The HSC Non-Catalog form is used for all non-catalog purchases that are NOT
- Purchased on a Federal Grant and greater than $5,000
- Purchases for Independent Contractors that do not work for TTU/HSC
- Purchases that should be entered through the Direct Pay system
- Purchases that should be charged to your Purchase Card

The HSC Non-Catalog form is similar to the ePO form you are accustomed to filling out. The following section will walk through the form and what information is necessary. The titles in bold indicate required fields.

Vendor:
Select the “choose supplier…” link next to the “No Supplier Selected” message in red.

A. If you know the vendor, select “Search for Supplier”.

TTUHSC Finance Systems Management
This will open a Supplier Search window.

Type the search criteria for the Vendor in the “Supplier Name” field. For example, I am searching for 1 PC Network Inc, so I entered 1 PC.

Select the “Search” button.

A list with the Search Results meeting your criteria will appear. If you see the vendor you are searching for, select the red Select button next to their address. This will bring the information back into the Non-Catalog form.

**Note:** The address you select must be a Purchase Order Address. If you do not see a Purchase order address for the vendor you selected you must
select “Manually enter supplier information” and enter the correct PO address.

B. If the vendor is not listed in the Supplier search, select “Manually Enter Supplier Information” from the drop-down list.

This will open a window that will allow you to type supplier information. This information will automatically route to the New Supplier set-up workflow.

Type in any information you have regarding the supplier and select the “OK” button.

This information will automatically populate into the Non-Catalog Purchase Form.

C. For requisitions that will be going out to bid and the award vendor is not known, you should search for a vendor that is an available source (a vendor that can supply the item). If no available source is known, select to :Manually Enter Supplier Information” and type “Bid Vendor” in the Supplier name field and 555-555-5555 as the Supplier Phone and Fax number.
Distribution:

The system will let you know how the purchase orders will be distributed, but if you need the order sent in a different manner or to a specific rep you can include that information on this form. To do so select the button next to “check this box to customize order distribution information.”

Purchase Category:

This field is required and will drive future workflow approvals. Please properly select the Category of the purchase from the drop-down options.

Catalog No.:

This field is required and the information entered in this field is what will populate into your ledger descriptions. If you are filling out the form for a service order, then a short description should be entered.

Quantity:

This field is required and should be the total quantity of the item you are ordering.

Packaging:

This field is required and has two parts. The first field is the numeric amount of the packaging and the second field is the unit of measure. For example, if you are purchasing 4 items that are packaged in a 3 Gallon container than you would enter the information as:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Packaging</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>GAL - Gallon</td>
</tr>
</tbody>
</table>

Unit Price:

This field is required and should be the unit price of the item(s) you are purchasing.

Product Description and Specifications/Long Text

The Product Description field is required but the Specifications/Long Text is not required. The Product Description field only allows 255 characters or less. The Specifications/Long Text allows for 2000 characters per line and should be used if you run out of characters in the Product Description field. If you are submitting specifications that will not fit in these fields, you should provide a short description with...
an annotation that specifications are attached. You should then attach a word document of specifications to the internal attachment field.

**Shipping Information:**
This is a required field and you have two choices: Shipping Cost Included in Line Item and Shipping is Prepaid and Will Be Added to Invoice. This must be answered accurately based on the vendor’s quote if it is not going out for bid.

**Prior Year PO Number:**

This field is only required if the requisition is for services or products that are a continuation or renewal from a previous fiscal year.

**Proprietary Purchase Justification (If Applicable):**

These questions are required if the purchase is a sole source. Required by state and federal law and University Policy when the specification requirement limits consideration to one manufacturer, one product, or one service provider and the amount of the purchase exceeds $5,000 (unless an exempt purchase). A proprietary purchase is justified only when an equivalent product or service competition is not available.

**Additional Information:**

Use this box to provide the purchaser or vendor with any additional information you feel would be helpful.

To add additional items to your cart for this vendor select “Add to Cart and Return” from the Available Actions drop down menu.
When you have completed the form, please select “Add and go to Cart” from the Available Actions list and select “Go” at the top right corner of the screen. This will place the document and the information into the requisition form. If you need additional information on completing the requisition form, please review the Phase I documentation and the Phase II Shopper / Requester document.

To add items select “Add to Cart and Return”