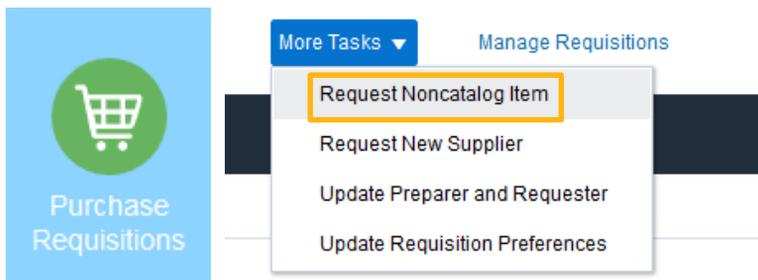


When you submit a non-catalog request, known as a “requisition”, in Oracle, you have the option to have the BRC Buyers select a supplier, recommend a new supplier be set up or choose a supplier that has already been set up in Oracle. This guide covers some quick tips on how to request a new supplier or search for existing suppliers when submitting a requisition to the BRC.

- Start by selecting the **Purchase Requisitions** icon
- In the drop down menu for **More Tasks**, click on **Request Noncatalog Item**
- The left side of the screen is where you detail what you are wanting to purchase (goods, services, etc.)



Item Type

* Item Description

* Category Name

* Amount

* Currency

Make sure to always include detailed information in the **Item Description** field, including the business purpose for the purchase.

- On the right hand side of the screen, search for the name of the supplier in the **Supplier** field (you can start typing in the field or you click on the magnifying glass for a search screen)
- In the drop down menu for **Supplier Site**, click on **Search** to select the address you want to use
- Leave the **Supplier Site** field in the search screen blank and click **Search**
- Click on the address you wish to use for your requisition and click the **OK** button to select this address

Supplier Site

Supplier Contact

Phone

Fax

Email

Supplier Item

Search and Select: Supplier Site

Supplier Site

Supplier Site	Site Address
PROCUREMENT0001	PO Box 398961,SAN FRANCISCO, C...
PROCUREMENT0002	5050 Hopyard Rd Ste 250,PLEASAN...

Don't See Your Supplier In Oracle?

- Click on “New Supplier” above the Supplier Name
- Enter the name and contact information of the new supplier. The BRC staff will create a ticket in ServiceNow to have your new supplier created.
- Check out our [Supplier Management](#) website for details on how to submit a request to the BRC through ServiceNow if you have the information before submitting a requisition.