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](image)

• When you click into the form, you will be taken through a series of pages.
  o The first page is the “Details” page.
  o “Form Name” will auto populate but you may use this field to give your form a unique name.

![Details](image)

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

![Details](image)
• Next is the Suppliers Page. To select a supplier, enter the supplier’s name in the “Supplier” search field and click “Search”.

• Click “Select” for your chosen supplier, then, click “Next”.

• 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.
  o The first question will determine if you will be directed through the Non-Catalog questions or the Independent Contractor questions.
• 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.

![Image](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 completed by the end of the Fiscal Year.
- 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.

![Image](1. Amount and Description.)

- Unit Price
- USD
- Quantity
- Total
- 0.00 USD
- Unit of Measure
- Product Description
- 1000 characters remaining
- Catalog No.

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

![Image](Catalog No.)

• 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.
• 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.

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

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.