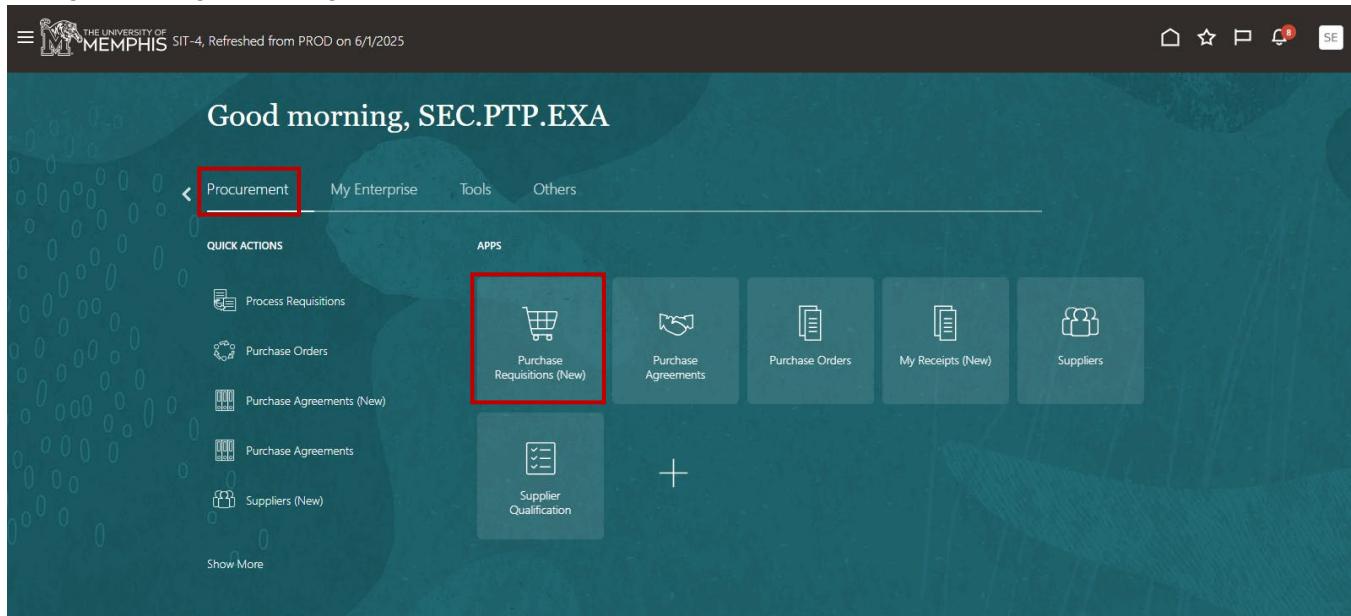
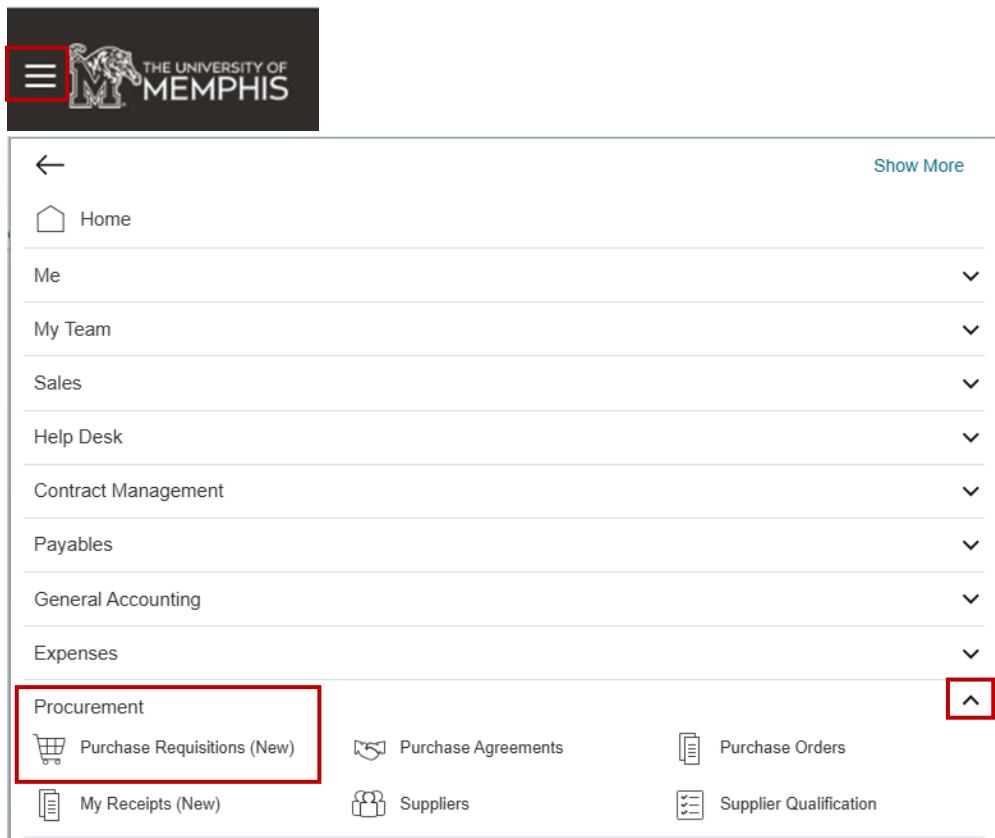


How to - Create a Non-Catalog Services Requisition

Using the navigator bar, go to **Procurement** and click on the **Purchase Requisitions (New)** tile.



OR click the navigator menu (top left) and click the arrow on the **Procurement** row, then click on **Purchase Requisitions (New)**



The **Self-Service Procurement** workspace will open. Click on **Services**.

The screenshot shows the 'Self Service Procurement' workspace. At the top, there is a search bar with the placeholder 'Search for items or services'. On the right, there are 'Preferences' and a 'More' button. Below the search bar, there is a 'Purchasing news' section with a 'Shop by category' link. Under 'Shop by category', there are several categories: 'All Punchouts', 'Consulting Services', 'Goods', 'Services' (which is highlighted with a red box), 'Students and Guests', and 'Sub-Awards'. At the bottom of the page, there is a navigation bar with links to 'Self Service Procurement', 'My Requisitions', and 'Cart'.

You can view the page as a card view or table view (list).

Purchase Services by Amount is for ordering. Click on **Create Request** to begin drafting your order. (Sourcing Request for Services by Amount begins the RFP or RFQ (bid) process.)

The screenshot shows the 'Services' page. At the top, there is a search bar and a 'Shop by category' link. Below the search bar, there are two buttons: 'Item Source Smart form 2' and 'Supplier Bid Supplier 1'. The page displays '2 results'. There are two cards: 'Purchase Services by Amount' (with a shopping cart icon and a 'Create Request' button) and 'Sourcing request for Services by Amount' (with a magnifying glass and cart icon and a 'Create Request' button). At the bottom, there are 'Card View' and 'Table View' buttons, with 'Card View' highlighted with a red box. There is also a 'More' button.

The screenshot shows the 'Services' page in 'Table View' mode. At the top, there are buttons for 'Add to Cart' and 'Add to Shopping List'. The table has columns: 'Description' (with a checkbox), 'Category' (with a dropdown), 'Price' (with a dropdown), 'UOM', 'Quantity', 'Amount' (with a dropdown), and 'Add to Cart'. There are two rows: 'Purchase Services by Amount' and 'Sourcing request for Services'. At the bottom, there is a 'More' button.

The **Create Request** page will open.

Fill in your **Item Description** and choose the proper **Category** from the pulldown list.

Enter the service **Price**.

Create Request

Purchase Services by Amount

Item Description Repair sink	Category Plumbing: Services	Network Consulting / Service Network Consulting / Service
Line Type Fixed Price Services		Plumbing: Services Plumbing: Services
		Printing and Publishing: Services Printing and Publishing: Services
		Protein Chemistry-related Services Protein Chemistry-related Services
		Public Order, Security, and Safety Services Public Order, Security, and Safety Services
		Real Estate Services Real Estate Services

Pricing

Amount \$350.00	Currency USD
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Find your **Supplier** using the pulldown and typing in the first few letters. Your supplier must already be in the system. If they are not, you will need to get your supplier registered with Procurement.

Please see separate instructions for the various methods to register a supplier.

(the new supplier check box is not currently in use)

If your supplier has a contract, select it in the **Agreement** pull down.

Choose the correct **Supplier Site** (address) and **Contact**.

If the Supplier has an item number, enter it in the **Supplier Item** field.

Source

~~New supplier~~

Agreement Type Contract Purchase Agreement	Agreement
Supplier Memphis Best Consulting & Remodel LLC	Supplier Site PUR_PAY_1
Supplier Contact	Supplier Item

The **Buyer Intervention Required** field allows you to flag a low-dollar order to stop in Procurement rather than auto-approve. This is used when you need a document signed or some other intervention from the Procurement team.

Other Additional information fields can be used as needed.

Additional information

Start Date	End Date
Buyer Intervention Required	Attribute Value
No No	
Yes Yes	

This **Notes** field is at the Line level.

Notes

Note to Supplier
This will show up on the PO.

Add any **Attachments** you need at the Line level and select how / who they will show.
(see below for Header level attachments)

Attachments

Category Internal to Requisition

Internal to Requisition

Miscellaneous

To Approver

To Buyer

To Receiver

To Supplier

Drag and Drop
Select or drop files here.

URL

Add URL

Internal to Requisition = attached to Requisition in the system

Miscellaneous = not currently used

To Approver = sent in email to the approver and attached to Requisition in the system

To Buyer = sent in email to the procurement team and attached to Requisition in the system

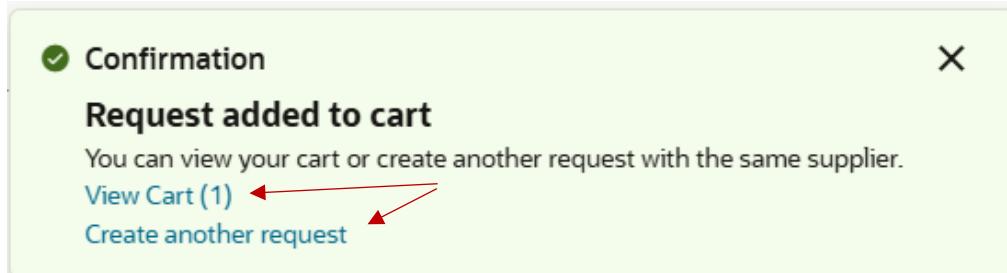
To Receiver = sent in email to the receiver and attached to Requisition in the system

To Supplier = sent with PO to the supplier and attached to Requisition in the system

When your line is ready, scroll to the top and click **Add to Cart**

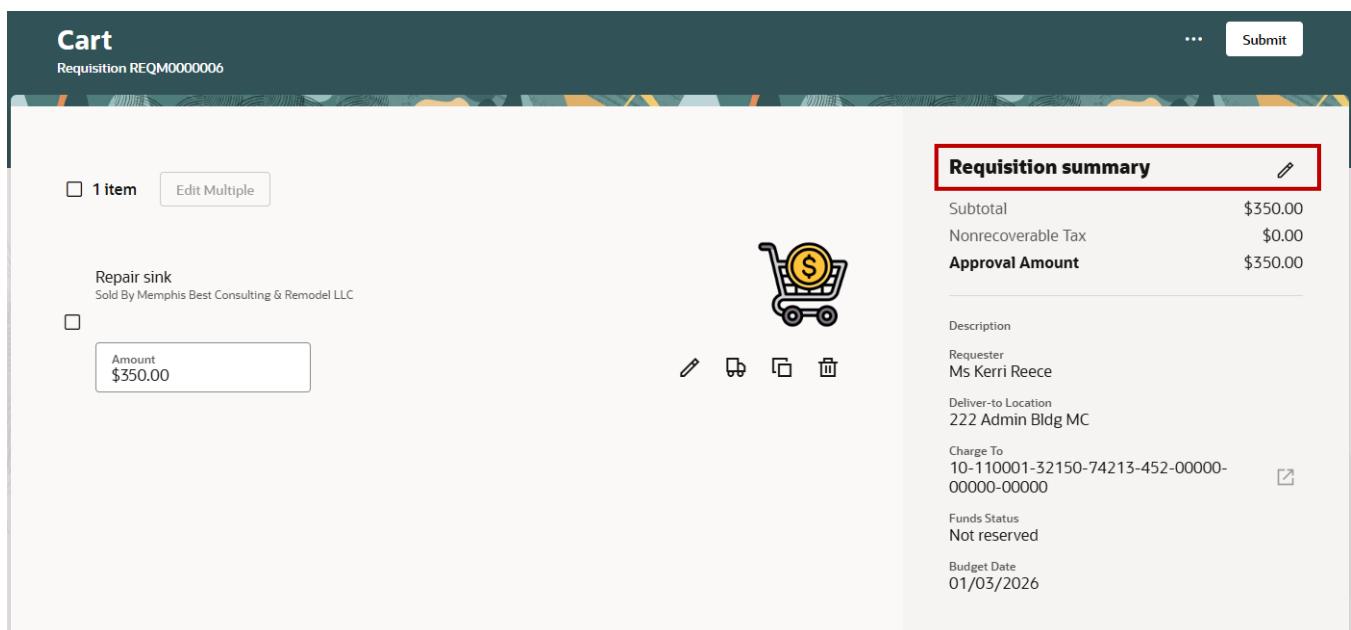


A confirmation will pop up. From that message you can add a line by clicking **Create another request** or go to the **cart** to complete your purchase. The number next to the cart is the number of items currently in the cart.



Your cart will process and open as a draft Requisition.

Click the **pencil** in the **Requisition Summary** (top right) to complete the Requisition header.



Add a description and your business purpose in the **Description** field.

Under the Delivery section you will see your default information. You can change this if needed.

REQM0000006

Requisition

Description
Repair for sink in lab

Justification
Any additional info needed?

Emergency purchase order request

Delivery

Requester: Ms Kerri Reece

Requested Delivery Date: 01/04/2026

Deliver-to Location: 222 Admin Bldg MC

Project costing

Project Number

Charge account

Select favorite charge account Enter charge account number

Charge To

Budgetary control

Budget Date: 01/02/2026

Additional information

Attribute Value

If this is a project related expense, fill in the **Project Costing** field.

Otherwise, you will use the **Charge account** field to enter your COA (Chart of Accounts). This is for the overall order. Splitting or charging lines separately is at the line level (see below)

The **Budgetary control** field would be used in June / July to indicate the correct fiscal year budget to use.

Additional information is not currently used.

The **Notes** section is available if needed. This is at the header level

Notes

Note to Supplier

This **Attachments** field is at the header level. Select how / who they will show.

Attachments

Category Internal to Requisition

Drag and Drop
Select or drop files here.

URL Add URL

Category Internal to Requisition

Internal to Requisition

Miscellaneous

To Approver

To Buyer

To Receiver

To Supplier

Internal to Requisition = attached to Requisition in the system

Miscellaneous = not currently used

To Approver = sent in email to the approver and attached to Requisition in the system

To Buyer = sent in email to the procurement team and attached to Requisition in the system

To Receiver = sent in email to the receiver and attached to Requisition in the system

To Supplier = sent with PO to the supplier and attached to Requisition in the system

Cancel

Scroll up to the top and hit **Update** to save the information and return to the Cart screen. You will see the information on the right side of the screen has updated. You can now work on individual lines.

Cart

Requisition REQM0000006

...

Cancel

1 item

Repair sink
Sold By Memphis Best Consulting & Remodel LLC

Amount \$350.00

Requisition summary

Subtotal	\$350.00
Nonrecoverable Tax	\$0.00
Approval Amount	\$350.00

Description: Repair for sink in lab

Justification: Any additional info needed?

Requester: Ms Kerri Reece

Deliver-to Location: 222 Admin Bldg MC

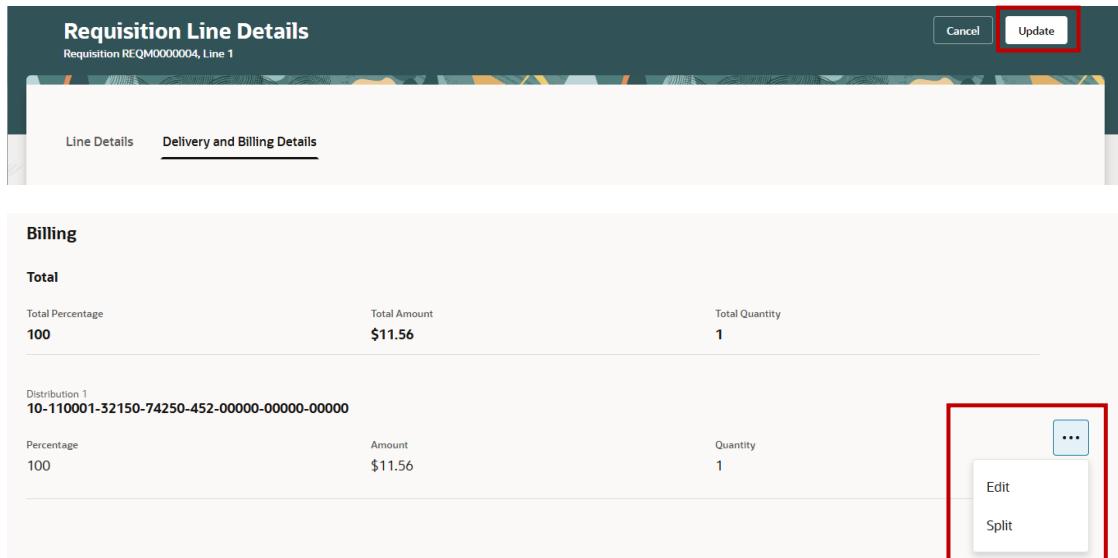
Charge To: 10-110001-32150-74213-452-00000-00000-00000

Funds Status: Not reserved

Budget Date:

- The **pencil** takes you to **line details** if you need to edit anything.
- The **truck** takes you to **delivery & billing**. This is where you split a line or code it differently from the overall order.
- The **squares** will create a duplicate line.
- The **trash can** deletes the line.

Under the **Delivery and Billing Details** tab, the lines have an ellipses (...) menu that allows you to edit or split the COA details for the line. Once you have everything the way you need it, click the **Update** button.



Requisition Line Details
Requisition REQM0000004, Line 1

Billing

Total

Total Percentage	Total Amount	Total Quantity
100	\$11.56	1

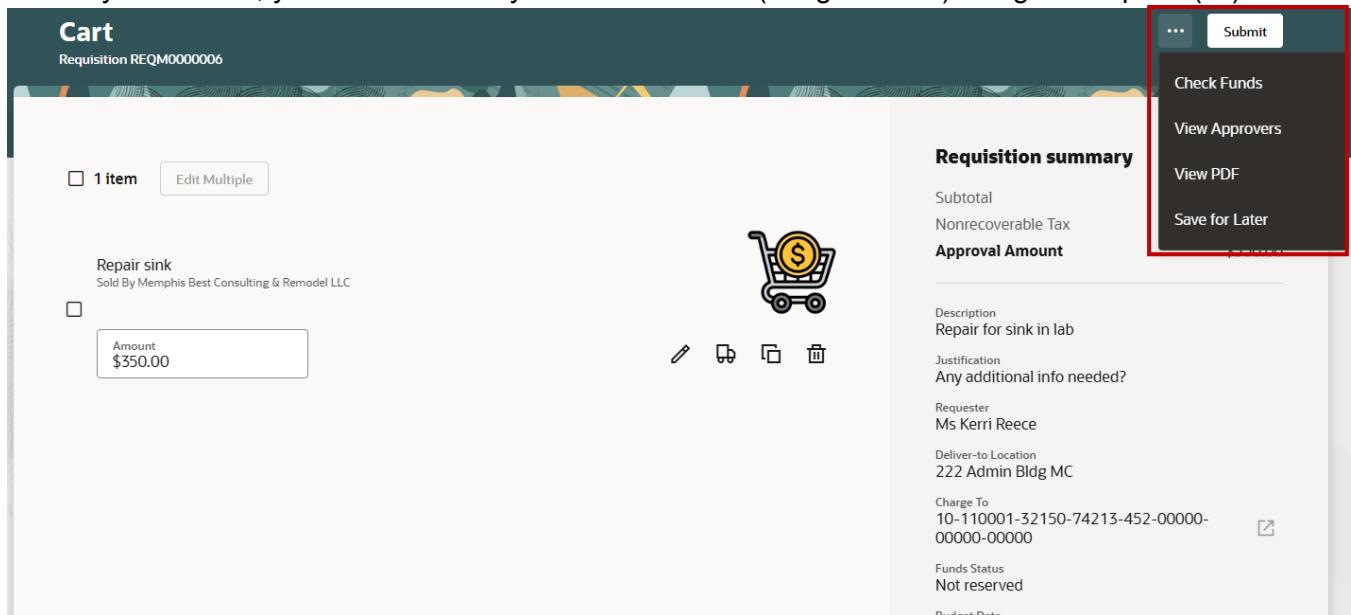
Distribution 1
10-110001-32150-74250-452-00000-00000-00000

Percentage	Amount	Quantity
100	\$11.56	1

...

Edit
Split

Before you **Submit**, you have the ability to **Check Funds** (budget check) using the ellipses (...)



Cart
Requisition REQM0000006

1 item [Edit Multiple](#)

Repair sink
Sold By Memphis Best Consulting & Remodel LLC

Amount \$350.00

...

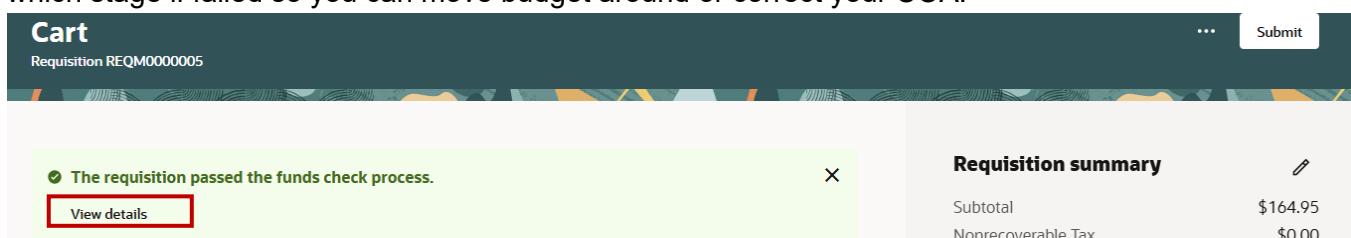
Requisition summary

Subtotal
Nonrecoverable Tax
Approval Amount

Description: Repair for sink in lab
Justification: Any additional info needed?
Requester: Ms Kerri Reece
Deliver-to Location: 222 Admin Bldg MC
Charge To: 10-110001-32150-74213-452-00000-00000-00000
Funds Status: Not reserved
Budget Date:

Check Funds
View Approvers
View PDF
Save for Later

You'll see a message across the top. If it does not pass the budget check, **View details** will let you see which stage if failed so you can move budget around or correct your COA.



Cart
Requisition REQM0000005

...

Requisition summary

Subtotal \$164.95
Nonrecoverable Tax \$0.00

✓ The requisition passed the funds check process.

[View details](#)

The screenshot shows the 'Self Service Procurement' page. At the top, it says 'UoM Business Unit | UoM Main Campus'. Below that is a search bar with the placeholder 'Search for items or services'. The main content area is titled 'My recent requisitions'. It shows a card for a requisition: 'Pending approval ReQM0000164'. The card details 'Supplies for recreation activities' with '2 Lines' and 'Date Submitted 01/03/2026'. A red arrow points to the 'Pending approval' status.

Once you hit submit, you will see a quick confirmation message and return to the Self-service procurement page. Your recent Requisitions are here on cards. The status will update as the order progresses. You can click the card to open the Requisition.

You can also view a list of Requisitions or Requisition Lines by clicking **My Requisitions** at the bottom of the page. You can also export the list(s) to excel using the download button.

The screenshot shows the 'My Requisitions' page. At the top, it says 'Entered By Ms Kerri Reece' and has a search bar. Below that are filters for 'Supplier Amazon Capital Services Inc 2', 'Requisition Status Approved 0', 'Line Status Approved 0', and 'Action Required Create change order 0'. The main content area shows '3 items' in a table. Each item has a 'Delivered' status, a requisition number, a description, a purchase order, a price, a date, and an '...' button. In the top right corner of the table, there are buttons for 'Requisitions', 'Lines', and a download icon. At the bottom, there is a navigation bar with 'Self Service Procurement', 'My Requisitions' (which is highlighted with a red box), and 'Cart'.

The export gives you a clean worksheet that allows you to work with your data immediately.

The screenshot shows an Excel spreadsheet titled 'MyRequisitions...'. The ribbon at the top includes 'File', 'Home', 'Insert', 'Draw', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Automate', 'Help', 'Acrobat', 'Clipboard', 'Font', 'Styles', 'Cells', 'Editing', 'Sensitivity', 'Add-ins', 'Copilot', and 'Create PDF and Share link'. The main area shows a table with the following data:

	A	B	C	D	E	F	G
1	Requisitioning BU	Requisition	Entered By	Status	Item	Item Description	Category Name
2	UoM Business Unit	REQM000000	Ms Kerri Reece	Delivered		499H33 TK135482919T Permanent Marker Set Ass	Office Products and Suppli
3	UoM Business Unit	REQM000000	Ms Kerri Reece	Delivered		Sharpie Clear View Highlighter Sticks, Chisel Tip, /	Office Products and Suppli
4	UoM Business Unit	REQM000000	Ms Kerri Reece	Delivered		Sharpie Clear View Highlighter Sticks, Chisel Tip, /	Office Products and Suppli