



McKesson Non-Catalog Request Process

1. When requesting a non-catalog item fill out the form completely. Incomplete fields may result in the form being returned and additional information requested. The form can be found on the Supply Chain Services website, www.miami.edu/supplychain.
2. Email the completed form to the Supply Chain Services representative that handles your corporation.
3. Once reviewed, the Supply Chain Services representative will contact the end user via email. The item number (*) added to the Virtual Item Master (VIM) will be provided.
4. *NOTE: The requested non-catalog item may be switched to a supplier that the University has under contract.