

GSTT – Finance Cloud

Non-Catalogue Guide

This guide is designed to support staff raising Non-Catalogue Requisitions, in the completion of the different fields in the Finance Cloud form titled “Create Noncatalog Request”.

The below fields are considered mandatory.

1. DETAILS OF GOODS/SERVICE

- **Item Description** – This should be a brief but detailed description of the product/service (**do not include price, product code, or box quantity information in this field**).
- **Item Type:**

The screenshot shows a portion of a web form with the following fields:

- Item Type:** A dropdown menu with "Goods billed by quantity" selected. Below it is a list of options: "Goods billed by quantity", "Services billed by amount", and "Services billed by quantity".
- Category:** A dropdown menu with "Required" written below it.
- UOM:** A dropdown menu with "Required" written below it.
- Price:** A text input field with "Required" written below it.
- Currency:** A dropdown menu with "GBP" selected and "Required" written below it.

- **Goods Billed by Quantity** – This item type is suitable if there is a fixed unit price for the product/service (For example it comes in boxes of fixed value, or there is a specified day rate for a service).
- **Services Billed by Amount** – This item type is suitable if there is no fixed price for the service, and therefore the order cannot be structured easily – the cost could be variable and invoices received for differing amounts each month (also known as a value based order).
- **Services Billed by quantity** – This item type is suitable if the services have a fixed price/cost.
- **Category** - this is where the eClass code is entered.
(if you need help finding an appropriate eClass code, please go to GTI where you can search: [Raise a requisition with Smart Order | Intranet](#). This page also includes the list of the delivery-to location codes.

2. PRICING

- **Quantity** – The number required of the product on the order line.
- **UOM** – Type of unit the product is supplied in (box, pack etc).
- **Price** – This should be the price for each unit (quantity-based order) or the total value of the service (amount based order).
- **Currency** – This is the currency the supplier will be paid in (generally GBP).

3. SOURCE

- **Supplier** - Company that the order is to be sent to. **For Foreign supplier's please check with Finance prior to raising your requisition.**
- **Supplier Site** – Choose a supplier site the order will be delivered from (mostly UK Main site)
- **Supplier Contact** – Choose the relevant supplier contact
- **Supplier Item** – this is the manufacturer's product code. Please ensure that the same product code is entered as per the quotation attached to the requisition. If this is a service then please enter "Service" in this field.

4. ADDITIONAL INFORMATION

- **Omnicell Item ID** – this is a unique code for items in the Omnicell. **This is not required for non-catalogue requisitions**
- **Charity Fund ID** – Please enter this if known and related to charity funding. **Please note that all charity funding is zero VAT so please add this to the VAT in Delivery and Billing Details section of the cart.**
- **Contract Reference** - This is the contract / agreement reference number. This can also be the Atamis reference (Cxxxxx). Please contact the Contracts team for this reference if unknown.
- **Attribute Value** - **This field should be ignored**

5. NOTES

- Please add any additional notes you wish to include on the requisition. Please include any waiver references or enquiry references related to this requisition.

6. ATTACHMENTS

- Please add any attachments such as quotations, contracts, agreements and supporting information.

Create Noncatalog Request Cancel Add to List Add to Cart

Item Description
test

Item Type
Goods billed by quantity

Category
A&E

Pricing

Quantity
1

Price
£ 10.00

UOM
SEACH

Currency
GBP

Source

Supplier
BANNER GROUP LTD

Supplier Site
MAN_SITE

Supplier Contact
Purchases

Supplier Item

Additional information

Overcall_Item_ID

Charity Fund ID

Attribute Value

Medical Equipment

Contract Reference
123456

Notes

Note to Supplier
xxx

Attachments

Categories
Internal to Requisition

Drag and Drop
Select or drop files here.

URL Add URL

- Click “Add to Cart”.
- Click “View Cart” to review.

7. BILLING AND LOCATION

- Once you have added to your cart you can change the billing and location by clicking the pencil under “requisition summary”

Cart
Requisition RJ1-560432992-REQ

Submit

1 item

XXX
Sold By BANNER GROUP LTD

£10.00 20 X 150
Quantity: 1

Requisition summary

Subtotal	£10.00
Nonrecoverable Tax	£2.00
Approval Amount	£12.00

Description
Deliver-to Location
746075 :Procurement GrdFl 200 Gt Dover Street...
Charge To
RJ1---000000-000-000000-000000-000000

- You are also able to change the VAT in the “Delivery and Billing Details” by clicking the pencil on the left. Please ensure that you change this “Zero Rated VAT” for charity and NHS providers.

1 item

XXX
Sold By BANNER GROUP LTD

£10.00 20 X 150
Quantity: 1

Requisition summary

Subtotal	£10.00
Nonrecoverable Tax	£2.00
Approval Amount	£12.00

Description
Deliver-to Location
746075 :Procurement GrdFl 200 Gt Dover Street...
Charge To
RJ1-615000-84600-000000-000-000000-000000-000000

Line Details Delivery and Billing Details

Line Description
XXX

Quantity
1

Delivery

Requested Delivery Date: 20/12/25

Deliver-to Location: 746075 :Procurement GrdFl 200 Gt Dover Street S

Deliver-to Address
Procurement, Ground Floor, 200 Great Dover Street, London, SE1 4YB, UNITED KINGDOM

UN Number: [dropdown] UN Number Description: [text box]

Hazard Class: [dropdown] Hazard Class Description: [text box]

Urgent

Tax

Tax Classification Code
Standard VAT (Non Reclaimable)

- Click “Submit” when all fields are completed.