

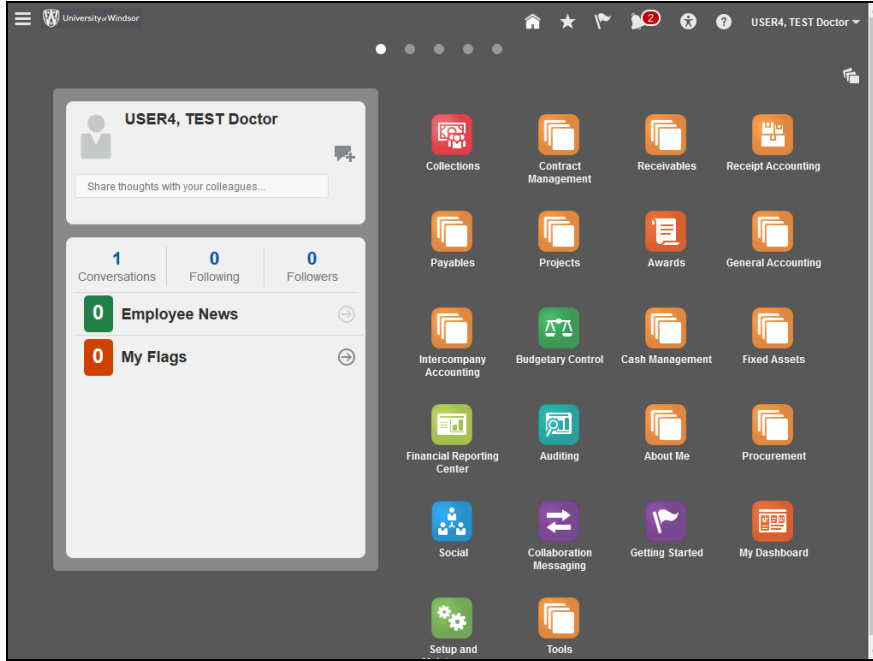
**PO 04: Create non-catalog requisition by  
quantity from foreign supplier**


**Created on 2/26/2018**

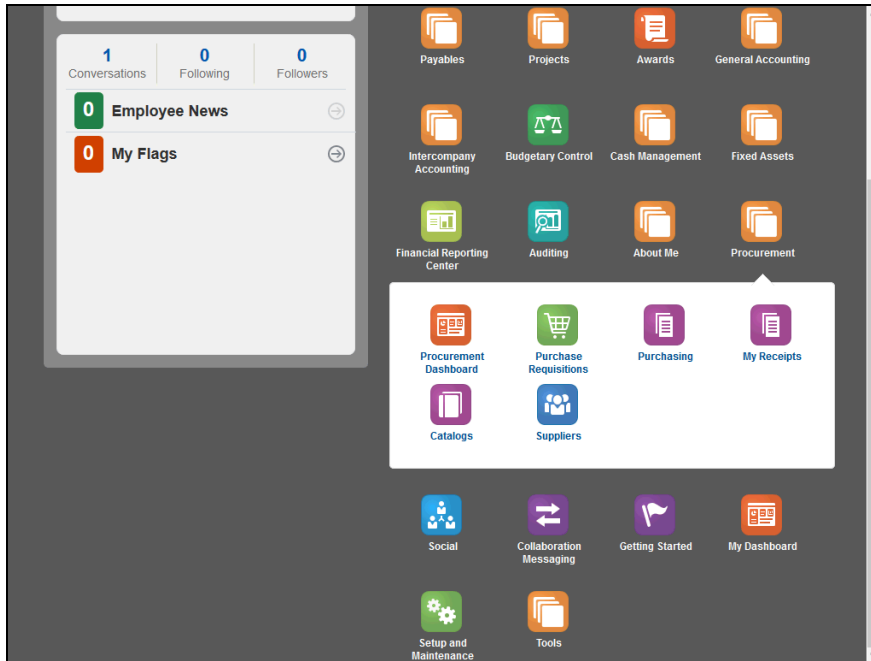
# PO 04: Create non-catalog requisition by quantity from foreign supplier


## Procedure

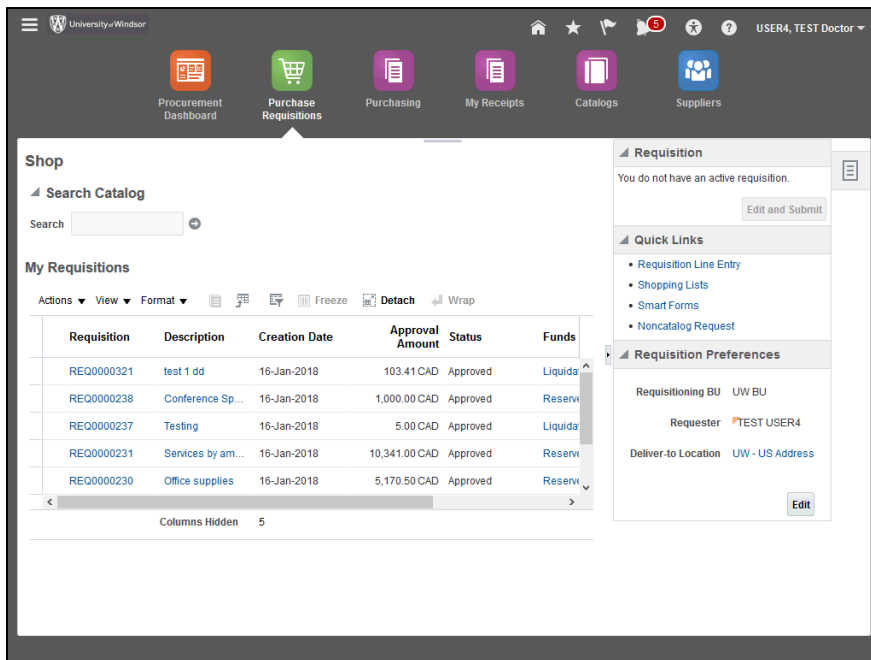
In this topic, you will learn how to create a non-catalog requisition by quantity from foreign supplier.



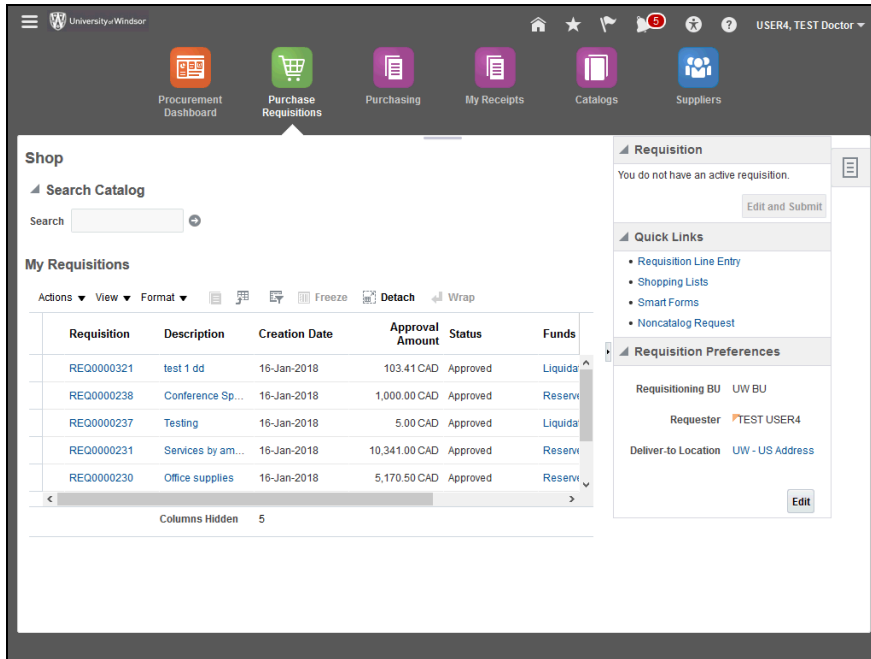
Step	Action
1.	Click the <b>Procurement</b> button. 



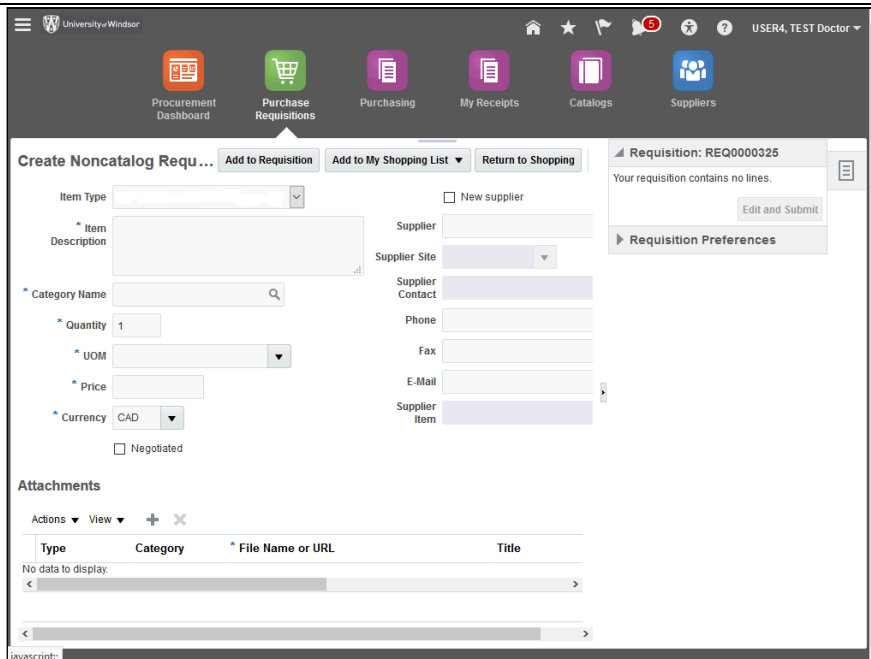
Step	Action
2.	Click the <b>Purchase Requisitions</b> button. 



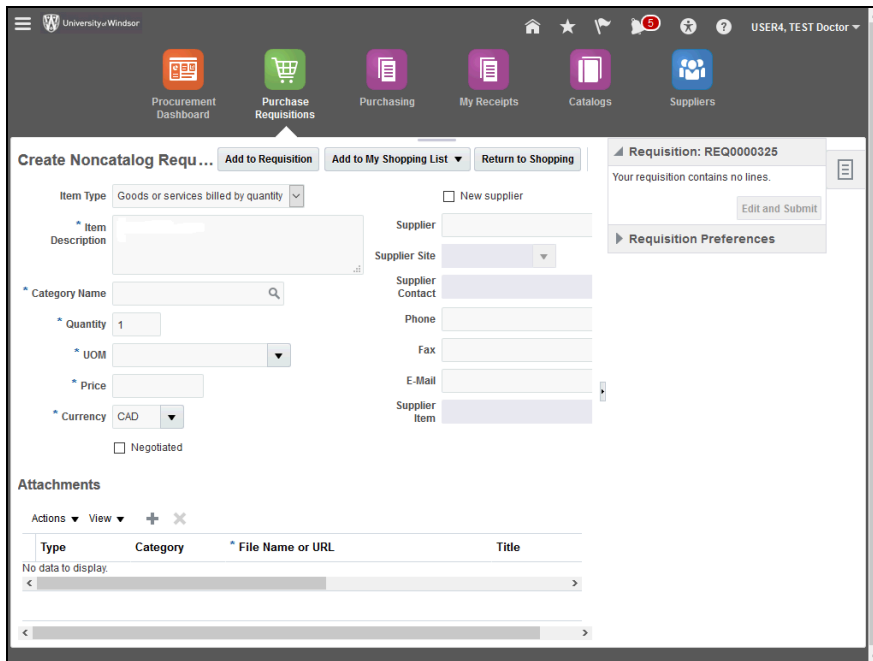
Step	Action
3.	Validate the Deliver-to-Location: <b>UW-US Address</b> . <a href="#">UW - US Address</a>



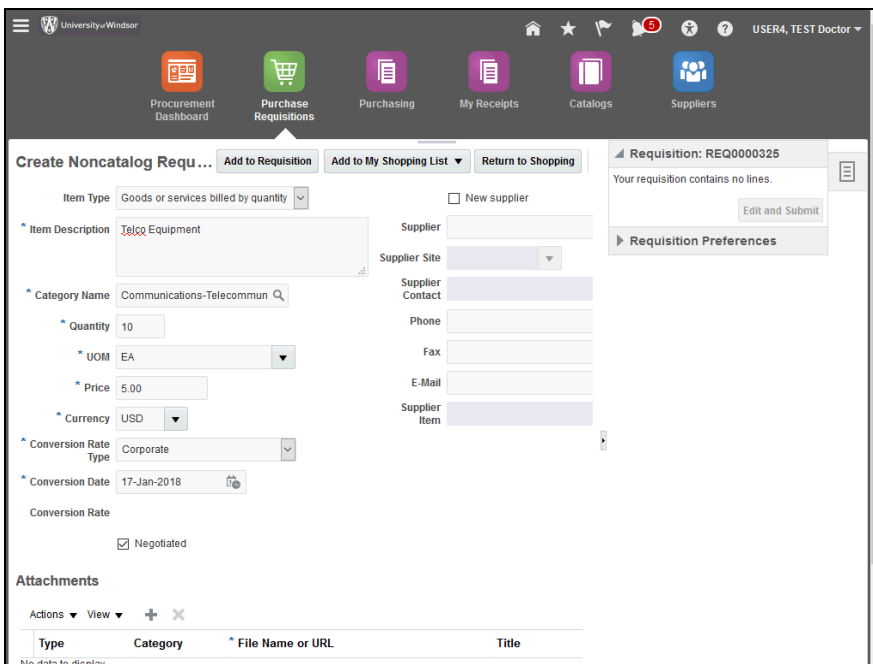
Step	Action
4.	Click the <b>Non-catalog Request</b> link. <a href="#">Noncatalog Request</a>



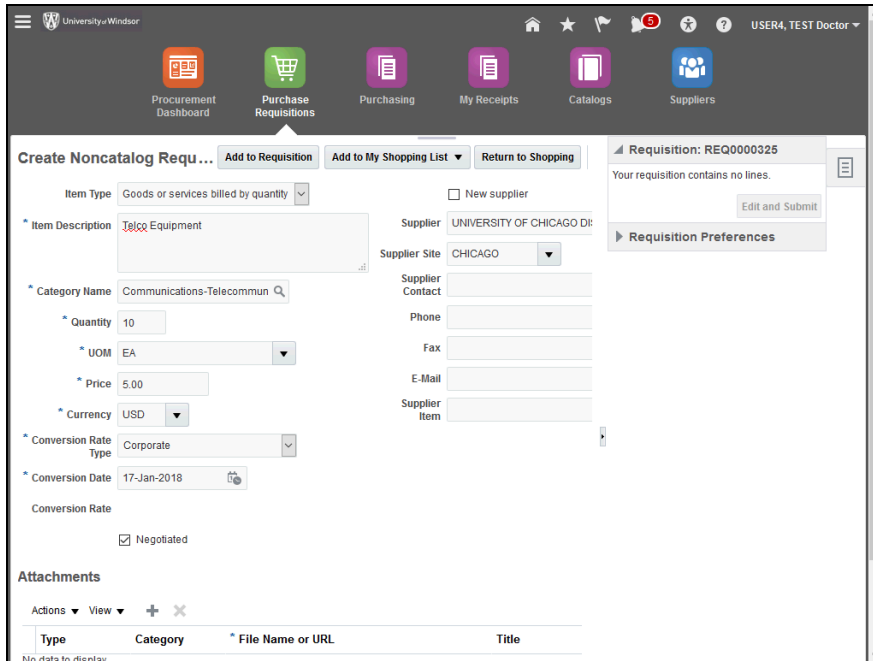
Step	Action
5.	Enter the appropriate information into the following fields: <b>Item Type</b> <b>Item Description</b> <b>Category Name</b> <b>Quantity</b> <b>UOM</b> <b>Price</b> <b>Currency</b> <b>Conversion Rate Type</b>



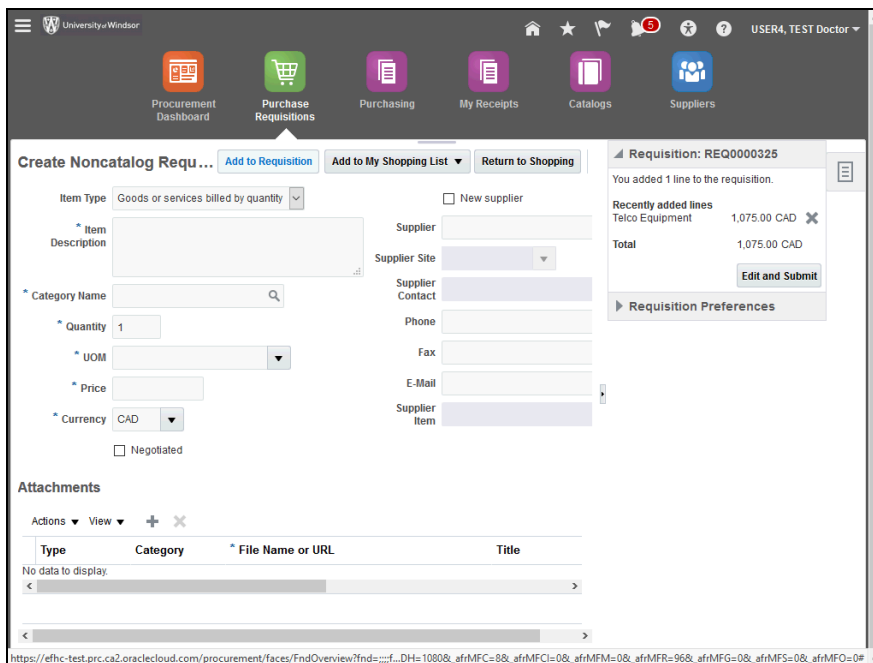
Step	Action
6.	Click the <b>Negotiated</b> checkbox.



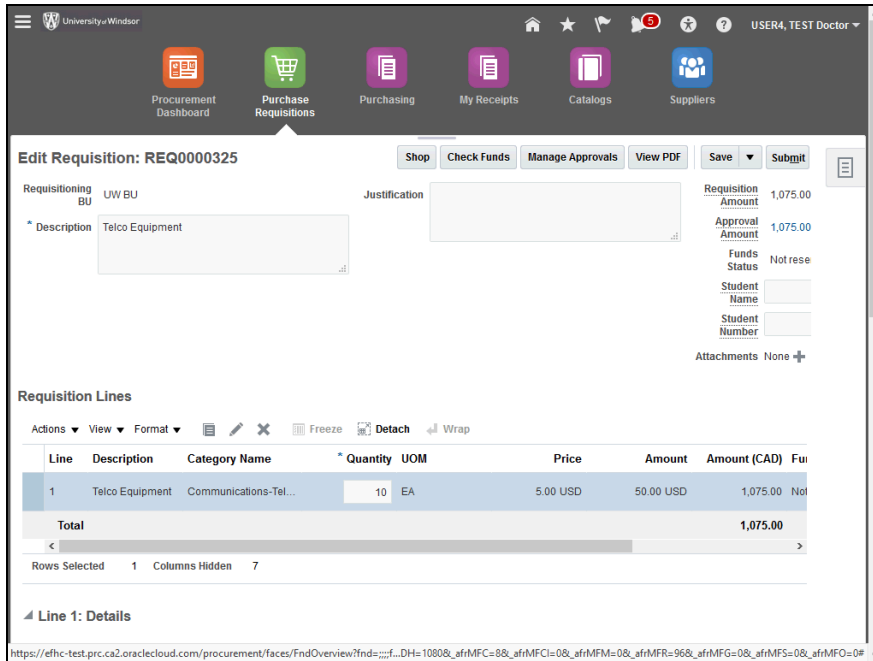
Step	Action
7.	Enter the required supplier in the <b>Supplier</b> field.



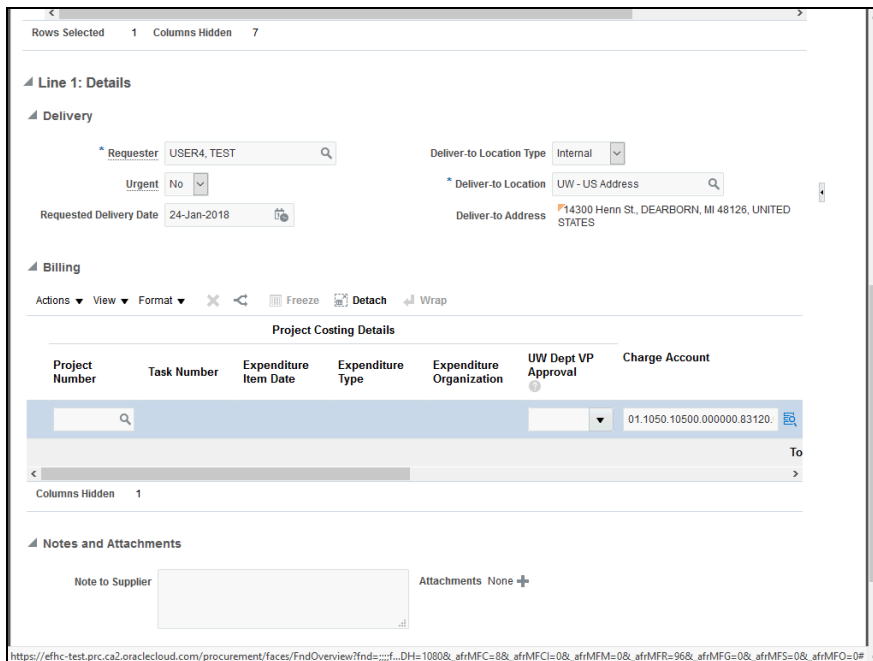
Step	Action
8.	Click the <b>Add to Requisition</b> button.



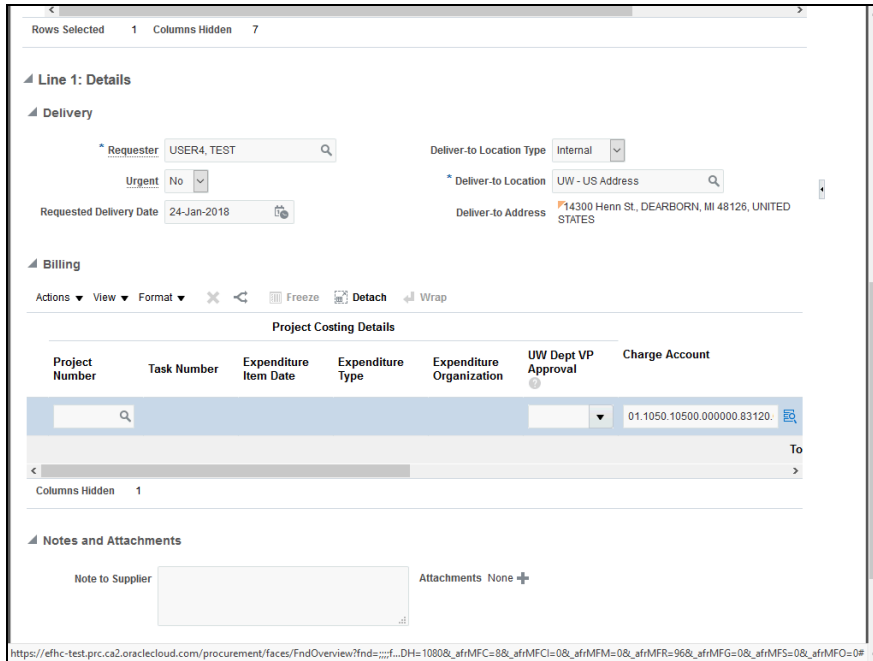
Step	Action
9.	Click the <b>Edit and Submit</b> button.




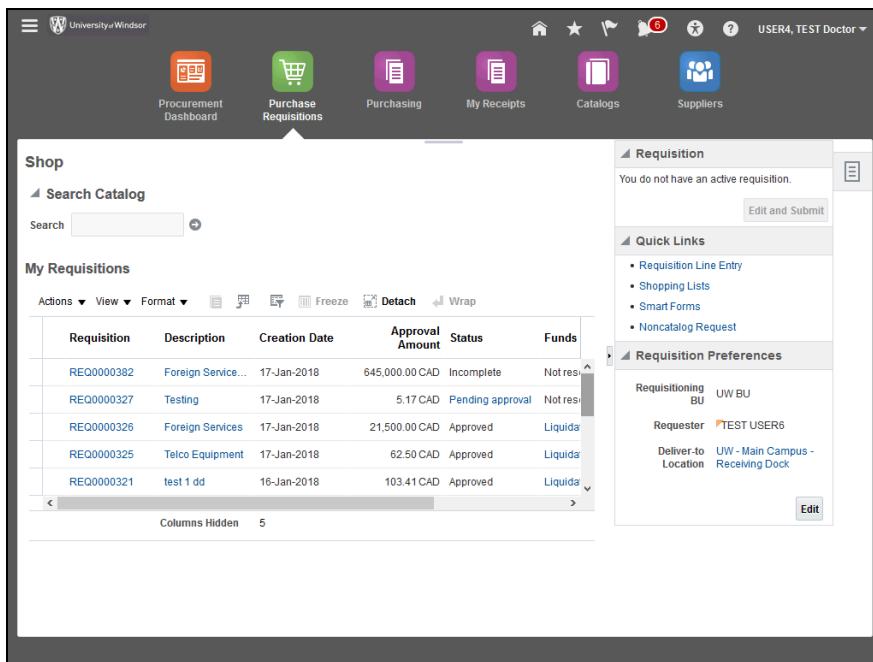
Step	Action
10.	Verify <b>Deliver-to Address</b> details.



Step	Action
11.	Verify <b>Charge Account</b> details.

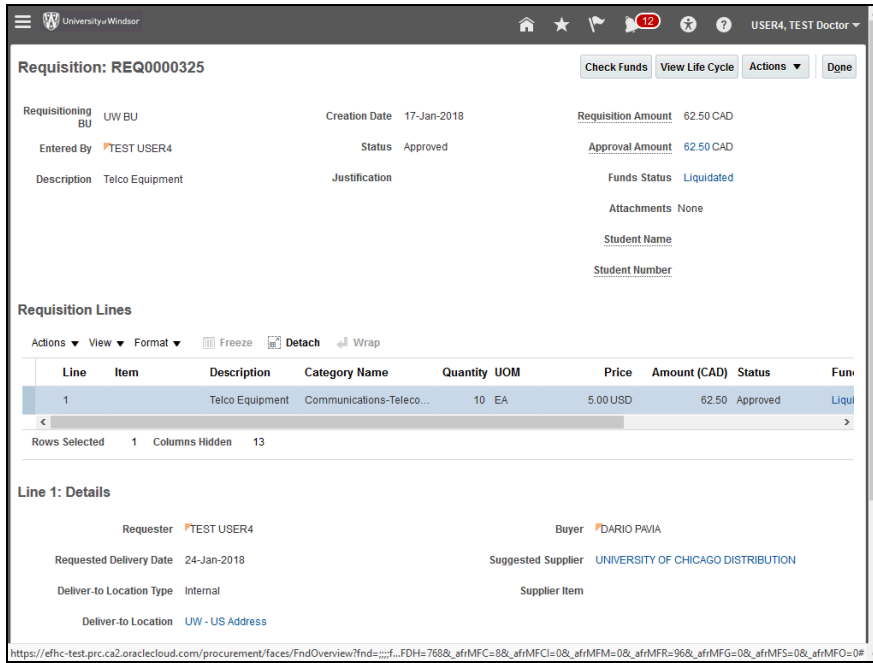



Step	Action
12.	Click the <b>Submit</b> button. 



Step	Action
13.	The new requisition appears in this list. When approved, the status will display Approved.  Click the <b>New Requisition</b> link to display additional information. Validate the details and the status.





Step	Action
14.	Click the <b>Done</b> button. 

Step	Action
15.	<b>End of Procedure.</b>