

# Non-Catalog Item Requisition Procedure-CREATE and SUBMIT


(Revised, Nov. 2021)

The screenshot shows the Panther Buy Shopping Dashboard. At the top right, there are navigation links for 'Purchase Orders', 'Search (Alt+Q)', a currency indicator '1,301.22 USD', and notification icons. The main header area includes 'Shop • Shopping Dashboard' and a 'Shop' button. Below this is a search bar with the text 'Search for products, vendor, forms, part number, etc.' and a search icon. A callout box with a black border and white background contains the text: 'From the Panther Buy Shopping Dashboard, click **NON-CATALOG ITEM**'. An arrow points from this box to the 'Non-Catalog Item' link in the navigation menu. The navigation menu also includes 'Favorites', 'Forms', 'Quick Order', 'Browse: Vendor', 'Categories', 'Contracts', and 'Chemicals'. The main content area is divided into two columns. The left column has a yellow header 'Organization Message' and contains two sections: 'Procurement Services News & Information' with a sub-section 'Holiday Delivery Schedule' and 'Purchasing Policy Update'. The right column has a blue header 'Showcases' and lists three categories of vendors: 'Scientific Vendors' (with logos for Fisher Scientific CAU, Henry Schein Medical/Clinical, Santa Cruz Biotechnology, and MWDPS Sigma Aldrich), 'Office Supplies Vendors' (with logos for Staples PunchOut, Amazon CAU, and Office Depot), and 'Computer & Information Technology Vendors'. At the bottom right, there is a small text link: 'Powered by JAGGAER | Privacy Policy'.


Add Non-Catalog Item

Existing Vendor

**Add a VENDOR.**  
You can search for CAU vendors by clicking the [  ] symbol

Item

Description *	Catalog No.	Quantity *	Price	UOM
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA 

Additional Details

Commodity Code  

- Product Flags
-  Controlled substance
  -  Recycle
  -  Hazardous material
  -  Radioactive
  -  Rad Minor
  -  Live Animals
  -  Toxin
  -  Energy Star
  -  Green

★ Required fields

### Add Non-Catalog Item

Existing Vendor

McKesson Medical Surgical Inc

McKesson Medical Surgical Inc

Fulfillment Address

CAU-PO Purchase Order 1 - Psi Chapter, 223 James P Brawley Dr SW, Apt 1533, Atlanta, Georgia 30314-4358 United States

Distribution Methods

Item 4 items have been found containing '508755' in their Catalog No. [View all in search results](#)

Description *	Catalog No.	Quantity *	Price	UOM
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Thermometer, Dig Oral Bulk Lf(25/bx) 508755 4 100.39

218 characters remaining

- EA
- EM
- EV
- F4
- FG
- FL
- F0
- FT
- G
- G5
- GAL
- GH
- GS

Additional Details

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\*\*

Product Flags

- Controlled substance
- Recycle
- Hazardous material
- Radioactive
- Rad Minor
- Live Animals
- Toxin
- Energy Star

Save Save And Add Another Close

★ Required fields

### Add Non-Catalog Item

McKesson Medical Surgical Inc

McKesson Medical Surgical Inc

#### Fulfillment Address

CAU-PO Purchase Order 1 - Psi Chapter, 223 James P Brawley Dr SW, Apt 1533, Atlanta, Georgia 30314-4358 United States

#### Distribution Methods

Item 4 items have been found containing '508755' in their Catalog No. [View all in search results](#)

Description *	Catalog No.	Quantity *	Price	UOM
Thermometer, Dig Oral Bulk Lf(25/bx)	508755	4	100.39	EA

#### Additional Details

Commodity Code 16



#### Product Flags

- Controlled substance
- Recycle
- Hazardous material
- Radioactive
- Rad Minor
- Live Animals
- Toxin
- Energy Star
- Green

### Add the COMMODITY CODE

Click the [Q] icon to search for commodity codes; these codes are important to understanding the university's spend

★ Required fields

Save

Save And Add Another

Close

Shopping Dashboard

solutions.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1636011314899

McKesson Medical Surgical Inc.

Add Non-Catalog Item

Commodity Code Search

Page 1 of 2 1-20 of 25 Results 20 Per Page

Code	Description	
00	No Category Code	+
00000000	Commodity Code not known (740231)	+
01	Advertising, Marketing & Media Services	+
02	Athletics, Apparel & Linens	+
03	Benefits	+
04	Books, Subscriptions, & Library Services	+
05	Construction Materials & Services	+
06	Facilities and Grounds Related Supplies, Materials	+
07	Food Related Products & Services	+
08	Furniture	+
09	Insurance & Financial Services	+
10	IT Hardware & Maintenance	+
11	IT Software & Maintenance	+
12	Office / Classroom Supplies & Equipment	+
13	Official Function/Events	+
14	Professional Services, Consulting & Training	+

After clicking the [🔍] icon, the **COMMODITY CODE** listing appears.

\*\*\*COMMODITY CODES can be added by clicking the [+] symbol or manually\*\*\*

Save Save And Add Another Close

1:26 PM 11/4/2021

**Add Non-Catalog Item**

McKesson Medical Surgical Inc

**Fulfillment Address** **Distribution Methods**

CAU-PO Purchase Order 1 - Psi Chapter, 223 James P Brawley Dr SW, Apt 1533, Atlanta, Georgia 30314-4358 United States

**Item** 4 items have been found containing '508755' in their Catalog No. [View all in search results](#)

Description	Catalog No.	Quantity	Price	UOM
Thermometer, Dig Oral Bulk Lf(25/bx)	508755	4	100.39	EA

218 characters remaining

**Additional Details**

Commodity Code 16

**Product Flags**

- Controlled substance
- Recycle
- Hazardous material
- Radioactive
- Rad Minor
- Live Animals
- Toxin
- Energy Star
- Green

★ Required fields

Save Save And Add Another Close

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**

Shop • Shopping Dashboard

Shop

Simple Advanced

Search for products, vendor, form

My Cart (2021-11-03 CAU-JAMESKJ 01)

Thermometer, Dig Oral Bulk Lf(25/...	View My Cart
Quantity: 4	Checkout
Price: 401.56 USD	

401.56 USD

Go to: Favorites Forms non-catalog item quick order browse vendor Categories Contracts Chemicals

Organization Message

**Procurement Services News & Information**

**Holiday Delivery Schedule**

The COVID-19 Global Pandemic has had a substantial impact on supply chain and logistics (i.e. labor, dealer & wholesale shortages). With the holiday season quickly approaching and last minute shopping surges imminent, extended delivery times are also likely to occur.

In an effort to minimize the effects of the current logistical situation, please be advised that all requisitions must be in PantherBuy by close of business on **Monday, November 29<sup>th</sup>, 2021, and have an approved Panther Buy PO by Friday, December 3<sup>rd</sup>, 2021.** This will increase the likelihood that packages will be delivered and received prior to the holiday break.

If your requisition has not received an approved PO by **December 3<sup>rd</sup>, 2021,** it will be placed on **HOLD until after the Christmas break.**

Please contact the Purchasing Department, at [Purchasing@cau.edu](mailto:Purchasing@cau.edu), should you have any questions.

**Purchasing Policy Update**

The standard vendor set-up processing time is 24-48 hours from the time the document is submitted to Purchasing. Please allow this processing period before inquiring about the status of your vendor. Vendor documents are approved when all vetting requirements are satisfied.

Please contact the Purchasing Department, at [Purchasing@cau.edu](mailto:Purchasing@cau.edu), should you have any questions.

Thanks,

Clark Atlanta Procurement Services Team

Showcases

Scientific Vendors


Office Supplies Vendors

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Computer & Information Technology Vendors

**REQUISITION SUMMARY:**

This link provides an overview of the entire requisition; the entire requisition can be edited from this screen by clicking the individual [edit icon] 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.

The screenshot shows a requisition summary for requisition 150718510. The page is divided into several sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and External Notes and Attachments. Each section has an edit icon (pencil) and a dropdown menu. A 'Draft' modal window is open on the right side, displaying a list of issues that need to be corrected before the requisition can be submitted. The issues are: Required: Shipping address, Required: Fund, Required: Organization, Required: Account, and Required: Program. The total amount is 401.56 USD. The page also shows a sidebar with navigation icons and a top navigation bar with 'Assign Cart' and 'Submit Requisition' buttons.

Chart	Fund	Organization	Account	Program	Activity
C Clark Atlanta University	no value Required	no value Required	no value Required	no value Required	no value

Section	Value	Status
Shipping	no address	Required
Delivery	Expedite	✗
Ship Via	Best Carrier-Best Way	
Billing	Clark Atlanta University Attn: Accounts Payable 223 James P Brawley Dr. SW Atlanta, GA 30314 United States	
Billing Options	Accounting Date	no value

Section	Value	Status
Internal Note	no value	
Internal Attachments	Add	
External Note	Note to all Vendor	no value
External Attachments	Attachments for all vendor	Add

Item	Quantity	Unit Price	Total
McKesson Medical Surgical Inc	4		401.56 USD

**Draft**  
Correct these issues.  
You are unable to proceed until addressed.

- Required: Shipping address
- Required: Fund
- Required: Organization
- Required: Account
- Required: Program

Total (401.56 USD)

Item	Amount
Subtotal	401.56
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>401.56</b>

What's next for my order?

Next Step: Purchasing Buyer Review

Approvers: Alexander, Michelle; Byrd, Donna; James, Kevin

Workflow: Show skipped steps

Draft  
Active  
Kevin James



**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\*\*\*

The screenshot displays a software interface for editing a shipping address. A modal window titled "Edit Shipping" is open, showing a list of shipping addresses. The "Central Receiving - CAU" address is selected and highlighted. The address details include:

- ATTN: \* Kevin James
- Contact Line 2: Central Receiving Dept.
- Contact Line 3: Rm B019 T Cole SRC Bldg
- Address Line 1: 266 Lee St.
- City: Atlanta
- State: GA
- Zip Code: 30314
- Country: United States

The background interface shows a requisition form for "Requisition 1507185". The "General" section includes fields for Description, Prepared by, Prepared for, PO Clauses, Executive Orders, and Standing Order. The "Accounting Codes" section shows Chart and Fund information. The "4 Items" section lists "McKesson Medical Surgical Inc" with 4 items. The "Draft" status is visible at the top right.

Requisition • 150718510

Summary Taxes/S&H PO Preview Com

**General**

Description *no value*

Prepared by Kevin James

Prepared for Kevin James

PO Clauses [7 Edit | View details](#)

Executive Orders *no value*

Standing Order ✗

**Accounting Codes**

Chart	Fund
C Clark Atlanta University	<i>no value</i> <span style="color: red;">✗ Required</span>

**Internal Notes and Attachments**

Internal Note *no value*

Internal Attachments [Add](#)

**4 Items**

[McKesson Medical Surgical Inc - 4 Items](#)

**Edit Shipping**

Ship To ★

No address assigned

Alumni Relations- CAU - Kevin James, Alumni Relations, Alumni House, 223 James P Brawley Dr., Atlanta, GA 30314, United States

Athletics Department- CAU - Kevin James, Athletics Department, Gym, 223 James P Brawley Dr., Atlanta, GA 30314, United States

Business Services- CAU - Kevin James, Business Services, Haven Warren, 223 James P Brawley Dr., Atlanta, GA 30314, United States

CAU-TV- CAU - Kevin James, CAU-TV, LL Woodruff Library, 223 James P Brawley Dr., Atlanta, GA 30314, United States

CCRTD- CAU - Kevin James, CCRTD, Thomas Cole Bldg., 223 James P Brawley Dr., Atlanta, GA 30314, United States

Central Receiving - CAU

ATTN: *	Kevin James	<input checked="" type="checkbox"/> Add to my addresses
Contact Line 2	Central Receiving Dept.	Nickname *
Contact Line 3	Rm B019 T Cole SRC Bldg	<input type="text" value="Default Address"/>
Address Line 1	266 Lee St.	<span style="color: red;">✗ Address name is required</span>
City	Atlanta	<input checked="" type="checkbox"/> Make default
State	GA	
Zip Code	30314	
Country	United States	

Chemistry Department-CAU - Kevin James, Chemistry Department, Thomas Cole SR, 223 James P Brawley DR, Atlanta, GA 30314, United States

Compliance Office- CAU - Kevin James, Compliance Office, Harkness Hall, 223 James P Brawley Dr., Atlanta, GA 30314, United States

Controller Office- CAU - Kevin James, Controller Office, Haven Warren, 223 James P Brawley Dr., Atlanta, GA 30314, United States

★ Required fields

[Save](#) [Close](#)

**Draft**  
Active  
Kevin James

401.56 USD

Assign Cart [Submit Requisition](#)

Correct these issues.  
You are unable to proceed until addressed.

Required: Shipping address

Required: Fund

Required: Organization

Required: Account

Required: Program

401.56 USD

401.56

401.56

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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**]

Requisition • 150718510

Summary Taxes/S&H PO Preview Comments Attachments History

Edit the ACCOUNTING CODES by clicking the [edit] icon

Accounting Codes

Chart	Fund	Organization	Account	Program	Activity
C Clark Atlanta University	no value Required	no value Required	no value Required	no value Required	no value

Internal Notes and Attachments

Internal Note no value  
Internal Attachments Add

External Notes and Attachments

Note to all Vendor no value  
Attachments for all vendor Add

4 Items

McKesson Medical Surgical Inc • 4 Items • 401.56 USD

VENDOR DETAILS

Contract no value PO Number To Be Assigned

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Thermometer, Dig Oral Bulk Lt(25/bx)	508755	EA	100.39	4 EA	401.56

ITEM DETAILS

Contract: no value Internal Note: no value  
Taxable: X Internal Attachments: Add  
Commodity Code: 16 / Scientific / Laboratory / Medical Equipment & Supplies

Draft

Correct these issues. You are unable to proceed until addressed.  
Required: Fund  
Required: Organization  
Required: Account  
Required: Program

Total (401.56 USD)

Subtotal	401.56
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>401.56</b>

What's next for my order?

Next Step: Purchasing Buyer Review  
Approvers: Alexander, Michelle  
Byrd, Donna  
James, Kevin

Workflow

Show skipped steps

Draft Active Kevin James

Banner Budget Authorization

## Edit Accounting Codes

### Accounting Codes

Chart *	Fund *	Organization *	Account *	Program *	Activity
C	110000-CAU	40203-CAU	7129-CAU	10-CAU	Search

Required Required Required Required

Search

Save Close

#### 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\*\*\*

Unit Price	Quantity	Ext. Price
------------	----------	------------

1	Thermometer, Dig Oral Bulk Lf(25/bx)	508755	EA	100.39	4 EA	401.56
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#### ITEM DETAILS

Contract:	no value	Internal Note:	no value
Taxable:	X	Internal Attachments:	Add
Commodity Code:	16 / Scientific / Laboratory / Medical Equipment & Supplies		

Subtotal	401.56
Shipping	0.00
Handling	0.00
	401.56

#### What's next for my order?

Next Step Purchasing Buyer Review

Approvers  
Alexander, Michelle  
Byrd, Donna  
James, Kevin

#### Workflow

Show skipped steps

Draft  
Active  
Kevin James

Banner Budget Authorization

Summary Taxes/S&H PO Preview Comments Attachments History

Accounting Date *no value*  
Expedite ✗  
Ship Via Best Carrier-Best Way

Accounting Codes

Chart	Fund	Organization	Account	Program	Activity
C Clark Atlanta University	110000-CAU Current Unrestricted Operations	40203-CAU Purchasing	7129-CAU Other Misc Supplies	10-CAU Instruction	<i>no value</i>

Internal Notes and Attachments

Internal Note *no value*  
Internal Attachments [Add](#)

External Notes and Attachments

Note to all Vendor *no value*  
Attachments for all vendor [Add](#)

**Adding Notes and Attachments (Internal or External)**

- To add **NOTES**, click the [📝] icon
- To add **ATTACHMENTS**, click [ADD]

4 Items

McKesson Medical Surgical Inc • 4 Items • 401.56 USD

VENDOR DETAILS

Contract *no value* PO Number To Be Assigned

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Thermometer, Dig Oral Bulk Lf(25/bx)	508755	EA	100.39	4 EA	401.56

ITEM DETAILS

Contract *no value* Internal Note *no value*

Draft

<b>Total (401.56 USD)</b>	
Subtotal	401.56
Shipping	0.00
Handling	0.00
	<b>401.56</b>

What's next for my order?

Next Step Purchasing Buyer Review  
Approvers [Alexander, Michelle](#)  
[Byrd, Donna](#)  
[James, Kevin](#)

Workflow

Show skipped steps

**Draft**  
Active  
Kevin James

Banner Budget Authorization  
Future

Purchasing Buyer Review  
Future

Special Approval  
Future

Purchase Orders Search (Alt+Q) 401.56 USD Assign Cart Submit Requisition

Requisition • 150718510

Summary Taxes/S&H PO Preview Comments Attachments History

Expedite Ship Via

After clicking [✎]

- Type NOTE
- Click [SAVE]

### Edit Internal Notes And Attachments

Internal Note

Internal Note

1000 characters remaining expand clear

Save Close

Accounting Codes

Chart	Account	Program	Activity
C Clark Atlanta University	7129-CAU Other Misc Supplies	10-CAU Instruction	no value

Internal Notes and Attachments External Notes and Attachments

Internal Note	External Note
no value	Note to all Vendor no value
Internal Attachments Add	Attachments for all vendor Add

4 Items

**McKesson Medical Surgical Inc** · 4 Items · 401.56 USD

VENDOR DETAILS

Contract	PO Number
no value	To Be Assigned

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Thermometer, Dig Oral Bulk Lf(25/bx)	508755	EA	100.39	4 EA	401.56

ITEM DETAILS

Contract	Internal Note
no value	no value

Draft

Total (401.56 USD)

Subtotal	401.56
Shipping	0.00
Handling	0.00
	<b>401.56</b>

What's next for my order?

Next Step Purchasing Buyer Review

Approvers Alexander, Michelle  
Byrd, Donna  
James, Kevin

Workflow

Show skipped steps

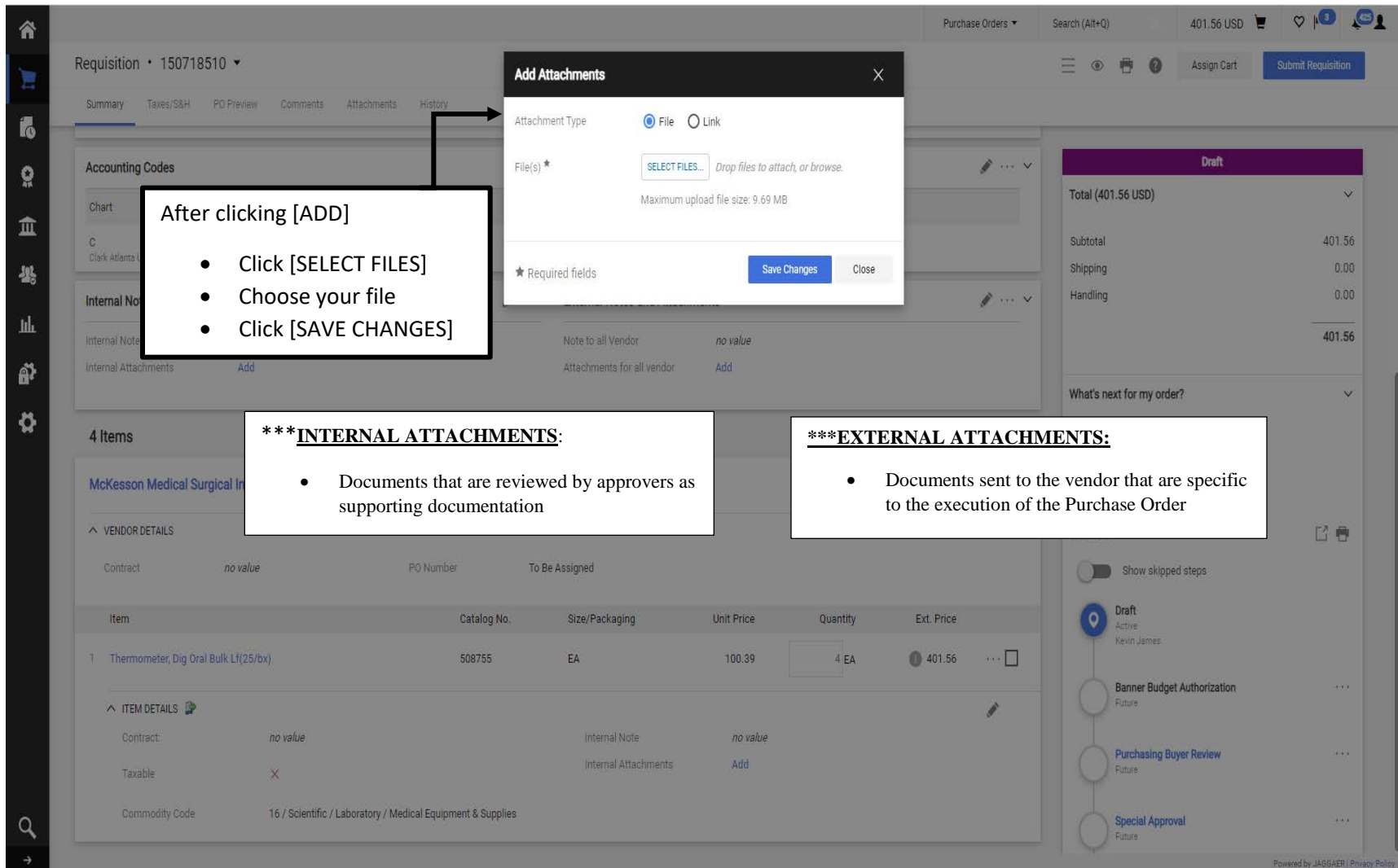
Draft Active Kevin James

Banner Budget Authorization Future

Purchasing Buyer Review Future

Special Approval Future

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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



Requisition • 150718510

Summary Taxes/S&H PO Preview Comments Attachments

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

Assign Cart **Submit Requisition**

**General**

Description *no value*

Prepared by Kevin James

Prepared for Kevin James

PO Clauses [7 Edit](#) | [View details](#)

Executive Orders *no value*

Standing Order ✗

**Shipping**

Ship To: Atlanta, GA 30314 United States

Ship Via: Best Carrier-Best Way

**Delivery**

Expedite [Edit Internal Notes and Attachments Section](#)

Ship Via: Best Carrier-Best Way

**Billing Options**

Accounting Date *no value*

**Accounting Codes**

Chart	Fund	Organization	Account	Program	Activity
C Clark Atlanta University	110000-CAU Current Unrestricted Operations	40203-CAU Purchasing	7129-CAU Other Misc Supplies	10-CAU Instruction	<i>no value</i>

**Internal Notes and Attachments**

Internal Note *no value*

Internal Attachments [Add](#)

**External Notes and Attachments**

Note to all Vendor *no value*

Attachments for all vendor [Add](#)

**4 Items**

**Draft**

Total (401.56 USD)	
Subtotal	401.56
Shipping	0.00
Handling	0.00
	<hr/>
	401.56

**What's next for my order?**

Next Step: Purchasing Buyer Review

Approvers: Alexander, Michelle  
Byrd, Donna  
James, Kevin

