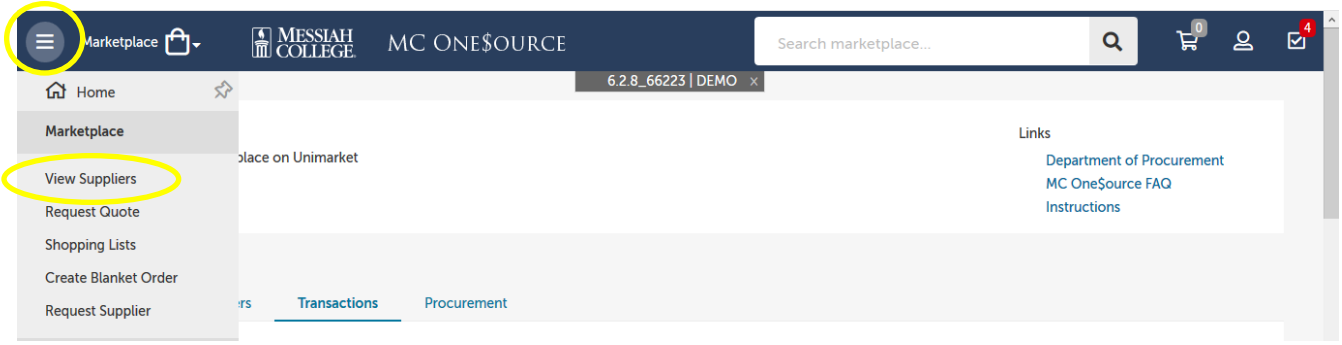
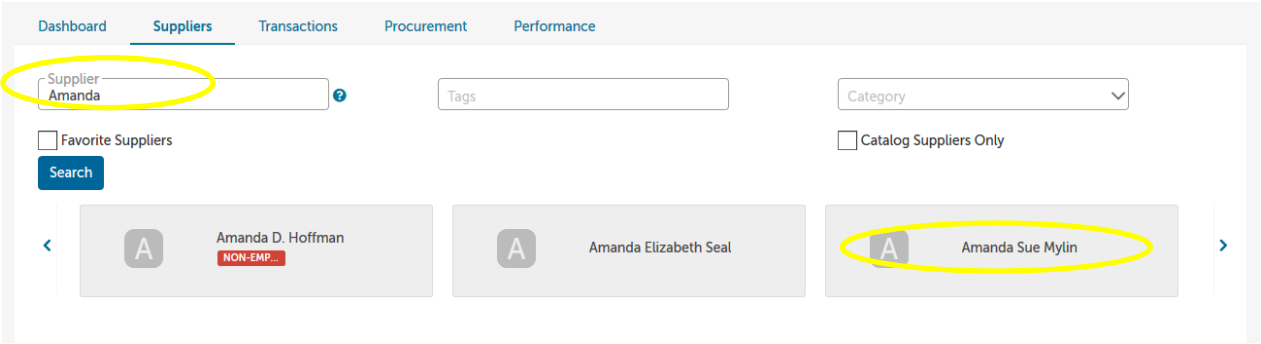
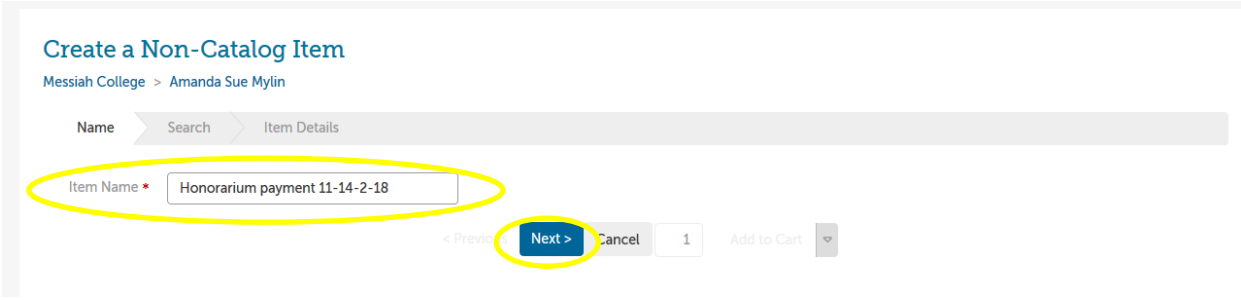
- From any Tab (Dashboard, Suppliers or Transaction), click the hamburger menu and click **View Suppliers**



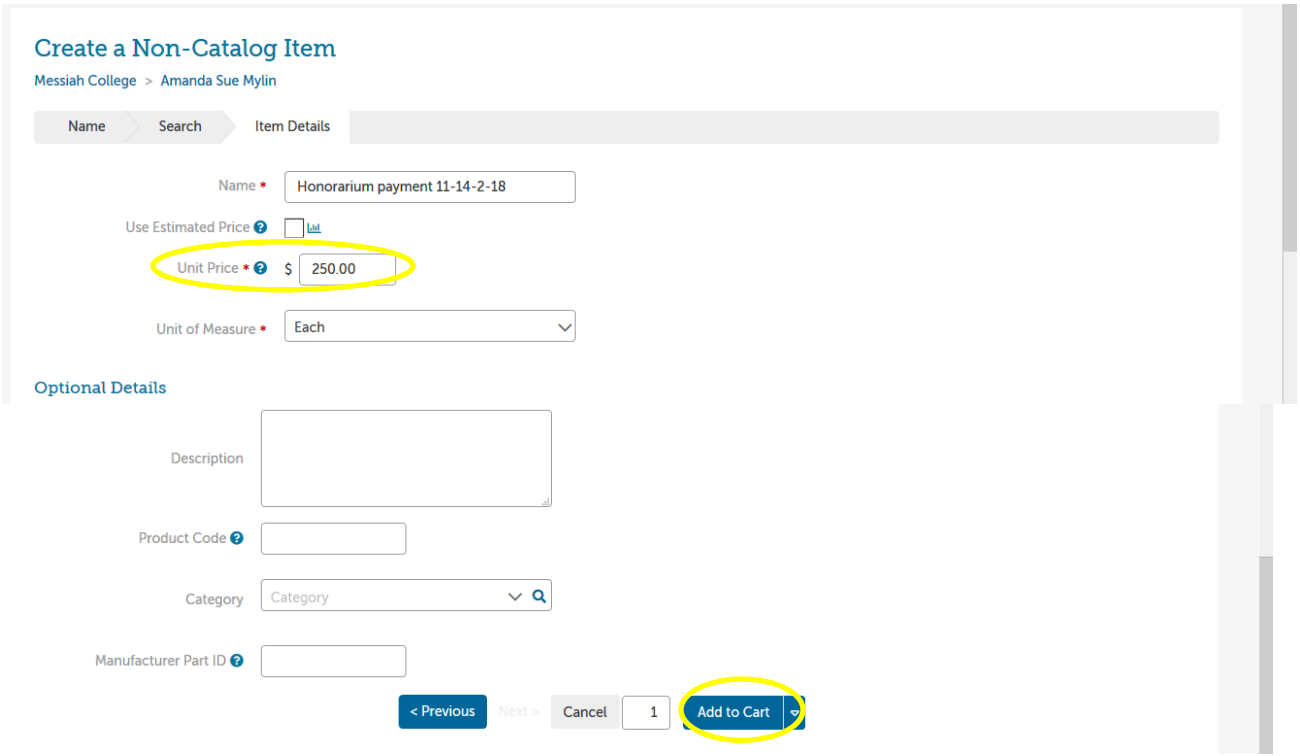
- Type one word of the supplier name in the Supplier box.
- Click on the supplier name



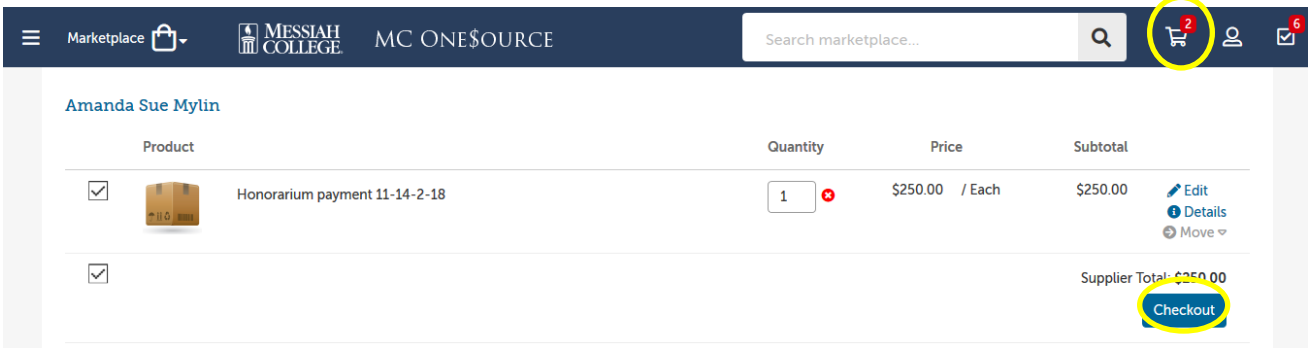
- Click Create a Non-Catalog Item
- Item Name: Type **Honorarium and the date(s) of event**.
- Click **Next**.



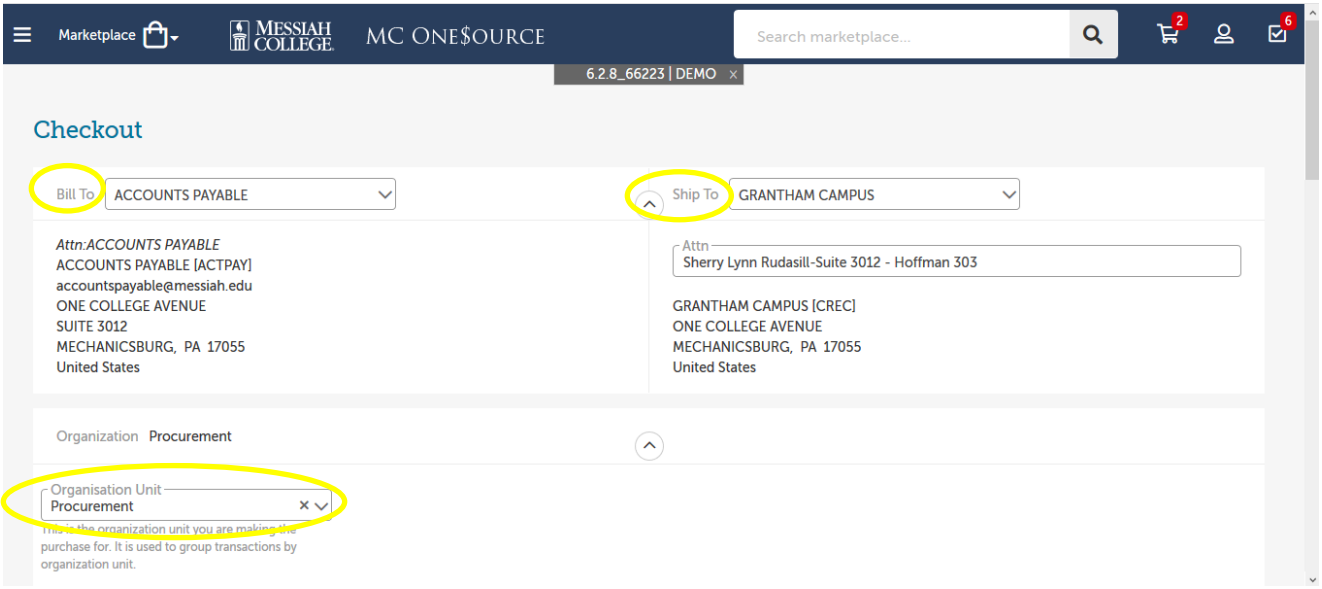
- Type in **Unit Price.**
- Click **Add to cart**.



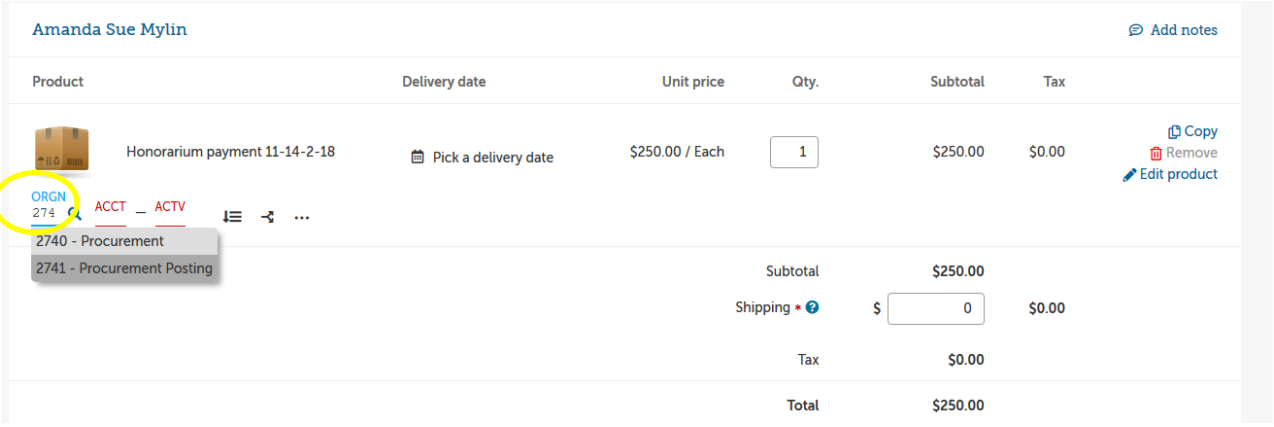
- Click the **shopping cart** icon in the gray bar at the top of the page.
- The shopping cart is now displayed. If everything is correct, click **Checkout**.



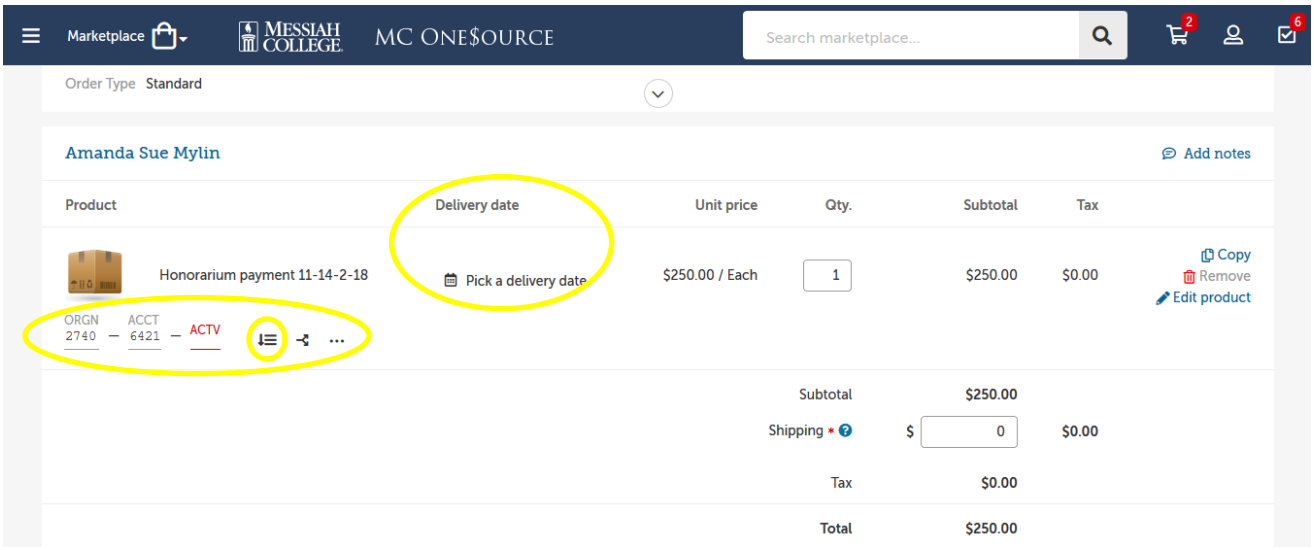
- The **Checkout** page is now displayed. **Bill To** should default to Accounts Payable.
- Verify that the **Ship To** information is correct.
- **Organization** – Be sure to **x out** if it is a "Reimbursement Expense"



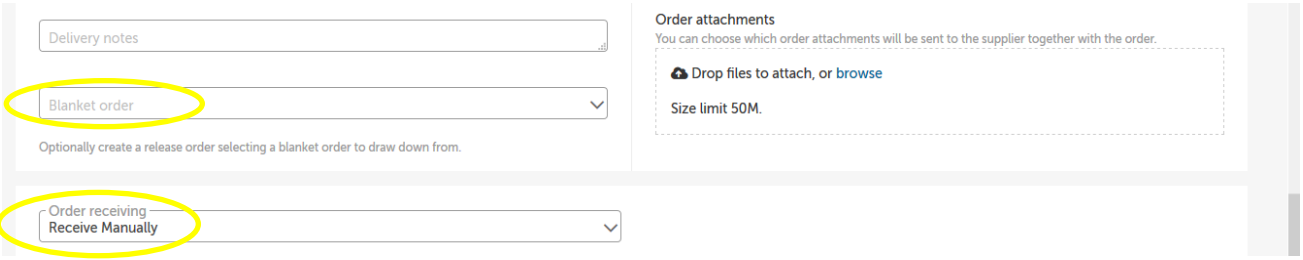
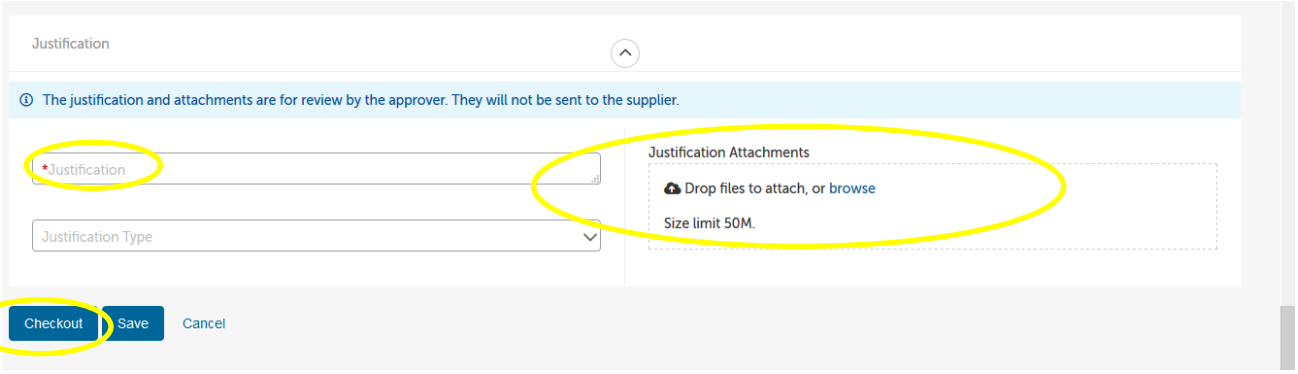
- Enter the **Account** coding. In the first box, type the **org code**. Options will appear, click to choose the correct option or continue typing. Search by org name is also available by typing the first word of the org.



- In the second box, type the **account code**. As you begin typing, options will appear, click to choose the correct option or continue typing. Search by account name is also available by typing the first word of the account.
- If applicable, type the **activity code** in the third box. As you begin typing, options will appear, click to choose the correct option or continue typing. Search by activity code is also available by typing the first word of the activity code.
- If purchasing more than one item and allocating all items to the same org/account, click the **Copy Down Account Code** to the right of the account boxes to copy the org/account allocation down to all other items. Make sure each item has the correct org/account/activity code allocation.
- **Delivery Date** is optional. Click on the calendar to select an anticipated delivery date.



- Honorariums are not emailed to the Suppliers so Delivery Notes and Order Attachments are not necessary.
- If this requisition is associated with a blanket order, click the drop-down arrow and select the appropriate blanket order number.
- Order Receiving is defaulted to Receive Manually, **<u>do not change.</u>**



- In the **Justification** box, provide the business purpose for the purchase. This is required information, please be sure to include dates, names and event.
- If there are any internal attachments (email requests, other supplier quotes, etc.), save files as pdf's, click on the **browse** link in the **Justification Attachments** box, browse to find each file, click **Add**. These attachments are internal only and will not be seen by the supplier.
- When all steps are completed, click on **Checkout** to process the requisition.