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

On the Workday Home screen:

1. Type Connect to Supplier Website in the search field.
2. Select the Connect to Supplier Website result.
3. Click OK to proceed.

On the Connect to Supplier Website screen:

4. Select Connect to navigate to the UVA Marketplace.

On the UVA Marketplace Home screen:

5. Hover cursor over the Shopping Cart icon and select Non-Catalog Form.
On the Non-Catalog Form screen:

6. Select Next.
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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:

7. Enter the **Form Name**,

8. Select **Next**.

On the **Supplier** screen:

9. 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**.

10. Select **Next**.

On the **Form Fields** screen:

11. Form Fields – This list will autopopulate.
12. 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.

If the purchase is over $10,000, you will be prompted to include Competition/Quotation information.
13. Select **Next**.
   On the **Competition** screen.
   14. 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.
15. Select Next.

On the Conflict of Interest screen:

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

17. Select Next.

On the Review and Submit screen:

18. 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.

19. Select Add and go to Cart.

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**:

20. 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](#).