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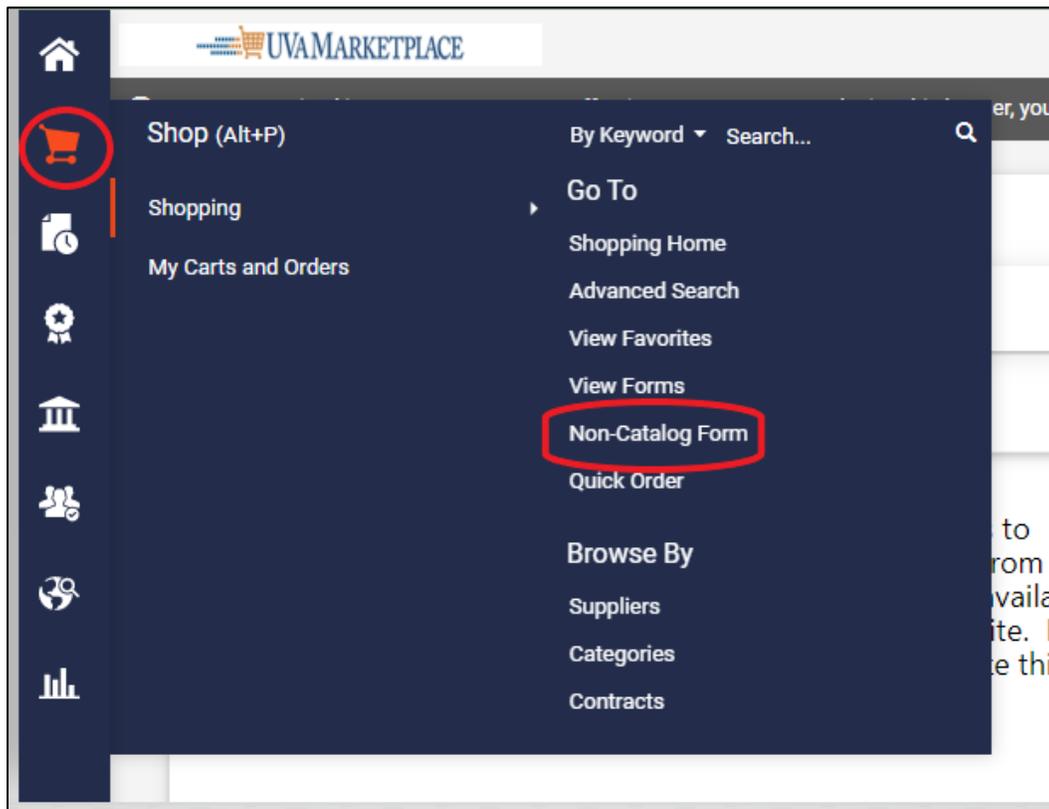
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On the **Non-Catalog Form** screen:

3. Select **Next**.

> **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**,

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**.

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.

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

10. Select **Next**.

On the **Competition** screen.

11. Enter the following required fields:
    a. **Is the purchase exempt under UVA approved exemption?** – Select yes or no based on guidelines outlined in Guidelines for Competition.
    b. **Did you seek competition?** – Select the response from the dropdown menu.
    c. **Are you awarding to the lowest responsive supplier?** – Select yes or no.

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12. Select **Next**.

On the **Conflict of Interest** screen:

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

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

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.