

Creating a Non-Catalog Purchase

1. Click on **Procurement Request** in the Forms area:

Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administer Setup

UMBC TEST SITE

All Search (Alt+Q) 0.00 USD

Shop · Shopping

Organization Message

Welcome to the **Test Site** for the Paw Procurement System! :-)
If you have project chartstring errors, check them in PeopleSoft this way.

Quick Links

- Software Purchase
- Contract Request
- Request New Supplier
- Training pages
- Log an RT Ticket

Action Items

MY ASSIGNED APPROVALS

- Requisitions To Approve 2

UNASSIGNED APPROVALS

- Requisitions 1
- AP Request Approvals 1

Showcases

UMBC Other Links - Unrelated to PAW

- Campus Wide Forms BOOKSTORE
- UMBC BOOKSTORE BOOKSTORE

Forms

- Procurement Request
- Non-Catalog Purchase
- Payment Request
- Special Ship To Address Request
- Sub-Award Payment

Technology

- B&H Photo
- CDWG
- Dell

Laboratory/Scientific

Shop

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2. Pick a supplier and click **Next**.

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Procurement Request · Procurement Request

Save Progress Previous **Next**

Instructions 2 Suppliers Attachments Form Fields Review And Submit

Suppliers

Selected Supplier

Supplier Name	Doing Business As	Fulfillment Centers
MOSS, ELIZABETH		DOMESTIC: 11097 SWANSFIELD RD, COLUMBIA, MD 21044

Search Registered Suppliers

Supplier

Zip Code

Within 5 Miles

Clear Search

Summary

Incomplete

Procurement Request

Created Date 3/9/2026

Form Number 1264391

Purpose Procurement Request

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3. Add attachment(s) (often a quote) and click **Next**.

The screenshot shows the 'Procurement Request' form at the 'Attachments' step. The left sidebar contains navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Reporting, Administer, and Setup. The top navigation bar includes 'Save Progress', 'Previous', and a highlighted 'Next' button. The main content area is titled 'Attachments' and features an 'Add Attachment' button. Below the button is a large empty box with a clipboard icon and the text 'Empty List' and 'No attachments have been added to this request'. On the right, a 'Summary' panel shows the request is 'Incomplete' and lists details: 'Procurement Request', 'Created Date: 3/9/2026', 'Form Number: 1264391', and 'Purpose: Procurement Request'.

4. Form Fields (Part 1) Answer all questions on this page and click **Next**.

The screenshot shows the 'Procurement Request' form at the 'Form Fields' step. The left sidebar is the same as in the previous step. The top navigation bar includes 'Save Progress' and a highlighted 'Next' button. The main content area is titled 'Item Details' and contains instructions: 'Enter details of the "non-catalog" procurement below. Please note that the total will not update until you save your progress.' It also provides examples for 'Unit Price' and 'Catalog No.'. Below the instructions are input fields for 'Unit Price' (500.00 USD), 'Quantity' (3), and 'Total' (1,500.00 USD). There is also a 'Unit of Measure' dropdown menu and a 'Product Description' text area with the value 'Test for integration' and a character count of '980 characters remaining'.

5. Form Fields (Part 2) Answer required questions. If you worked with a specific person in Procurement, select that individual.

Have you attached the quote or any other required backup documentation? ★ ⓘ ☐ Yes ☐ No

Is this purchase for a sole source item or a sole source service that is greater than \$25,000? ★ ⓘ ☐ Yes ☐ No

Have you already worked with someone in Procurement for this purchase? If so, please select the person you have worked with. ⓘ

☐ Ann Fusselbaugh

☐ Beckie Gotsch

☐ David Clurman

☐ Teri Michel

☐ Rosetta Butler

☐ Nneka Miller

Will this procurement involve a contract? A contract would entail services provided over a set period of time and involve terms and conditions that must be agreed upon. ★ ☐ Yes ☐ No

Does this product involve software or cloud services? ★ ☐ Yes ☐ No

6. If this a non-catalog purchase, and is the only item, click **Add and Go To Cart**. If you have another line item to purchase from this supplier, skip this and to go Step #7.

UMBC TEST SITE

Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administer Setup

Procurement Request • Procurement Request

Save Progress Previous **Add And Go To Cart**

Instructions Suppliers Attachments Form Fields **Review And Submit**

Review and Submit

☒ **Suppliers**

Name	Address	Phone
MOSS,ELIZABETH	DOMESTIC: 11097 SWANSFIELD RD, COLUMBIA, MD 21044	

☒ **Attachments**

☒ **Form Fields**

Summary

Procurement Request

Created Date 3/9/2026

Form Number 1264391

Purpose Procurement Request

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7. If there is more than one line item for the same supplier, follow the instructions in [this document](#). Repeat Steps #4, #5, and #6 or #7 until you have entered all lines.

The screenshot shows the 'Procurement Request' form in the 'Review And Submit' step. The form is titled 'Procurement Request * Procurement Request'. The top navigation bar includes a search bar, a currency selector (0.00 USD), and a notification bell icon with a red arrow pointing to it. The main content area is divided into three sections: 'Suppliers', 'Attachments', and 'Form Fields'. The 'Suppliers' section contains a table with the following data:

Name	Address	Phone
MOSS, ELIZABETH	DOMESTIC: 11097 SWANSFIELD RD, COLUMBIA, MD 21044	

The 'Attachments' and 'Form Fields' sections each have an 'Edit' button. A red arrow points to the 'Add And Go To Cart' button in the top right corner. A dropdown menu is open, showing options: 'Add and go to Cart', 'Save to Cart and Add Another', 'Add to Cart and Return', 'Add to new Cart', 'Add to Draft Cart or Pending PR/PO', 'Add to Draft Change Request', and 'Add to PO Revision'.

8. You will then be able to go to your cart and [Assign Cart](#) or [Proceed to Checkout](#) the procurement.