

Submitting A Non-Catalog Purchase Request

Quick Reference Guide

Submitting a Non-Catalog Purchase Request Overview

This Quick Reference Guide (QRG) is designed to walk department users through submitting a non-catalog purchase request form in UVA Marketplace. A Non-Catalog Purchase Request (PR) should be submitted when you need a contract reviewed and signed by Procurement & Supplier Diversity Services (PSDS) and you need a Purchase Order (PO) issued to a supplier as well.

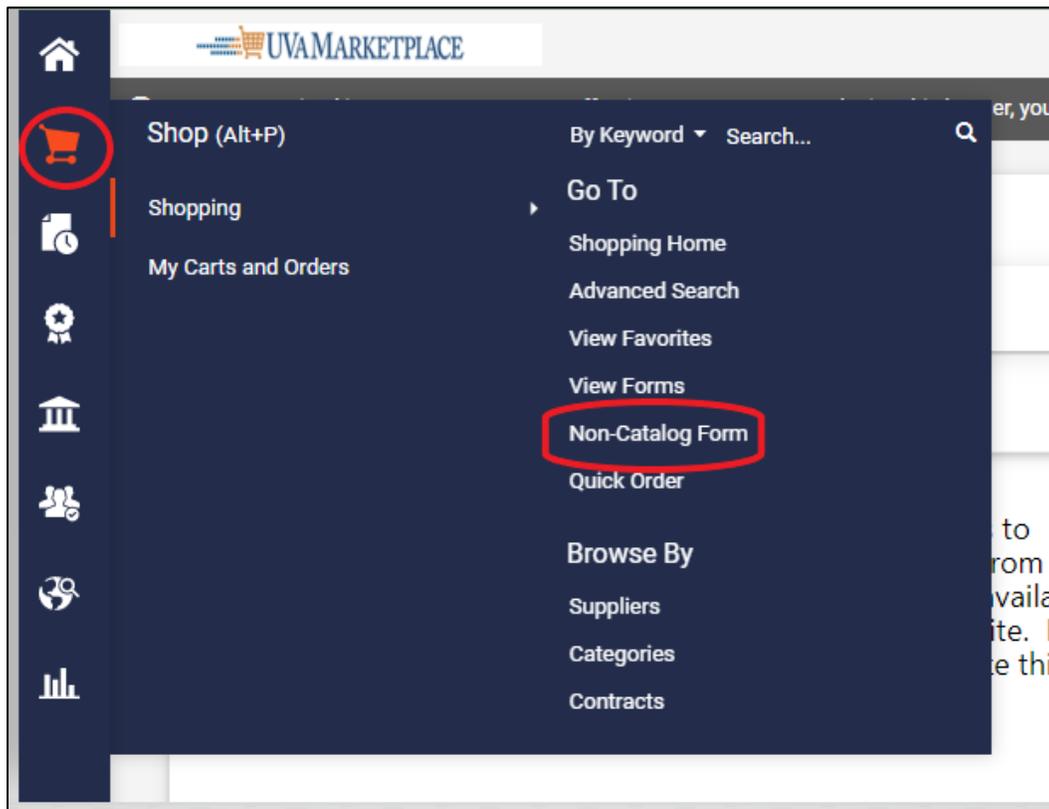
Once submitted, a PSDS team member will action your PR, and follow up with you and the vendor via email. If you have a question regarding the status of your submission, please reach out to askfinance@virginia.edu.

Procedure: Submitting a Non-Catalog Purchase Request

1. Log in to UVA Marketplace.

On the UVA Marketplace **Home** screen:

2. Hover cursor over the **Shopping Cart** icon and select **Non-Catalog Form**.



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On the **Non-Catalog Form** screen:

3. Select **Next**.

Back to Shopping Home

Non-Catalog

Form Number: 692544
Purpose: Procurement Request
Status: Incomplete

Instructions

Details: ✓
Suppliers: ▲
Form Fields: ▲
Item Attributes: ▲
Conflict of Interest: ▲
Review and Submit

Request Actions | History | ?

This form should be used to purchase goods/services from a supplier that does not have a catalog or has provided you with a custom quotation that is unavailable in their catalog.

Next >

NOTE This form should only be used for purchases that will require a purchase order. If you will pay by T&E Card, please complete the Contract Request Form.

On the **Details** screen:

4. Enter the **Form Name**,

Non-Catalog

Form Number: 692544
Purpose: Procurement Request
Status: Incomplete

Details

Suppliers: ▲
Form Fields: ▲
Item Attributes: ▲
Conflict of Interest: ▲
Review and Submit

Request Actions | History | ?

Form Name *

Purpose: Procurement Request
Template Title: Non-Catalog
Form Type: Quick Quote
Currency: USD

★ Required

Previous Save Progress Next >

5. Select **Next**.

On the **Supplier** screen:

6. Enter the **Supplier name** or search for it. To search for a supplier name:
 - a. Select **Relationship**:
 - i. In Network - Registered to do business with UVA.
 - ii. Out of Network - Not registered to do business with UVA.
 - b. Enter **Supplier's Zip Code**.

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7. Select **Next**.

On the **Form Fields** screen:

8. Form Fields – This list will autopopulate.

9. Select **Item Attributes**.

On the **Item Attributes** form:

a. Enter the line items on the quote you intend to purchase.



If the quote includes 10 line items, you must enter 10 line items. Do not group line items into one.

b. Enter the following required information:

- i. **Line item** – Select the number of line items.
- ii. **Unit price** – Enter in the price of each unit in USD.
- iii. **Product Description** – Enter in the description of the product.
- iv. **Quantity** – Enter in number of items you would like to purchase.
- v. **Commodity Code** – Select the correct commodity code.
- vi. **Purchase over \$10,000** – Select the correct button to indicate if the purchase exceeds \$10,000.

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If the purchase is over \$10,000, you will be prompted to include Competition/Quotation information.

The screenshot shows the 'Form Fields - Item Attributes' section of a 'Non-Catalog' purchase request. The form includes a sidebar with navigation options: Instructions, Details (checked), Suppliers, Form Fields, Item Attributes (highlighted), Conflict of Interest, and Review and Submit. The main content area contains the following fields:

- Form Fields - Item Attributes** (Title)
- Request Actions** (Dropdown), **History** (Link), **?** (Help)
- ★ Response Is Required** (Alert)
- Item** (Section Header)
- Number of Line Items *** (Field with dropdown menu showing '1')
- Item Description** (Text area)
- Unit Price** (Field), **USD** (Text), **Quantity** (Field), **Total** (Text), **0.00 USD** (Text)
- Product Description** (Text area with '1000 characters remaining' indicator)
- Commodity Code** (Field with '-' value and 'Edit' button)
- Is your purchase over \$10K? *** (Field with radio buttons for 'Yes' and 'No')
- Navigation:** 'Previous' (disabled), 'Save Progress' (orange), 'Next' (orange and highlighted with a red box)

10. Select **Next**.

On the **Competition** screen.

11. Enter the following required fields:

- Is the purchase exempt under UVA approved exemption?** – Select yes or no based on guidelines outlined in [Guidelines for Competition](#).
- Did you seek competition?** – Select the response from the dropdown menu.
- Are you awarding to the lowest responsive supplier?** – Select yes or no.

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Non-Catalog
Form Number: 693843
Purpose: Procurement Request
Status: Incomplete

Form Fields - Competition Request Actions | History | ?

★ Response Is Required

Quotations
Quotations are required for purchases over \$10,000. All quotes will be uploaded once cart is returned to Workday.

Is this purchase exempt under any UVA approved exemption? *

Yes No

Did you seek competition? *

Yes - I solicited three quotes
No - this is a contract supplier
No - this is a sole source
Yes - I solicited three quotes
No - this is a cooperative contract supplier

Yes No

Previous Save Progress Next

12. Select **Next**.

On the **Conflict of Interest** screen:

13. Select the checkbox to certify you have read the employee Conflict of Interest Form.

Back to Shopping Home

Non-Catalog
Form Number: 693843
Purpose: Procurement Request
Status: Incomplete

Form Fields - Conflict of Interest Request Actions | History | ?

★ Response Is Required

Instructions
Forthcoming - to include link to policy

COI

I certify that I have read the employee Conflict of Interest Form *

I certify

Previous Save Progress Next

14. Select **Next**.

On the **Review and Submit** screen:

15. If you have completed all of the required fields, you will receive three green checks indicating everything is complete and your form is ready for submission.

16. Select **Add and go to Cart**.

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If you do not receive all three green checks, you will not be able to submit until all required information is included.

Back to Shopping Home

Non-Catalog

Form Number: 693843
Purpose: Procurement Request
Status: Incomplete

Instructions

- Details ✓
- Suppliers ✓
- Form Fields ✓
 - Item Attributes ✓
 - Competition ✓
 - Conflict of Interest ✓

Review and Submit

Request Actions | History | ?

✓ Required Fields Complete

Section	Progress
Details	✓ Required Fields Complete
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

Previous Add to Favorites Add and go to Cart

In your Marketplace Shopping Cart:

17. Select **Place Order**. You will be redirected into Workday where you will complete the requisition as normal. For instruction on creating a requisition in Workday, refer to the [Creating A Requisition QRG](#).

Shopping Cart • Shopping Cart

Simple Advanced

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

Cart Name: 2022-06-24 jku2vt 01

1 Item

BIOCRATES LIFE SCIENCES AG - 25 Items - 12,024.75 USD

SUPPLIER DETAILS

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Non-Catalog					
Contract:					
Ultrasound Machine			480.99	Qty: 25	12,024.75

ITEM DETAILS

Commodity Code: Lab Supplies

Details

For: Jessica Price

Estimate (12,024.75 USD)

Subtotal * 12,024.75

Total * 12,024.75

Cancel PunchOut Place Order