# JavelinaBuy – Creating a Non-Catalog Requisition

## How to Create a Non-Catalog Order:

1. Go to the shopping cart image on the left-hand tool bar to access the home shopping page.

1	JavelinaBuy			
	Shop (Alt+P)		yword 🔻 Search	٩
	Shopping	, Go T Shop	0 ping Home	
2	My Carts and Orders Admin	View	nced Search Favorites	
血			Forms Catalog Item	
\$_		Trade Quick	⊦In : Order	
-28		Brow	vse By	
<b>3</b> 9		Suppl Categ		
JIL.		Contr		
<b>a</b> 7	Rejected	192	185359867	
₽.		C Show More	185360150	
	Business Unit	~	185360328	

2. Click the "non-catalog item" link.

🛬 Javelina <mark>Buy</mark>				All 👻	Search (Alt+Q)	Q 0.00 US
Simple Advanced Search for products, suppliers, forms, part number, etc.		Go to Non-	Catalog Item   F <mark>avorites</mark>   Fo	ms   Shop   Trade-In	Quick Order Browse:	Suppliers   Catego
	Office Supplies / Furniture /	/ Books/Promotional				
University-Kingsville's Purchasing and e-Commerce website!	Summus Industries Staples HUB Partner	Steelcase HUB Partner	HUB			
All domestic vendors are now required to be paid via direct deposit. Please sign	Computers / Technology					
An domestic vendors are now request to be pain of a direct vendors. It rease sign up for direct deposit using the substitute W-9 & Direct Deposit form available at the following website <u>https://fmo.tamu.edu/accounts-payable/vendor-setup/forms/</u> . Domestic vendors that will not accent naument via direct deposit should request an excention via	shi	TODAY'S	BH	Mpulse	( m	ewegg.

**3**. Enter Supplier: Confirm with the supplier on the correct name/address. Some vendor locations have different addresses or "doing business as" (DBA) names.

凌 JavelinaBuy _							All 🔻 Search	(Alt+Q) 0.00 USD	₩ ₩ ₩ ₩ ₩ 202
Simple Adv;	Add Non-Catalog Item							×	s   Contracts   Chemicals
Search for products	Existing Supplier								Q
	ARAMARK CORPORATION		CORPORATION ×						~
	Fulfillment Address				~	Distribution Methods		>	
	ARAMARK CORPORATION Q - ATTN:	ARAMARK CTS, 1101 MAR	RKET ST, PHILADELPHIA,	Pennsylvania 19107 Uni	ted States				
Texas A&I	Item							~	
All domestic	Product Description *	Catalog No. ★	Quantity ★	Price Estimate		Packaging			~
up for direct following websi vendors that					USD	EA - Each 🗸			
email at vendo	254 characters remaining Additional Details							>	
t Get the	★ Required fields						Save Save	e And Add Another Close	~

4. Enter Product Description, Catalog No., Quantity, Price Estimate and Packaging. Each Line item should reflect the quote that was provided by the supplier.

🚖 JavelinaBuy 🛓							All 🔻 Se	earch (Alt+Q)	0.00 USD	A 🔥 🖌	
Simple Adv:	Add Non-Catalog Item								×	Contracts   C	hemicals
Search for products	Existing Supplier										٩
	ARAMARK CORPORATION		DRPORATION ×								~
	Fulfillment Address				~	Distribution Methods			>		
	ARAMARK CORPORATION Q - ATTN	: ARAMARK CTS, 1101 MARI	ET ST, PHILADELPHIA	, Pennsylvania 19107 U	nited States						
Texas A&I	Item								~		
All domestic	Product Description $\star$	Catalog No. ★	Quantity ★	Price Estimate		Packaging					~
up for direct following websi vendors that					USD	EA - Each 🗸					
email at vendo	Additional Details								>		
Get the	★ Required fields						Cave	Save And Add Another	Close		

- 5. Click "Save and Close" or" Save and Add Another" if you have more items.
- 6. Click the shopping cart icon in the upper right corner of the screen.

⊇a. JavelinaBuy		All - Search (Alt+Q) 0.00 USD 💘 🎔 🖡	<sup>262</sup>
Simple Advanced	Go to: Non-Catalog Item   Favorites	Forms   Shop   Trade-In   Quick Order Browse: Suppliers   Categories   Contracts   C	hemicals
Search for products, suppliers, forms, part number, etc.			Q
	Office Supplies / Furniture / Books/Promotional		
leveline Dune			<u> </u>
JavelinaBuy	Summa Medatrins Staples HUB Partner Steelcase HUB Partner HUB		
	· · · · · · · · · · · · · · · · · · ·		

7. Click" View My Cart"

1.1	द्व, Javelina <mark>Buy</mark>	All - Search (Alt+Q)	0.00 USD 📜	♥   <mark>▲</mark>	262 L
	Simple Advanced Go to: Non-Catalog term - row	My Cart (2024-01-25 130007883 01)		tracts   Cher	micals
ſ	Search for products, suppliers, forms, part number, etc.	Test Quantity: 1 Price: 0.00 USD	View My Cart	]	Q
			Checkout		
	Office Supplies / Furniture / Books/Promotional		0.00 USD		~
	· · · ·				_

8. Enter the applicable Header Information

🗟 Javelina <mark>Buy</mark>			
Shopping Cart • S	Shopping Cart		
Simple Advanc	ced		
Search for products, su	ippliers, forms, part number, etc.		
Business Unit	17-Texas A&M University - Kingsville (17)	Pre-Pay & Add	Change the cart name to something that will make sense to you or your
Cart Name	2024-01-25 130007883 01		department approver, to easily
Share cart		Emergency (attach justification)	identify the purchase. For example: program/event name-Dept-etc.
Prepared by	Rachel Erben	Sole Source (attach justification)	
Prepared for	Rachel Erben	A HSP-PAR Required	
Cart Description/Purpose		Contract Number	
Software and/or Cloud Services		Start Date	
(attach IT Review Form)		End Date	
Order Category	1 - Regular	2	
Report Reference A			

9. Changes are saved automatically. Check to see if Supplier and product information is correct and that all fields are filled in that reflect the quote.

### 10. Click one of the blue "**Proceed to Checkout**" buttons.

D

avelina <mark>Buy</mark>				All 🕶	Search (Alt+Q) 0.0	00 USD 📜 🗢 🗖
opping Cart •	Shopping Cart				۰ 🖶	Proceed To Checkou
Simple Adva	anced				Summary	-
earch for products,	, suppliers, forms, part number, etc.			Q	Details	>
					Total (0.00 USD)	~
Business Unit	17-Texas A&M University - Kingsville (17)	Pre-Pay & Add	Do Not Encumber		Shipping, Handling, and Tax charg each supplier. The values shown h budget checking, and workflow ap	ere are for estimation purposes,
Cart Name	2024-01-25 130007883 01	Emergency (attach	Rush the Pymt		Subtotal *	0.00
		justification)	Process		Shipping	0.00
Share cart					Handling	0.00
Prepared by	Rachel Erben	Sole Source (attach justification)	Special Payment Method	۷	Total *	0.00

11. Check the General and Shipping information:

**a**. The shipping information should go to central receiving with you room number.

Address Line 1	
Address Line 2	
City	

c/o Central Receiving 1255 Retama Dr Kingsville StateTXZip Code78363CountryUnited States

#### b. Add or update the information as needed. Click "recalculate and save" if any changes were made.

East Snipping				×
Ship To				Â
CURRENT ADDRESS				С
Attn:	Rachel Erben	Add to my addresses		
Department:	Strategic Sourcing & General Services			
Bldg/Rm:	College Hall			
Room	121			
Address Line 1	c/o Central Receiving			
Address Line 2	1255 Retama Dr			- 14
City	Kingsville TX			
State Zip Code	78363			
Country	United States			
				_
17-SSGS Address - F	Rachel Erben, Strategic Sourcing & General Services, College Hall, 121, C	/o Central Receiving, 1255 Retama Dr, Kingsville, TX 78363, United States		*
Search additional	Q Results Per Page 10 V			
Delivery Options				
Ship Via		Best Carrier-Best Way 🗸		
				-
			Recalculate And Save	Close

12. Click the edit " \* " button in the Accounting Codes section below the Header info. Enter the accounting codes or edit the codes that defaulted. <u>\*If a requisition requires more than one year of service, make sure to</u> <u>separate the accounting codes to be applied per year for that annual charge or a multi-year requisition will all be</u> charged in one year.

Fiscal Year	Member ID	Department Code 王	Account Code 王	Report Reference C	Report Reference D 🛓	Object Code		Special Routing1 🚡
2024 🖌	17	لا 17-SSGS لا	17-120322-000 🖌			Search	٩	S
2025 🖌	17	⊻ 17-SSGS ⊻	17-120322-000 🖌			Search	٩	S
2026 🖌	17	⊻ 17-SSGS ¥	17-120322-000 🖌			Search	Q	S

a. Click the blue "Recalculate and Save" button in the box below the codes.

Enter Internal Notes and add Attachments, if applicable.

**13**. Enter External Notes and add Attachments, if applicable, for the supplier to see (quote references, contracts).

## 14. Enter the Quote number (if applicable)

ARAMARK CORPO	DRATION · 1 Item · 0	.00 USD				
∧ SUPPLIER DETAILS						
Contract Number	no value	PO Num	iber To B	e Assigned		
Pricing Code	no value	Quote n	umber no va	alue		
Item			Catalog No.	Size/Packaging	Unit Price	Quantity
1 Test			n/a	EA	0.00	1 EA

1	Test		n/a	EA	0.00 1 EA	0.00	🗌
	TTEM DETAILS >>						
	Contract:	no value		Internal Note	no value		
	Commodity Code	no value		Internal Attachments	Add		
				External Note	no value		
				Attachments for supplier	Add		

…

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Ext. Price

## *15.* After everything has been entered click the blue "**Submit Order**" button.

🔀 JavelinaBuy		All • Search (Alt+Q)	0.00 USD 👻 ♡ 📭 🖓
Requisition • 181934442			Submit Order
Summary Taxes/S&H PO Preview Comments Attachments	History		
2024 17 17-SSGS no value Texas A&M Univ-Kingsville 17-Procurement Services	no value no value no value no value no value	Summary	÷
Internal Notes and Attachments	✓ ··· External Notes and Attachments		Draft
Internal Note no value	Note to all Suppliers no value	Total (0.00 USD)	·

For any further information or help please contact our procurement department at procurement@tamuk.edu