COANEW_ACCOUNTING_FLEXFIELD   Percent  Quantity  Amount (GBP)  Delete<br>1  K00.A0060A.NNA010.0000000000   50   0.5   1,000.00   🗑<br>   MOD_TLB.MOD_UIN.MOD_RAC.MOD_LPC.MOD_SPARE_1.MOD_SPARE_2<br>   Total   50   0.5   1,000.00<br>☑ TIP Total allocation must equal 100% of the selected line values.<br>☐ Apply this Cost Allocation information to all applicable requisition lines<br>✔<br>Apply<br><br>**Note** - It is more likely that users will spilt charge accounts based on Quantities or Amounts. The percentage total for the split of *Charge Accounts* is to total 100%. |
| 9. | Once all the updates, within the Edit Lines page, have been completed click the *Apply* icon to return to the *Edit and Submit Requisition* page |
| 10. | Within the *Notes And Attachments* area enter notes as appropriate.<br><br>***Buye*r**: There is no requirement for the *Note to Buyer* field to be completed. Most Catalogues will be set up for the automatic creation and approval of Purchase Orders, once the Purchase Requisition has been approved. As such, the Buyer on the Agreement will not have visibility of any notes.<br><br>***Receiver***: For the *Note to Receiver* field, again, there is no requirement for this to be completed. There is no facility within CP&F for the note to be visible to Receivers. Where Catalogues and associated Purchase Orders are set up for 2- way matching there is no requirement for receipts.<br><br>***Supplier:*** The *Note To Supplier* field MUST be completed with the Requesters name and contact details i.e. telephone number/email address. This field will be transferred as a note on each line of the resulting Purchase Order and will be a visible note on the Purchase Order lines when transferred to the Supplier. The field should not be used for 'non-standard' addresses. The detail entered into this field will assist Suppliers in contacting Requesters if there are any queries or clarification on the requirement.<br><br>**Notes And Attachments**<br>**Notes**<br>Note To Buyer  Note To Receiver  Note To Supplier<br>**Requisition Attachments**<br>Add Attachment<br>Title  Type  Description  Category  Last Updated By  Last Updated  Usage  Update  Delete  Publish to Catalog<br>No results found.<br>Return to Shopping  Refresh  Save  Printable Page  Submit |

Once any notes have been completed, use the available buttons to progress the Requisition.

***Return to Shopping*** - this will return to the Home page, the starting point.

**Note** – Items will be retained within the *Shopping* cart.

***Refresh***: selecting this button will refresh the page

***Save***: this will save the Requisition and can be returned to at a later date

***Printable page***: allows to view in a printable format and for a soft copy can be printed if desired, although it is not advisable to print soft copies for the sake of having a soft copy.

***Submit***: this will complete the entire process, i.e. the Requisition will be submitted for approval. It will be routed to the correct person for approval, depending on the approval structure defined in the system.

**Note** - At Requisition checkout, depending on the value and the information within the Requisition, approval groups will be automatically added to the approval sequence. The automatically added groups cannot be deleted and members of the groups cannot be removed.

**Note** - Where more than one type of Approval group has been applied, then the Financial approval group will always be the last within the approval sequence.

Members of the approval groups will have been automatically selected based on the approval type and the total value of the Requisition. The types of approval, and the associated financial limits for the approval type, are set when a user applies for, or updates, their account.

As an approver's approval types are associated with financial limits then a particular approval group may only be applied when a Requisition reaches a certain value. For example, a Contract Approval group may only be applied to the Requisition's approval sequence when the value exceeds the lower limit of the Contract approval set up for members.

Additional approvers can also be added manually as necessary. This can be done by viewing the shopping cart and click the edit ✏️ icon, the below screen will be displayed. Click the *Manage Approvals* button to add in additional approvers.

The below screen will be displayed, select *Insert Approver* (if not defaulted)



Use the scroll bar on the right to scroll down and enter the name of the additional approver in the *Approver* field or use the spyglass 🔍 icon to search for a name. Use the dropdown for the *Add to Location* field and select where the additional approver is to be added.
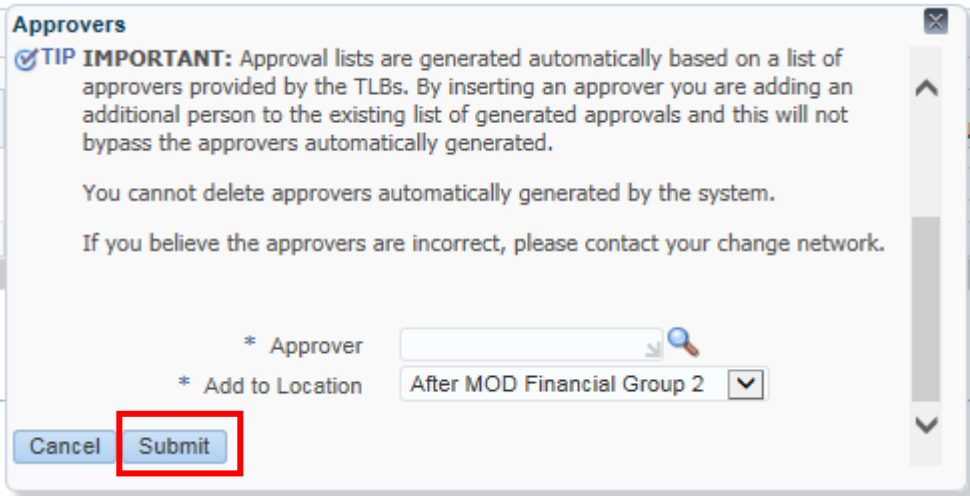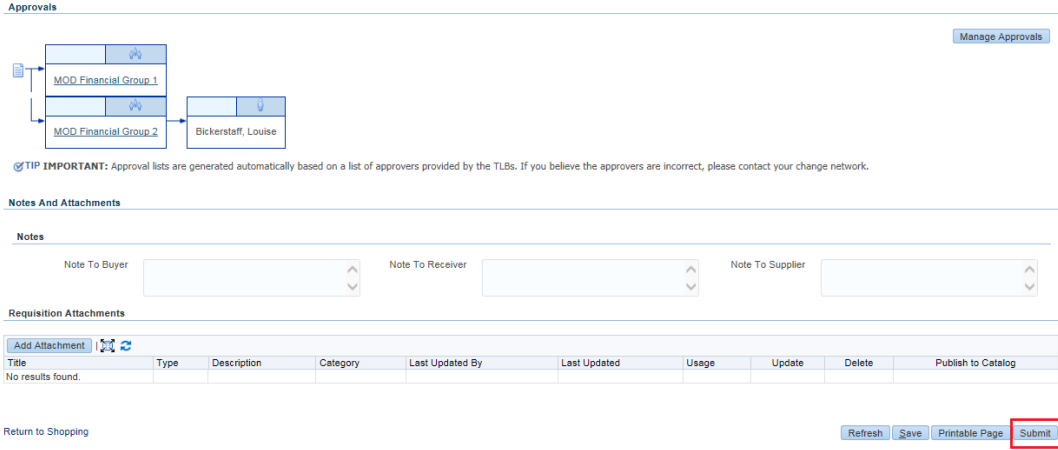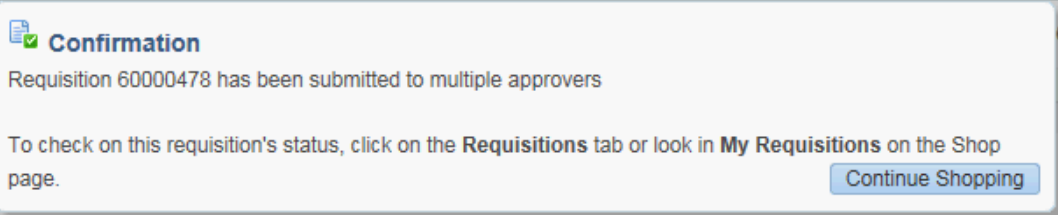


Once complete, click the S*ubmit* button to proceed.

| 11. | To complete the entire process i.e. proceed to checkout, click the *Submit* button (if this is the desired intention, or save to return to later). |
|---|---|



| 12. | Once submitted the below confirmation message will be displayed; |
|---|---|



| 13. | Click the *Continue Shopping* button to return back to the menu and select the Home 🏠 icon to return completely to the *CP&F Navigator*. |
|---|---|