Non-Catalog Item Requisition Procedure-CREATE and SUBMIT
(Revised, Nov. 2021)

From the Panther Buy Shopping Dashboard, click NON-CATALOG ITEM
Add a VENDOR.
You can search for CAU vendors by clicking the [ ] symbol.
Fill in the following boxes: DESCRIPTION; CATALOG #; QTY; PRICE; UNIT OF MEASURE (UOM)

**These boxes should mirror information on the quote or supporting documentation received from the vendor**
Add the COMMODITY CODE

Click the [ ] icon to search for commodity codes; these codes are important to understanding the university’s spend
After clicking the [Q] icon, the COMMODITY CODE listing appears.

***COMMODITY CODEs can be added by clicking the [+ symbol or manually***
Once the boxes for the description, catalog #, qty., price, uom, and commodity code are filled in, CHECK ONE OF THE PRODUCT FLAGS. If none of the descriptors apply, leave blank.

You are now ready to either SAVE [use if there is only one line item] or SAVE & ADD ANOTHER [if multiple line items are required].

***When this step is complete, the items will be sent to the SHOPPING CART
Go to SHOPPING CART.

By clicking the [ ] icon, you will be able to VIEW CART [to make further edits and ASSIGN the cart] or CHECKOUT.
REQUISITION SUMMARY:
This link provides an overview of the entire requisition; the entire requisition can be edited from this screen by clicking the individual icons for each section: SHIPPING, BILLING, ACCOUNTING CODES, INTERNAL & EXTERNAL NOTES AND ATTACHMENTS.

Complete the requisition: CORRECT ISSUES
This area of the SUMMARY page show what issues need to be corrected before the requisition can be submitted.
Edit SHIPPING (SHIP-TO) ADDRESS

When receiving items, use the CENTRAL RECEIVING –CAU ship-to address

***The MAILROOM-CAU ship-to address is also a viable option for those closer to that area***
Once the address is selected, it can be set as a **DEFAULT** address with the following steps:

- Click [ADD TO MY ADDRESSES]
- Give it name i.e. “default” or “home”
- Click [MAKE DEFAULT]
Edit the **ACCOUNTING CODES** by clicking the [📝] icon.
Add the **ACCOUNTING INFORMATION**.

Each number must have [-CAU] (case-sensitive) behind it. Once the appropriate information is filled in for each field, click [✓]

***Activity codes are for Title III activities and grants that go through Research and Sponsored Programs (RSP) only. Activity codes effect the approval queue for the requisition. If your FOAP information has an activity code, it is required when completing/submitting the requisition***
Adding Notes and Attachments (Internal or External)

- To add NOTES, click the [_pen] icon
- To add ATTACHMENTS, click [ADD]
After clicking [📝]
- Type NOTE
- Click [SAVE]
After clicking [ADD]  
- Click [SELECT FILES]  
- Choose your file  
- Click [SAVE CHANGES]

***INTERNAL ATTACHMENTS:***  
- Documents that are reviewed by approvers as supporting documentation

***EXTERNAL ATTACHMENTS:***  
- Documents sent to the vendor that are specific to the execution of the Purchase Order
SUBMIT the Requisition.

After a final check of the entire requisition, you are now ready to click [SUBMIT].