

Initiating a Non-Catalog Order

1. Log into ARIBA: Click on the "**ARIBA Login**" image in the quick links box (right-hand side of the browser window)
2. Click on the **Procurement** tab
3. Click the **Requisition** link under the **Create** section of in **Common Actions** area of the page
4. Click the **Create Non-Catalog Item** button on the right side of the Catalog Search area (just below "Browse By:")



5. Enter all of the information to describe the Non-Catalog Item:
 - **Item Description.**
 - **Commodity Code** (refer to Commodity Codes Guide if necessary).
 - **Account Code** (defaults based on Commodity Code, however, you can select an alternate value.)
 - **Supplier** - must be registered as a UW supplier.
 - **Supplier Part Number**, which is a required field. If you do not have a part number, enter a short description of the item.
 - **Manufacturer Part Number** is an optional field. Best practice is to enter this value if it is available.
 - **Supplier Auxiliary Part ID** is optional. It can be used to further describe the item you are ordering such as clothing sizes, pen colors, etc.
 - **Quantity**, which is required and specifies how many items you are ordering based on the unit of measure.
 - **Unit of Measure**, which is required and specifies how the item is "packaged". For example, each means one item per package. Other examples types of units of measure include Box, Dozen, and Gallon.
 - *If the supplier is not on the Ariba Network, you will see a **Send PO To** field available. Use this field to add an email address for the supplier where the purchase order should be sent.
1. Click **OK**.
2. In the **Title** field at the top, enter a meaningful title for your requisition.
3. Answer questions about exception items and HIPAA information. If you chose a foreign supplier, answer the foreign specific questions.

*If the budget you chose is a federal contract, you will be asked a question about Independent Contractor Service.

4. If your requisition is over the Direct Buy Limit, answer questions about the request type, and basis for supplier selection (i.e.. Sole source). Additional questions will display based on the answers entered.
 - **Note:** If your requisition is below the Direct Buy Limit, the over direct buy limit questions will not be displayed.
5. If the requisition is under the Direct Buy Limit, you will have the option to have a contract routed to the Purchasing department for review.
6. Under the **Shipping** section, choose the address where the order will be delivered (**Ship To**), including the room and contact (**Deliver To**).
7. If you need to make changes to the item such as splitting budgets, changing account codes, specifying M&E items, then **click the checkbox next** to the item and click the **Edit** button.
8. OPTIONAL: Click to **Add Attachment** to add an attachment. Types of attachments include quotations, proposals, scope of work and contracts.
9. OPTIONAL: To enter a comment, type in your comment in the **Comments** field. If you want the supplier to see the comment, then check the box to specify Visible to Supplier. IMPORTANT: Do not check the box if the comment is for internal viewing only.
10. Click **Submit**.
11. To add another Non-Catalog item, click the **Add Non-Catalog** Item button and enter the data.

Approving a Non-Catalog Order

1. Log into ARIBA
2. Click on the **Procurement** tab.
3. In the "To Do" section, click on the Requisition Title's link or "S" number.
4. Review the Requisition's details, and click Approve or Deny.
5. Optionally provide a comment and click OK. If you want the comments to be visible to the supplier, put a checkmark next to **Visible to Supplier**.

Note: After department approval, a requisition over the Direct Buy Limit will be routed to Purchasing, for a buyer's review and final approval, before the order is successfully placed with the supplier. If the order is under the Direct Buy Limit, it will not route to Purchasing unless Contract Review option was selected.

Administrators/Approvers should:

- Have at least one backup Approver for your budget or org code in the event that someone is on leave.
- Delegate your Authority when you go on vacation through the Preferences tab