

# Creating a Requisition

Punchout Catalogs: items are within this site

Non-catalog items: all vendors except punchout vendors

Simple    Advanced    Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#)    Browse: [Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

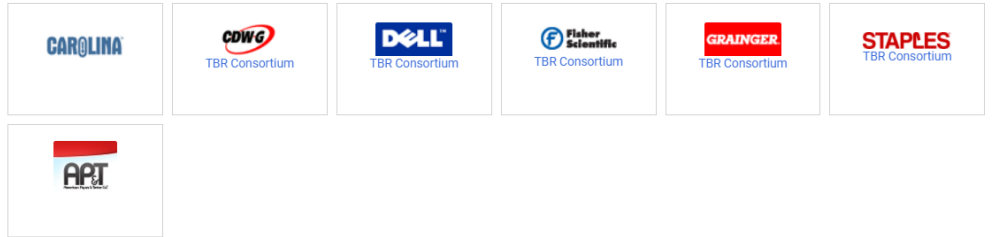
Search for products, suppliers, forms, part number, etc.

## Welcome to the Volunteer State Purchasing System

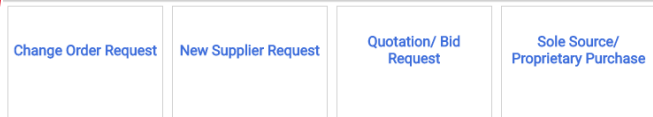
If you need assistance, please contact the Purchasing and Contracts Office.

Email Questions to: [Purchasing@Volstate.edu](mailto:Purchasing@Volstate.edu)  
Phone: (615) 230-3522

## Punchout Catalogs



## Forms



Forms: customized requests

## Non-Catalog orders

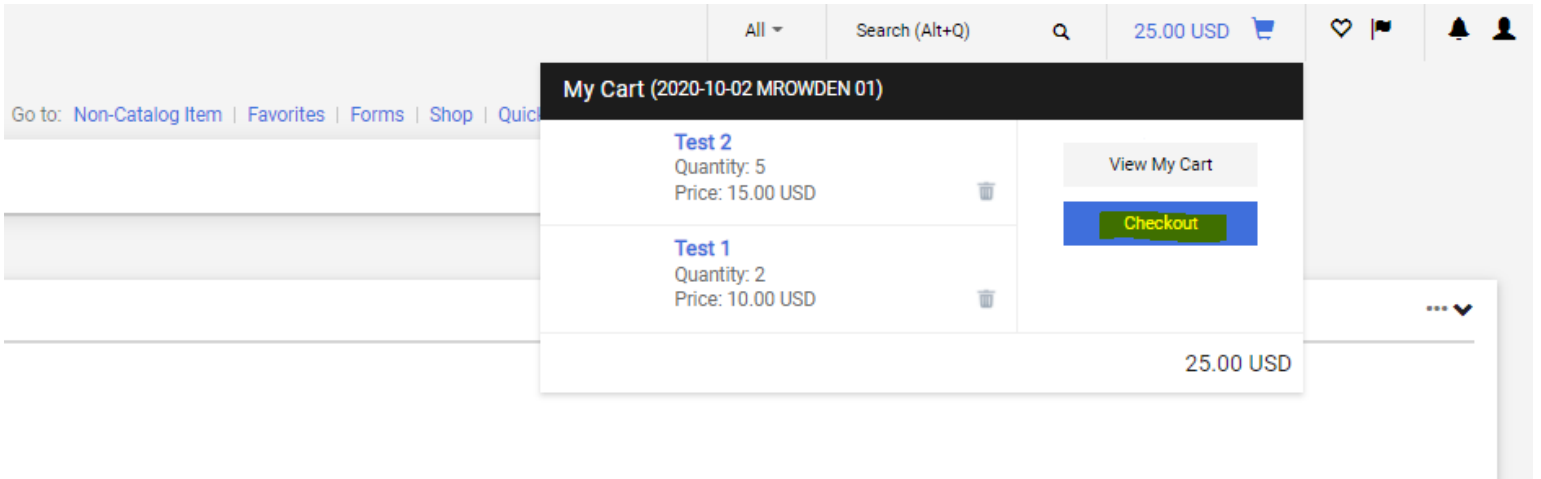
1. Enter supplier or search, if not known
2. Enter description (give as much detail as possible, and if there are contract dates please include this here)
3. Catalog number (this will be the vendors product number, if there is no product/service number associated with the purchase please input whatever catalog number you would like)
4. Enter quantity
5. Enter cost
6. Specify how the product/service is packaged
7. If there are multiple items you will select "Save and Add Another" and you will repeat steps 2-6.
8. When finished ordering from vendor select "Save".

The screenshot shows the 'Add Non-Catalog Item' form with the following fields and sections:

- Supplier:** Existing Supplier (dropdown) with a search icon and a star icon.
- Select Supplier:** Search input field with a magnifying glass icon.
- Item:** A table with columns: Description (with a 254 character limit), Catalog No., Size, Quantity, Price, and Packaging (EA - Each dropdown).
- Additional details:** Commodity Code search input field.
- Product Flags:** Three checkboxes: Controlled substance, Recycled, and Hazardous material.
- Buttons:** Save (blue), Save And Add Another (grey), and Close (grey).

Red arrows from the instructions point to the 'Save And Add Another' button (step 7) and the 'Save' button (step 8).

9. You will now have an active cart in the top right corner of your screen and select Checkout



# Checking out

1. Update your Shipping and Billing by selecting the edit pencil
2. Update your Account/Index codes by selecting the edit pencil
3. Ensure you have attached your Internal and External attachments by selecting add in each section

The screenshot shows a requisition form for requisition number 3067423. The form is divided into several sections: General, Shipping, Billing, Accounting Codes, Internal Notes and Attachments, and External Notes and Attachments. Red arrows point to the edit pencil icons in the Shipping, Billing, and Accounting Codes sections, and to the 'Add' buttons in the Internal and External Attachments sections. On the right side, there is a 'Draft' summary panel with a 'Submit Requisition' button highlighted in blue. Below the form, there is a table of 10 items, with the first two items being 'Test 1' and 'Test 2'.

Item	Catalog No.	Unit Price	Quantity	Ext. Price
1 Test 1	1	5.00	5 Each	25.00
2 Test 2	2	2.00	5 Each	10.00

4. Carefully review your order to ensure all required fields are filled in
5. Select "Submit Requisition" to submit the order for approval
6. Be sure to save your requisition number so you can look up your order status once submitted.