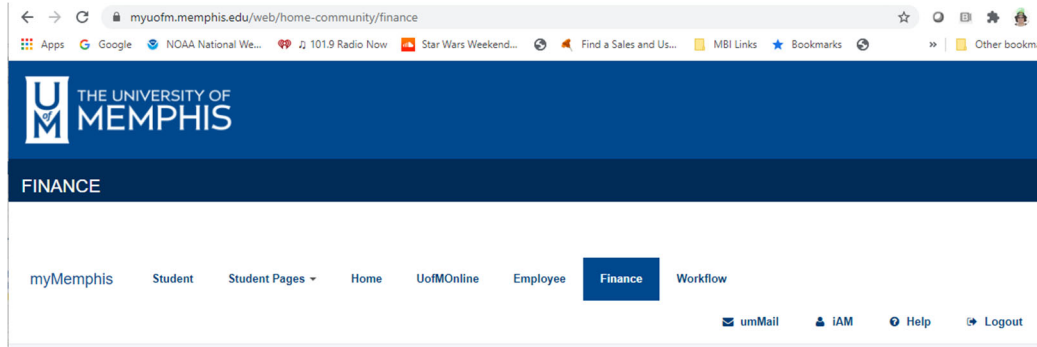


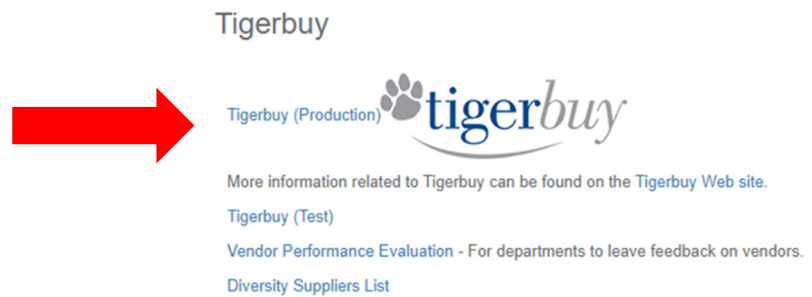
## How to - Tigerbuy Non-Catalog Order

Purchase information for a Non-catalog order can be from a quote, agreement, or vendor communication. The Non-catalog process involves the Requester typing the purchase information into the form to fill a shopping cart.

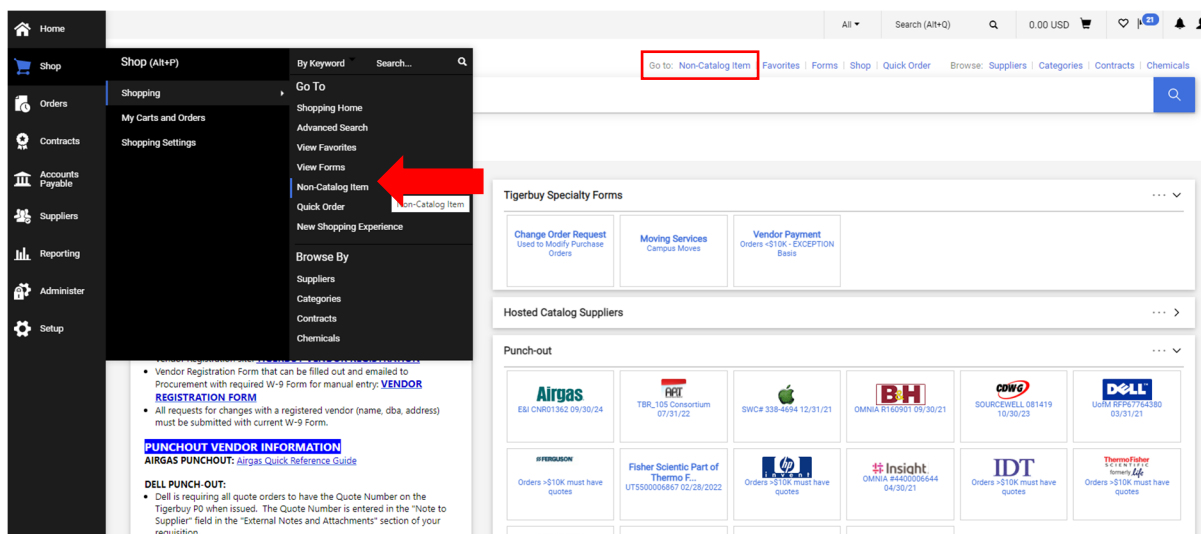
Log into My Memphis & go to the **Finance** tab:



Scroll down on the right-hand side to Tigerbuy and click on **Tigerbuy (Production)**



Tigerbuy opens on the Home screen. Click on **Go to: Non-Catalog item** at the top or **Shop / Shopping / Non-Catalog item** on the left menu.





Review your cart, Make the Sole Source box say True, and click **Proceed to check out.**

**Shopping Cart** ▾

Simple | Advanced

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

Cart Name: 2021-05-18 kreece 01

Description:

Priority: Normal

Sole Source & Contract Order: True

Organization Values: True - True

Details

For: Kerri Reece

Estimate (150.00 USD)

Subtotal	150.00
Shipping	0.00
Handling	0.00
Total	150.00 USD

Proceed To Checkout

1 Item

A Parker & Sons Plumbing LLC · 1 Item · 150.00 USD

SUPPLIER DETAILS PO Purchase/Change Orders 6 : 3288 Winbrook Dr, Memphis, Tennessee 38116-3644 United States

Contract	no value	PO Number	To Be Assigned
----------	----------	-----------	----------------

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 sink repair		EA	150.00	1 EA	150.00

ITEM DETAILS

Contract:

Internal Note

1000 characters remaining

expand | clear

Taxable

Commodity Code

External Note

Your Draft Requisition will appear. Confirm all information, your items, and FOAP allocations. Errors will be noted on the right. Click **Place Order** to submit your Requisition for Approval.

**Requisition** ▾ : 3270272

Summary | Taxes/S&H | PO Preview | Comments | Attachments | History

General

Cart Name: 2021-05-18 kreece 01

Description: no value

Priority: Normal

Prepared by: Kerri Reece

Prepared for: Kerri Reece

Shipping

Ship To

Contact Name: Procurement Serv

Phone: +1 901-678-3775

Email: kreece@memphis.edu

115 Admin Bldg

3720 Alumni Dr

Memphis, TN 38152-3370

United States

Delivery Options

Expedite: ✗

Ship Via: Best Carrier-Best Way

Requested Delivery Date: no value

Billing

Bill To

University of Memphis

Attn: Accounts Payable

275 Administration Bldg

Memphis, TN 38152-3370

United States

Credit Card Info

No credit card has been assigned.

Billing Options

Accounting Date: no value

Accounting Codes

Chart	Fund	Organization	Account	Program	Activity
U	110001	542000	no value	4650	no value
University of Memphis	Undesignated E and G	Procurement Services	Required	Gen Admin and Logistical Services	

Internal Notes and Attachments

External Notes and Attachments

1 Item

A Parker & Sons Plumbing LLC · 1 Item · 150.00 USD

Draft

Correct these issues. You are unable to proceed until addressed.

Required: Account

Total (150.00 USD)

Subtotal	150.00
Shipping	0.00
Handling	0.00
Total	150.00

Place Order

What's next for my order?

You will get a confirmation that your Requisition has been submitted for approval.

**Requisition 3270272 Submitted**

Summary		Options
Requisition number	<a href="#">3270272</a>	<a href="#">Print</a>
Requisition status	Pending	<a href="#">Recent orders</a>
Cart name	2021-05-18 kreece 01	<a href="#">Return to your home page</a>
Requisition date	5/18/2021	
Requisition total	150.00 USD	
Number of line items	1	

If your Vendor is not in the Tigerbuy system, they will need to register. Please see the Procurement / Tigerbuy page <https://www.memphis.edu/procurement/tigerbuy/> for current links & Instructions.

THE UNIVERSITY OF  
MEMPHIS

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TIGERBUY

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REGISTRATION

BID CALENDAR

CURRENT BID OPPORTUNITIES

VENDOR INFORMATION

FAQS

TIGERBUY TRAINING  
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