STEP BY STEP INSTRUCTIONS ON HOW TO CREATE A NON-CATALOG PO:

Log into Aggiebuy

See the left blue ribbon with the icons, click on the shopping cart, then Non-Catalog Item

From here you will need to complete the Supplier Name (who are we receiving the service/goods from)

Under ITEM, this will be your quote line items. Yes, we always have a quote first, to be compliant. IF you are looking at an invoice, you are already non-compliant.

This requisition will need to reflect the quote…so if the quote has 1 line, the requisition should have 1 line, if the requisition has 15 lines, then the requisition should have 15 lines.

Complete this first line to match the first line of your quote.

- Product Description, Catalog No. (N/A) unless YOU want to put something there you are free to, Quantity, Price Estimate (price each if there are multiple quantities), Packaging (majority of the time it will be Each)

THEN click on Additional Details and remember, every single line item MUST have a Commodity Code. This is missed by a lot of people. If you don't know the Commodity Code, simply click the magnifying glass symbol and it will take you to a list.

- In the middle box = Description contains, type in what you are wanting, search for the best Commodity Code for your requisition.

If you have more lines to add, Click the Save And Add Another. If your requisition is complete with the one-line item, click Save.

Quantity receiving is the default on requisitions. IF YOU ARE WANTING your requisition to be COST RECEIVING, then your line item(s) quantity cannot exceed 1, with the total line cost being the end cost for that line.

Quantity receiving is when you do receiving on the quantity, Cost receiving is when you do receiving on the dollar amount, not the quantity.

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Now that you have added the line item(s), and clicked Save, you can find your requisition in the top right corner, reflected with a dollar amount. From here, click Checkout.

The next screen is a screen to do any editing to your requisition prior to clicking Submit.

Under the General section, ensure you have named your cart under Cart Name.

If you have a quote attached, your Order Category will be a 1-Regular. If you have an invoice attached, your Order Category will be a 2-Confirming – Do No Distribute. Double check this before clicking Submit, as any updates you make to other areas of the requisition may change this back to the default of 1-Regular.

Under the Shipping section, ensure that YOUR information is completed here. Do not leave this blank as your requisition will be returned. This is for the PO information only.

Be sure to click the Pre-Pay & Add flag. This will allow any shipping charges for $100 or less to be paid without having to add additional lines.

IF your quote has a contract number, please be sure to note it under the Contract Number area.

Under the Accounting Codes section, please ensure the Fiscal Year is the current FY, which is the default. Please add your Department Code (21-XXX) case sensitive so ALL CAPS and then the Accounting Code, which also starts with 21-XXXXX-XXXXX. That is the basics for this section. These should be on default as well, but you may have to change based on the account you need to use.

Triple check your line items:

- are you cost receiving or quantity receiving?
- Are all of the Commodity Codes there?
- You cannot use a Commodity Code with an associated Object Code that begins with a zero
- Have you done the Vendor Verify?