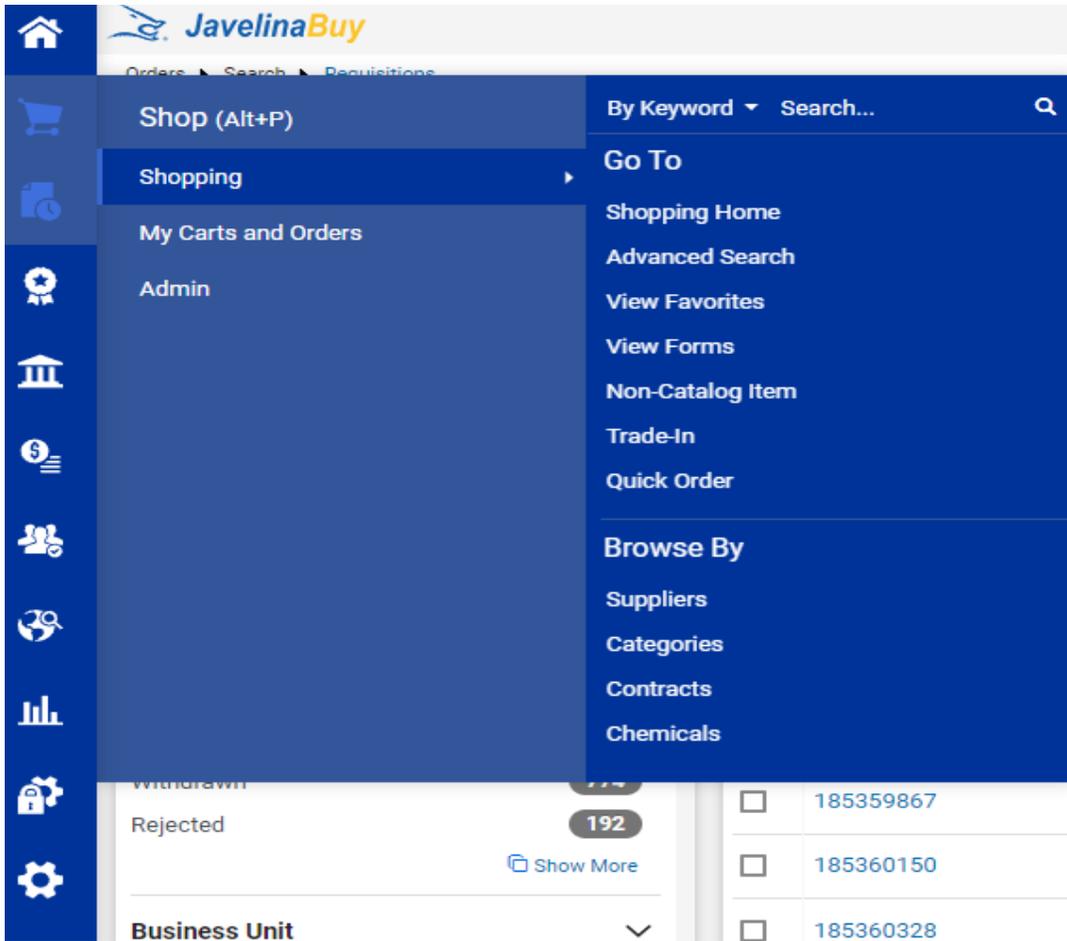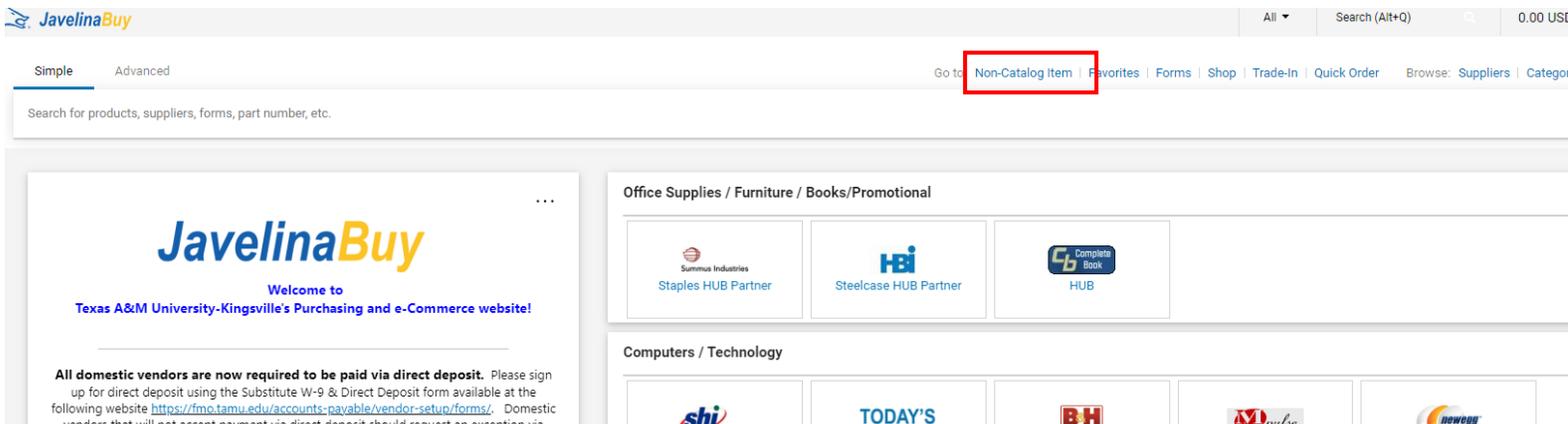# JavelinaBuy – Creating a Non-Catalog Requisition

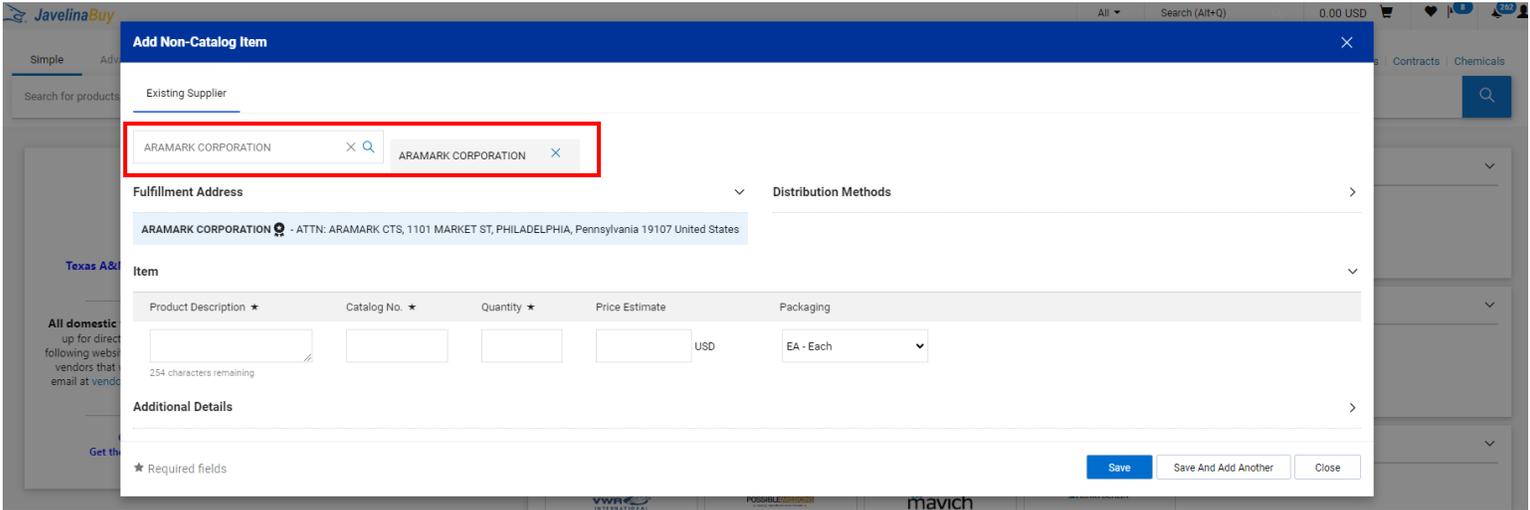## How to Create a Non-Catalog Order:

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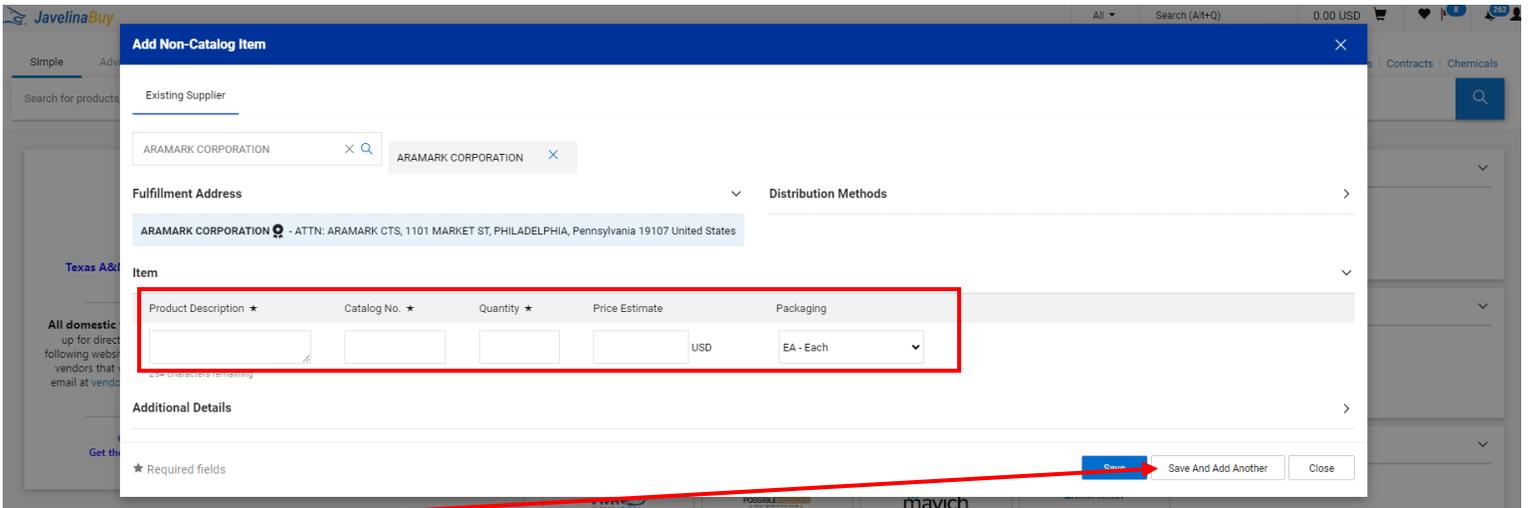

2. Click the **"non-catalog item"** link.

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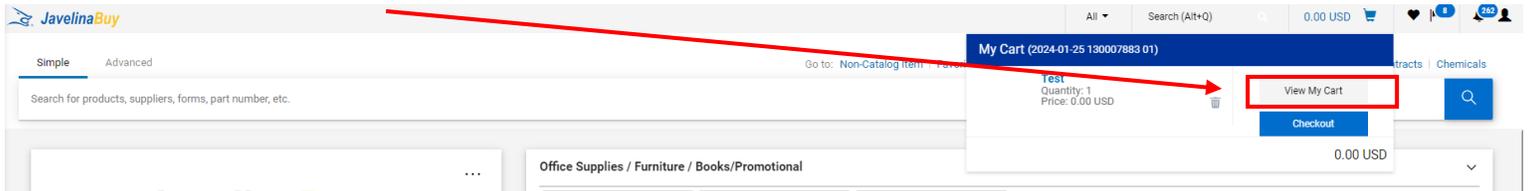

4. Enter Product Description, Catalog No., Quantity, Price Estimate and Packaging. Each Line item should reflect the quote that was provided by the supplier.
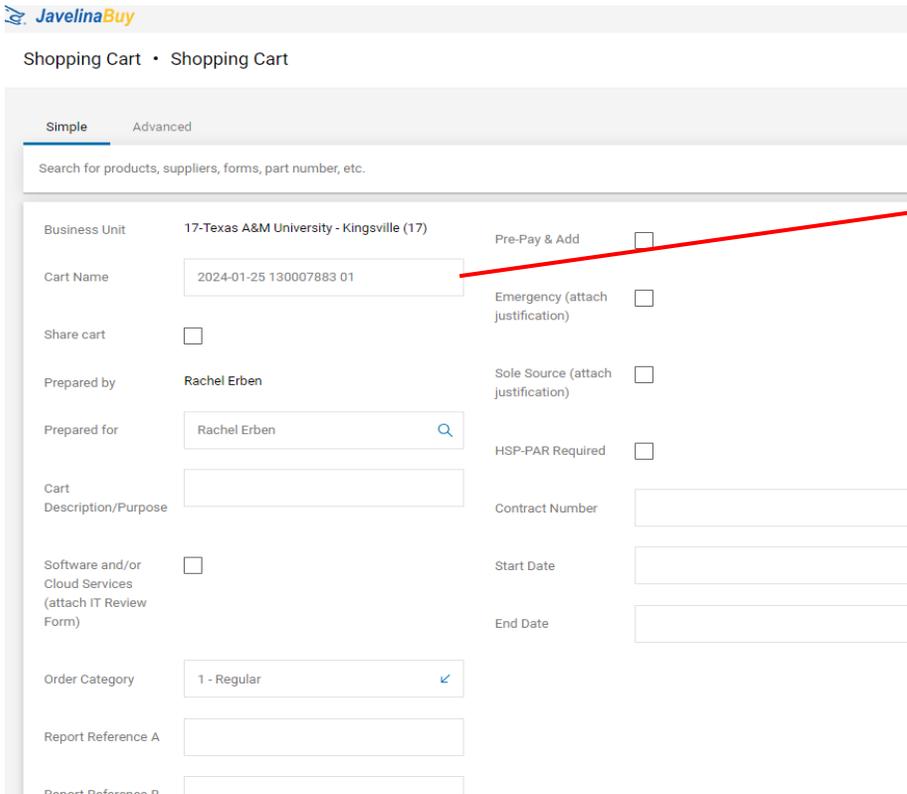

5. Click **"Save and Close"** or **" Save and Add Another"** if you have more items.
6. Click the shopping cart icon in the upper right corner of the screen.
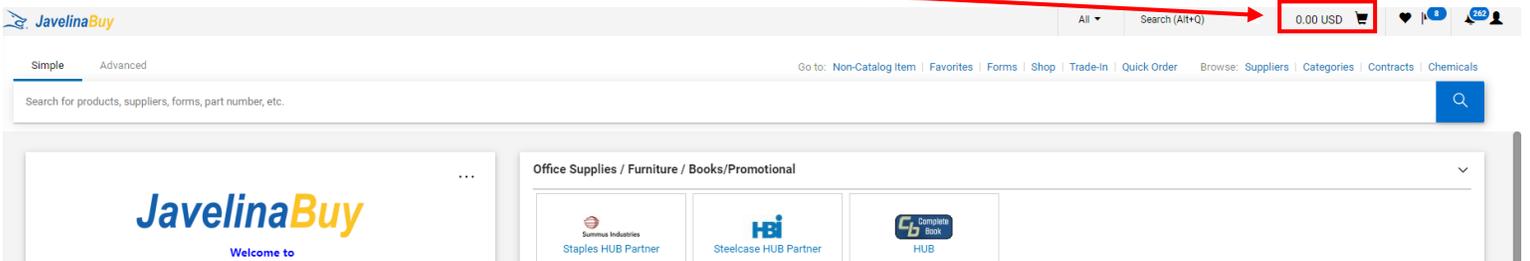

7. Click **" View My Cart"**

8. Enter the applicable Header Information

Change the cart name to something that will make sense to you or your department approver, to easily identify the purchase. For example: program/event name-Dept-etc.

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.
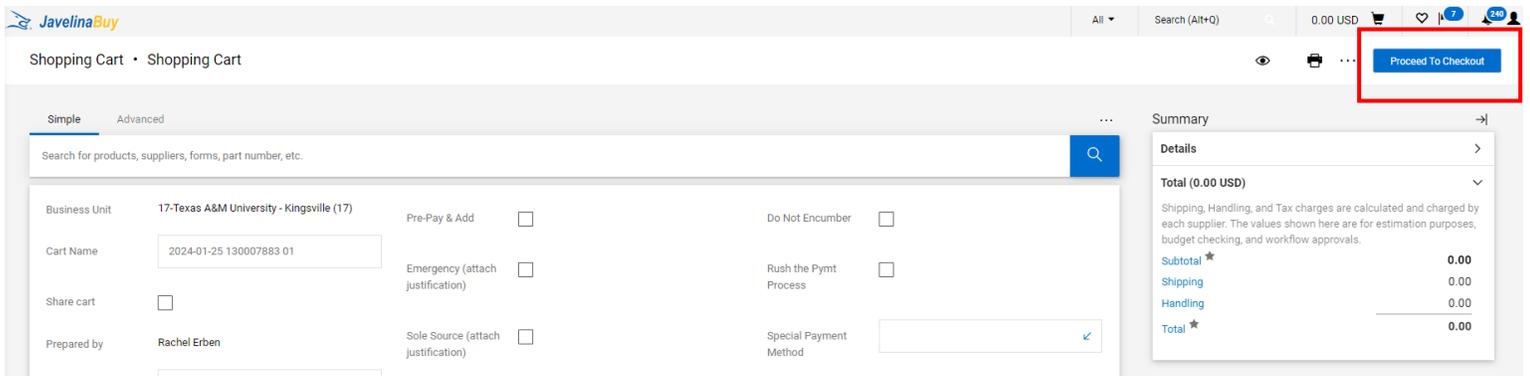
11. Check the General and Shipping information:

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

Address Line 1	c/o Central Receiving
Address Line 2	1255 Retama Dr
City	Kingsville

State	TX
Zip Code	78363
Country	United States

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

Edit Shipping   ×

Ship To

◉ CURRENT ADDRESS   ↺

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	
City	Kingsville	
State	TX	
Zip Code	78363	
Country	United States	

○ 17-SSGS Address – Rachel Erben, Strategic Sourcing & General Services , College Hall , 121, c/o Central Receiving, 1255 Retama Dr, Kingsville, TX 78363, United States   ★

Search additional 🔍 Results Per Page 10 ▾

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. *If a requisition requires more than one year of service, make sure to separate the accounting codes to be applied per year for that annual charge or a multi-year requisition will all be charged in one year.*

Edit Accounting Codes   ×

Accounting Codes

Fiscal Year	Member ID	Department Code ⇳	Account Code ⇳	Report Reference C	Report Reference D ⇳	Object Code	Class Code ⇳	Special Routing1 ⇳
2024 ↙	17 ↙	17-SSGS ↙	17-120322-000... ↙			Search 🔍		S
2025 ↙	17 ↙	17-SSGS ↙	17-120322-000... ↙			Search 🔍		S
2026 ↙	17 ↙	17-SSGS ↙	17-120322-000... ↙			Search 🔍		S

+ ✓

Recalculate And Save Close

    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)

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

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