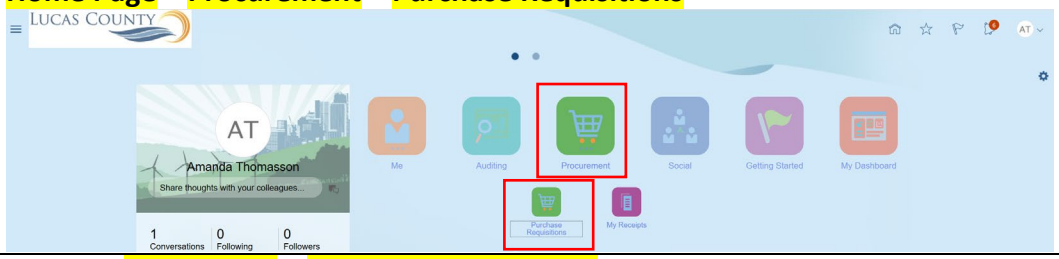
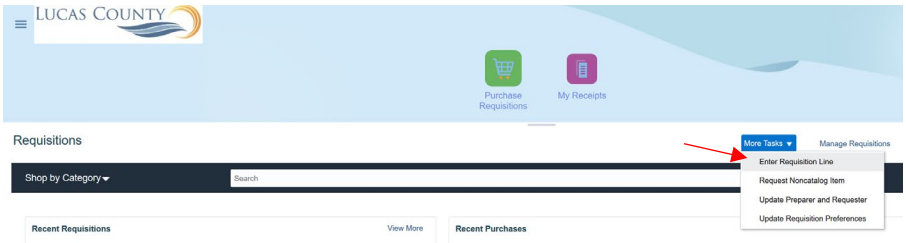
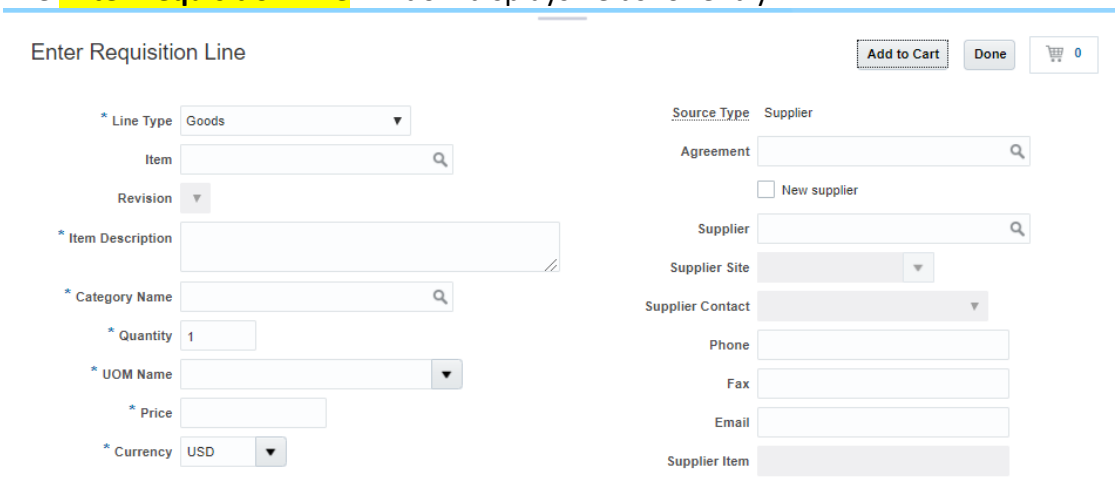
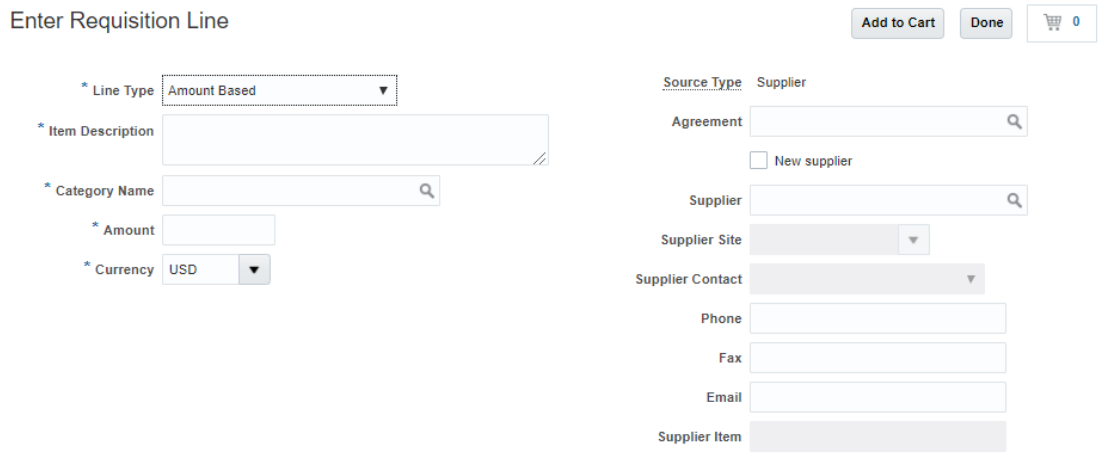
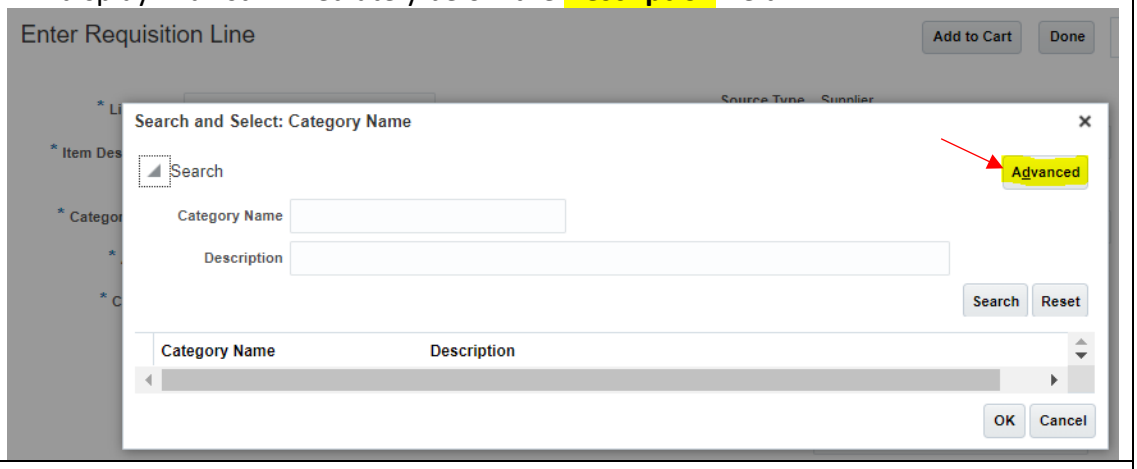
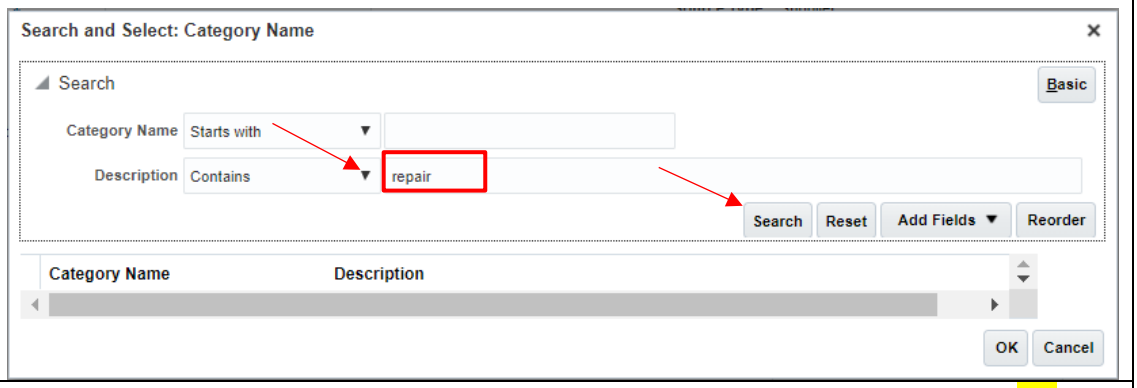
Create Requisition Line Entry for a Non-Catalog Requisition for Services

Audience: Requesters

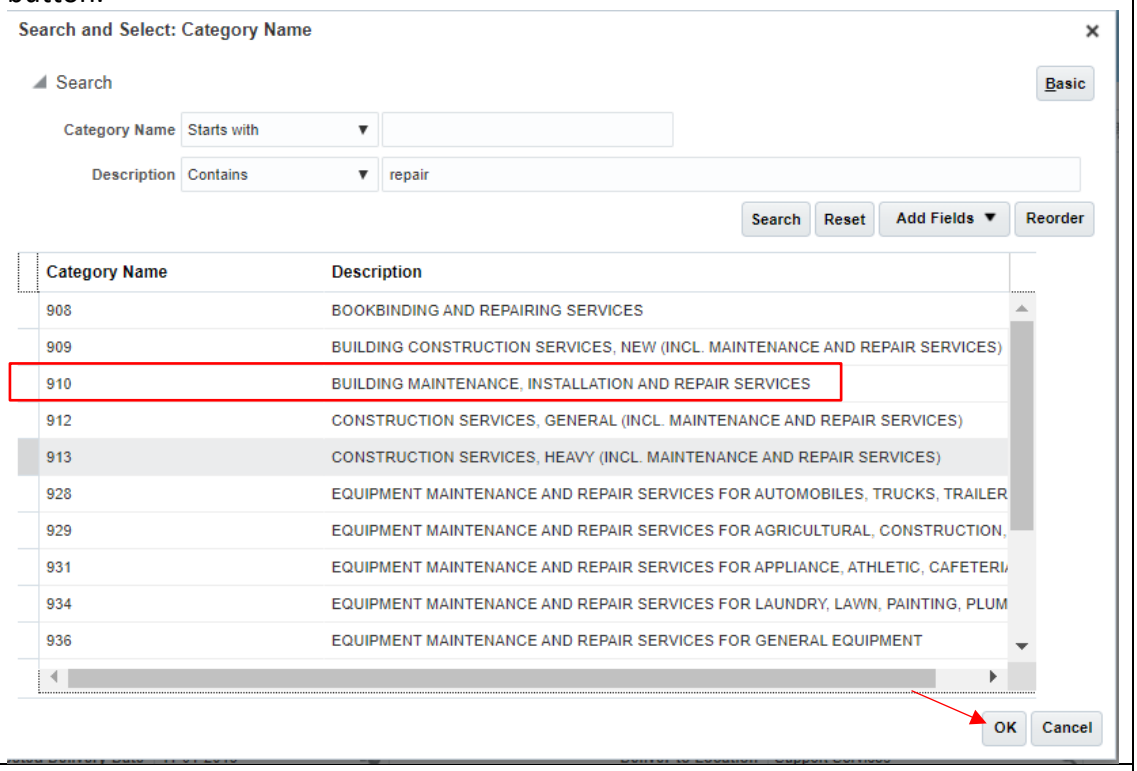
Purpose: This job aid will assist you with creating a requisition line entry for non-catalog requisition for purchasing services (amount based). If the item does not exist in the catalog, place a noncatalog request by clicking the Noncatalog Request link under Quick Links in the contextual area.

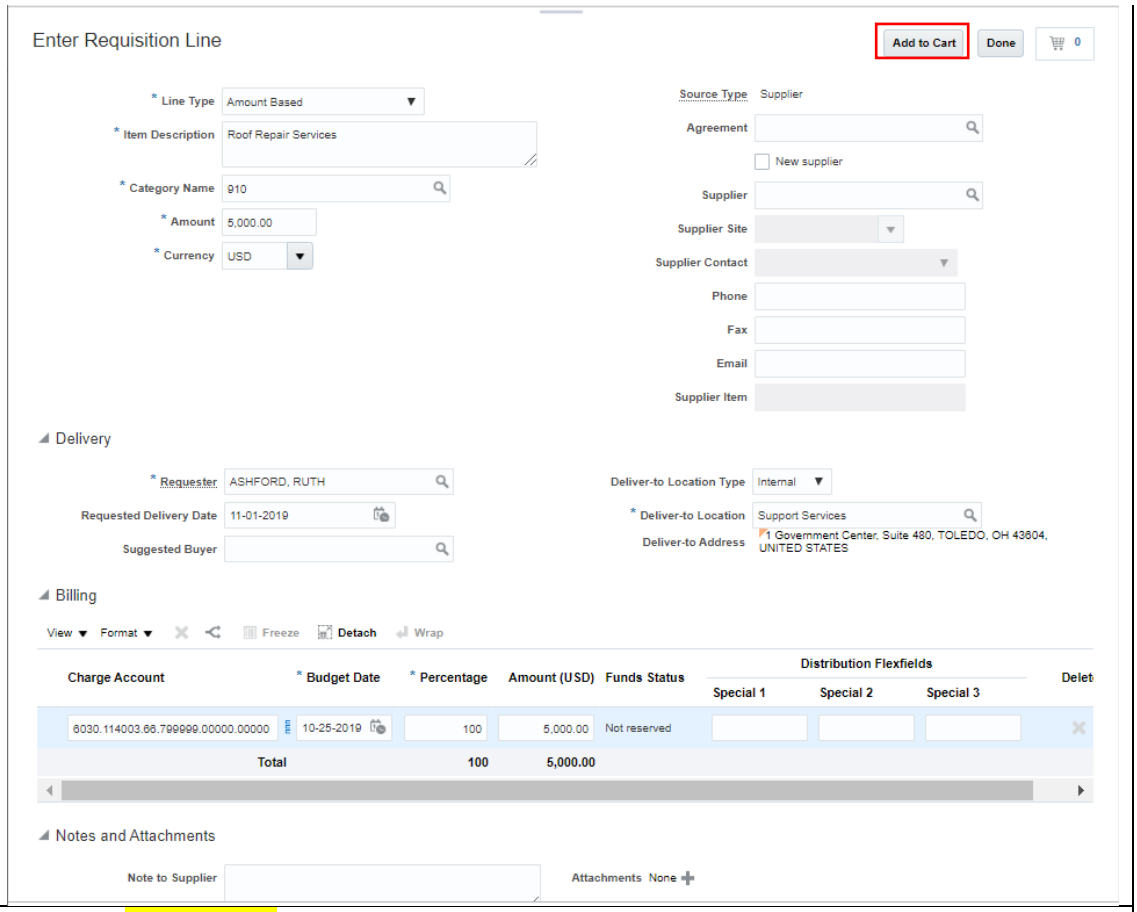
Step	Action
1	Log into Oracle. **Home Page > Procurement > Purchase Requisitions** 
2	Click the **More Tasks > Enter Requisition Line** link.  **Note**: *Services* are entered via **Enter Requisition Line**. Noncatalog Item is used for *items* not found in catalog.
	The **Enter Requisition Line** window displays fields for entry. 

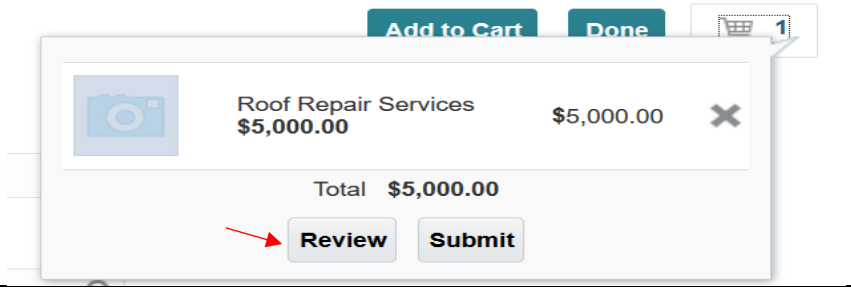
3	The Line Type dropdown displays ***Goods*** by default. Choose from the **Line Type** dropdown and select **Amount Based** (which is for Services).
	The fields change based on the Line Type of Amount Based. 
4	Click in the **Item Description** field and enter a description.
5	Category information is required. Click in the **Category Name** field and make a selection using the **Search** icon.
6	Categories have names and longer descriptions. If the Category Name is unknown, you can use an **Advanced** search option to look up by known information. Results will display in a list immediately below the **Description** field. 
7	The Advanced search allows you to enter known information and decide whether the name or description contains, begins with, ends with the words you enter. In this example, select the category **Description** operator dropdown and select **Contains**. Then enter the word "repair" in the field. Upon clicking the **Search** button, the system will search for all category descriptions containing the word "repair".

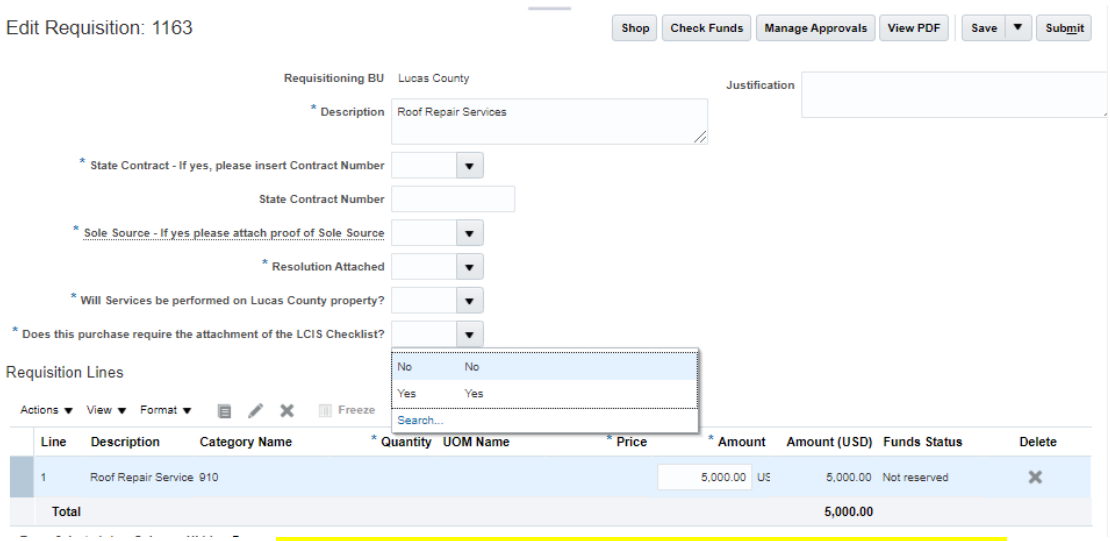
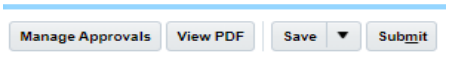


8	The search results will populate in a list below. Make a selection and click the **OK** button.
9	The category information populates the requisition line. **Note**: You cannot edit the quantity for fixed price services lines for goods or services billed by a currency amount because quantity is not applicable to these types of lines.
10	Click in the **Amount** field and enter the dollar amount information.
11	The **Currency** field defaults to USD.





12	Click the **Add to Cart** button.
13	Click Shopping Cart icon and select **Review**. 
14	Answer the required questions using the dropdown buttons.

	 Select Y/N option for ***State Contract - If yes, please insert Contract Number.**
15	Enter if 'Y' is selected enter a number in the **State Contract Number** field.
16	Select Y/N ***Sole Source** ("If yes please attach proof of Sole Source").
17	Select Y/N ***Resolution Attached**.
18	Select Y/N ***Will Services be performed on Lucas County property?**
19	Select Y/N ***Does this purchase require the attachment of the LCIS Checklist?** **Note**: If yes, please attach in the Attachments section below.
20	Click the **Check Funds** button located at the top of the window.
21	A message will display regarding failure or success of the funds check. Click the **OK** button to acknowledge.
22	Click the **Manage Approvals** button to view the approvers. 
23	Click the **Back** button.
24	Click the **Submit** button.
25	Click the **OK** button.
26	Click the **Home** button.