

Non-Catalog / Contractors Job Aid

- The Non-Catalog / Contractors One Form can be accessed by a sticker located on the ePro Shopping Homepage in the Procurement Management Tools & Forms section.

Procurement Management Tools & Forms

Non-Catalog / Contractors	Request for Check	Employee Travel Voucher	Travel Advance Card (TAC)	Emp. Non-Travel Reimbursement
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- When you click into the form, you will be taken through a series of pages.
 - The first page is the “Details” page.
 - “Form Name” will auto populate but you may use this field to give your form a unique name.

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Non-Catalog / Contractor...

Form Number **598880**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Details ✓

Suppliers ✓

Form Fields ✓

Review and Submit

Details

Form Name ★

Purpose Procurement Request

Template Title [Non-Catalog / Contractors One Form](#)

Form Type Purchasing Request

Currency USD

★ Required

- When ready to move to the next page, click “Next”.

Details [Request Actions](#) [History](#) [?](#)

Form Name ★

Purpose Procurement Request

Template Title [Non-Catalog / Contractors One Form](#)

Form Type Purchasing Request

Currency USD

★ Required

[← Previous](#) [Save Progress](#) [Next >](#)

- Next is the Suppliers Page. To select a supplier, enter the supplier's name in the "Supplier" search field and click "Search".

Search Registered Suppliers

Supplier

Relationship

Zip Code Within

[Clear](#) [Search](#)

- Click "Select" for your chosen supplier, then, click "Next".

Supplier Name	Doing Business As	Fulfillment Centers	Action
JACKSON LABORATORY		MAIN-600 MAIN STREET: (preferred) 600 MAIN STREET, BAR HARBOR, Maine 04609 United States	Select
JACKSON IMMUNORESEARCH LABS INC		MAIN-872 WEST BALIMORE PIKE: (preferred) 872 WEST BALIMORE PIKE, PO BOX 9, WEST GROVE, Pennsylvania 19390 United States	Select

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- The next page is the "Form Fields" page. This is the main page where you will be directed through a series of questions based on how the previous question was answered.
 - The first question will determine if you will be directed through the Non-Catalog questions or the Independent Contractor questions.

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Non-Catalog Item

Form Number **594042**
 Purpose **Procurement Request**
 Status **Incomplete**

Instructions

Details ☒

Suppliers ☒

Form Fields ☒

Review and Submit

Form Fields - Page 1

Type of Vendor

What are you Purchasing?

Suppliers, Non-Catalog Purchase

- ☐ Advertising
- ☐ Blanket POs
- ☐ Buyer Card
- ☐ Capital Projects (OPC)
- ☐ Captioning Services - Hearing Impaired
- ☒ Chartered Transportation
- ☐ Continuation of Multi-Year Contracts
- ☐ Contract & Grant Sub award

- For Certain items like “Blanket POs” you will be asked to attest that you understand the specific requirements for that type of order.
- You will also be asked to attest that you all required attachments are prepared to be attached to the resulting requisition.

For Blanket Purchase Orders, please select NTE as “Packaging” value. Blanket POs must be completed by end of Fiscal Year ★

☐ I agree to use NTE and understand that the Blanket PO needs to be complete by the end of the Fiscal Year.

Attachment Attestation ★

☐ Please confirm that all quotes, and agreements to be signed, supporting documents (EALs, emails, etc.) are ready to attach to requisition.

- If you are routed through the Non-Catalog questions, the form allow you to enter up to 30 items.
 - Please enter: Price, Quantity, Unit of Measure (UOM), and Product Description
 - Catalog No. may be entered if available.

1. Amount and Description.

Unit Price	<input type="text"/>	USD	Quantity	<input type="text"/>	Total	0.00 USD
Unit of Measure	<input type="text"/>					
Product Description	<input type="text"/>					
	1000 characters remaining					
Catalog No.	<input type="text"/>					

- After entering your items, click “Next” to move to the “Review and Submit” page.

Catalog No.

◀ Previous Save Progress Next ▶

- On the Review and Submit page, if all sections have been completed, you will be able to “Add and go to Cart”.
- This will automatically add your form to a cart where you can Assign to another user or Proceed to Checkout to enter your Accounting Information and Business Justification.

Review and Submit Request Actions History ?

✓ Required Fields Complete

Section	Progress
Details	✓ Required Fields Complete
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

Previous
Add to Favorites
Add and go to Cart

- If you are routed through the Independent Contractor questions, the form will ask you to attest that the Independent Contractor Certification Form is ready to be attached to requisition.
- Please enter: Price, Quantity, Product Description, and Service Start and End Dates.

Independent Contractor Service

Attachment Attestation *

☐ Please confirm that your Independent Contractor Certification Form is ready to attach to requisition.

Amount to be paid to individual.

Unit Price	Quantity	Total
<input type="text"/> USD	<input type="text"/>	0.00 USD

Product Description

1000 characters remaining

Service Start Date. *

mm/dd/yyyy

Service End Date. *

mm/dd/yyyy

- Now you will be asked a series of questions, that will help you create your Cart and subsequent Requisition.
- You may be notified that this One Form is not the correct form and asked to route your request through HR. If you submit a form after this notification, it will be auto-rejected.

R1, R2, & R3 Does this individual currently work for the University as an employee, have an offer of employment extended, or been paid as an employee in the past 12 months? *

☒ Yes ☐ No

R* R1, R2, & R3 If this individual is a current Employee, been extended an offer of employment, or been paid as an employee in the past 12 months, this is not the correct form. Employee compensation needs to be routed through Payroll. *

☐ If you submit this form to workflow, it will be automatically rejected.

- Once you have a completed form, questions will stop populating and you will click “Next” to go to the “Review and Submit” section.

**** What Classification is the Individual? * 🔍

☐ Teacher/Lecturer/Instructor
☐ Researcher
☒ Other

C1 Will the department provide the individual with specific instructions regarding performance of the required work rather than rely on the individual's expertise? *

☐ Yes ☒ No

C2 Can the University set the number of hours and/or days of the week that the individual is required to work, as opposed to allowing the individual to set his/her own schedule? * 🔍

☐ Yes ☒ No

◀ Previous Save Progress Next ▶

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◀ Previous Add to Favorites Add and go to Cart ▼