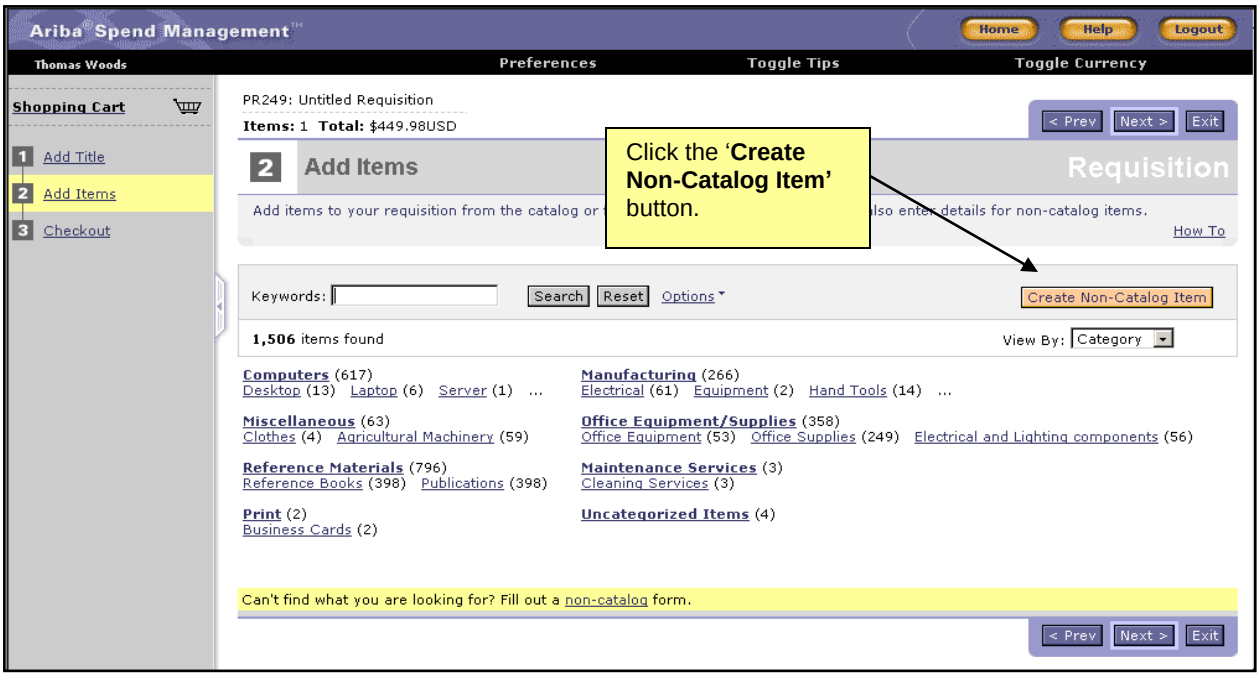
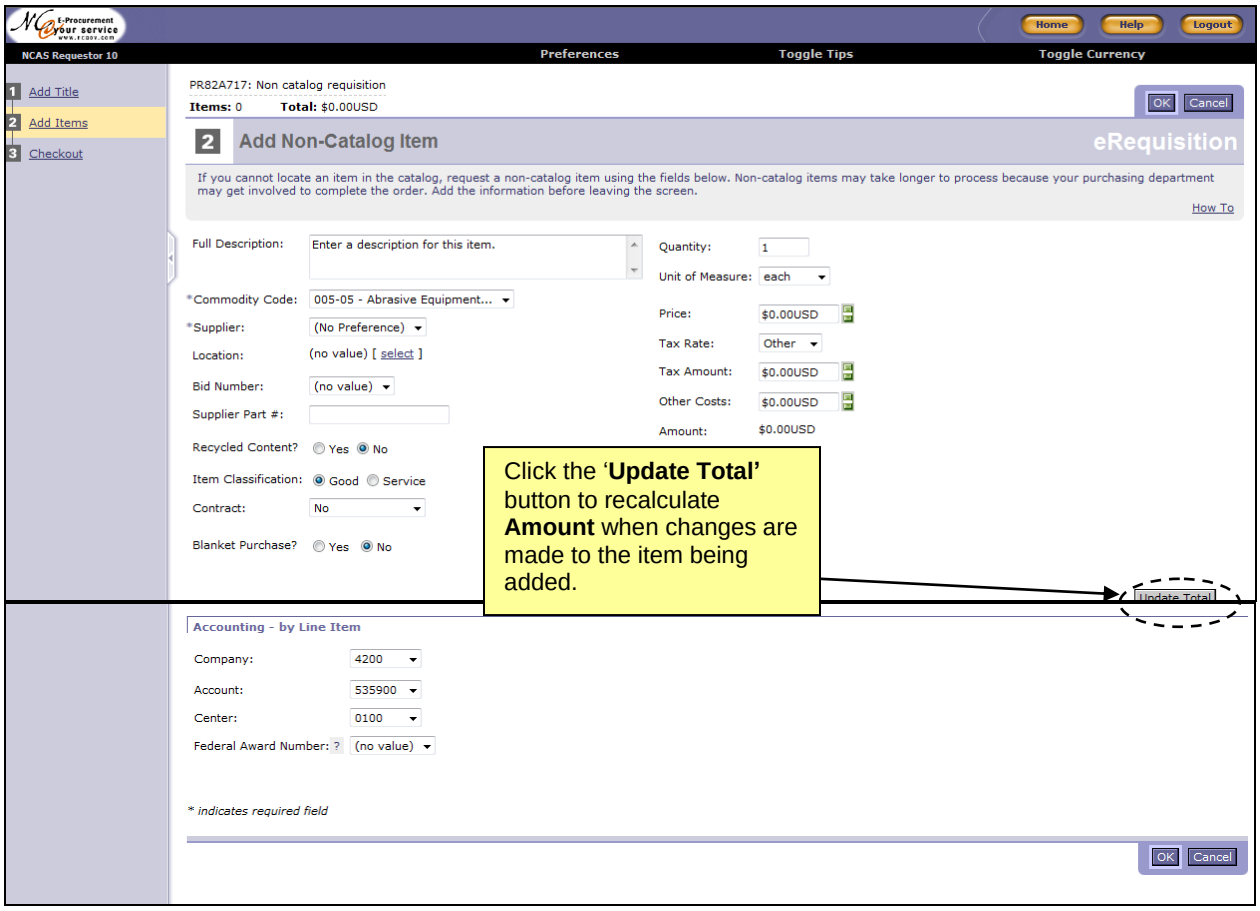
Adding a Non-Catalog Item



Click the '**Create Non-Catalog Item'** button.

1. Click the **'Create Non-Catalog Item'** button to enter non-catalog item information.



2. **Full Description:** Enter a description of the item being purchased. Be sure to enter as much detail as necessary for the supplier to accurately fulfill the item (e.g., supplier part number).

3. **Commodity Code:** Locate the appropriate commodity code that describes the item being purchased by using the dropdown box. If a desired commodity code is not listed in the dropdown box, select **'Other…'** to search for the appropriate code. (See section 2, 'Choose Value for Pages', for additional information)

Note: It is important to select the appropriate commodity code as the State of North Carolina uses this for reporting purposes. Commodity codes that begin with a "9" describe service type commodities. These codes should not be used when purchasing goods.

4. **Supplier**: Locate the supplier in the dropdown box. If the supplier is not listed in the dropdown box, choose **'Other…'** to search for the appropriate supplier**.** (See section 2, 'Choose Value for Pages', for additional information)

5. **Location:** Click on **'Select'** if a different location is preferred.

6. **Bid Number (State Agencies Only):** Select the appropriate bid number for the item being added. This field automatically populates for items on contract.

7. **Supplier Part #:** Enter the supplier part number (if known). This will assist the vendor in shipping the correct item.

8. **Recycled Content:** Select the appropriate radio button to reflect if the item contains recycled products.

9. **Item Classification:** Select the appropriate radio button to reflect if the item is a Good or Service.

10. **Contract:** Select the appropriate contract type. Options are Statewide, Agency Specific, and IT Convenience.

11. **Blanket Purchase:** Choose whether the purchase is a blanket or non blanket.

12. **Quantity:** Enter the appropriate quantity.

13. **Unit of Measure:** Locate the appropriate unit of measure in the dropdown box. If the desire unit of measure is not listed in the dropdown box, choose **'Other…'** (See section 2, 'Choose Value for Pages', for additional information)

14. **Price:** Enter the price of the item.

15. **Tax Rate:** Enter the tax rate for the item being purchased. If no taxes should be applied to the item, select **'Other.'**

16. **Tax Amount:** This field automatically calculates based on the selected tax rate. Users may enter a specific tax amount in this field when the tax rate of 'Other' is selected.

Note: For tax-exempt state agencies, the tax rate will default to 'Other' to prevent tax from automatically appearing on purchase orders. The tax rate for non-exempt state agencies defaults to 7%.

17. **Other Costs:** Enter any other costs involved in this field. Do **not** enter shipping/freight charges in the 'Other Costs' field.

Note: Shipping/Freight charges should be included as a separate line item using the freight commodity code, '962-86 – Services: Transportation of Goods (Freight)' to ensure the supplier is not charged the 1.75% marketing fee for this service.

18. **Amount:** This field is automatically calculated based on the information entered above.

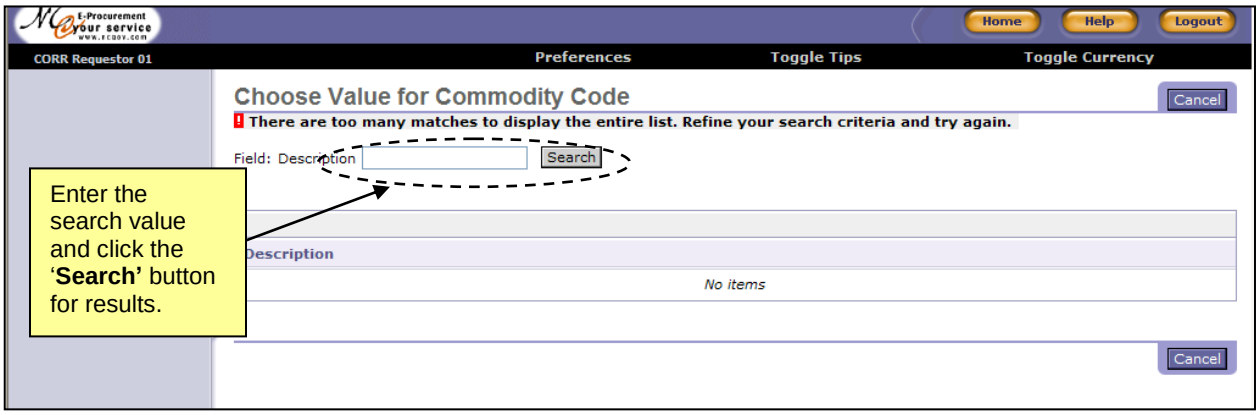
19. **Accounting – by Line Item: NCAS Agencies –** Enter Company, Account, and Center. Based on the combination, the Federal Award Number and ARRA fields may be populated.

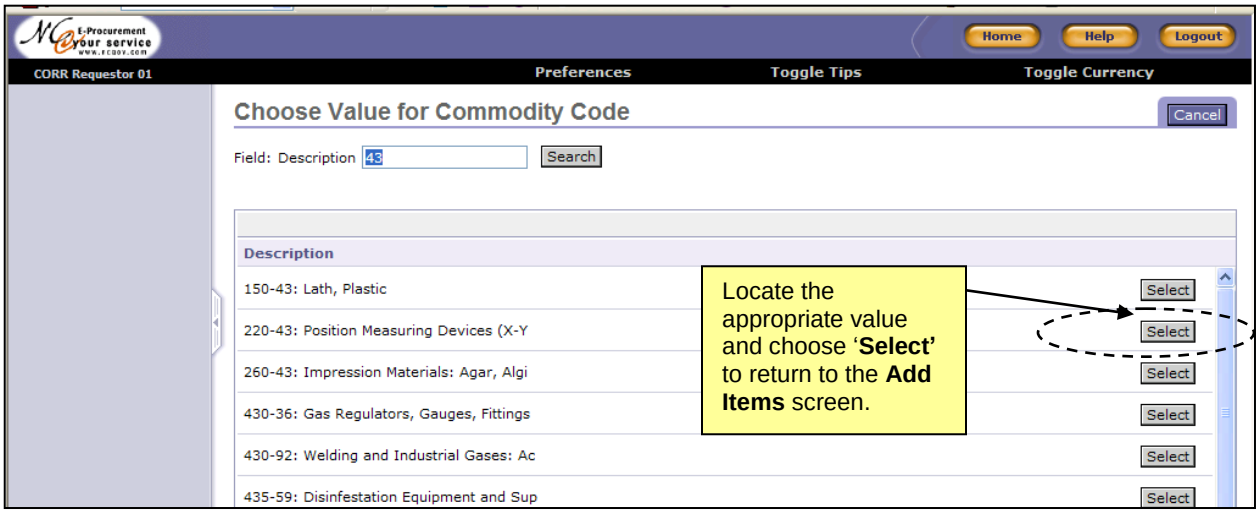
    LEAs and CCs – Enter the account code.

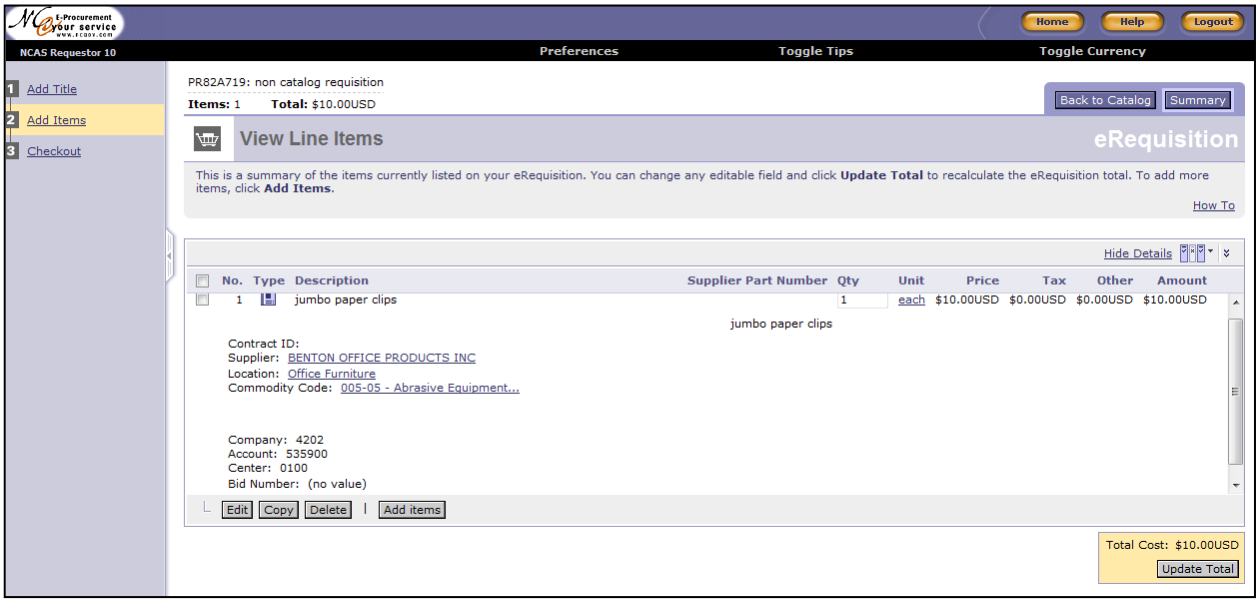
20. Click **'OK.'**

2.0 Choose Value for Pages

When the desired value does not appear in the dropdown box, users may select **'Other…'** to search for the appropriate value. See the below example to search for values. After selecting **'Other…'** in the dropdown box, the following search screen will appear:







Note: The shopping cart is automatically displayed after an item is added to the eRequisition. Check the **'Don't show this page again after adding item(s) (reset in preferences)'** checkbox to prevent the shopping cart from displaying each time items are added. Once selected, items will be added to the shopping cart; however, the user will remain on the Add Items screen.

1. Click the **'Back to Catalog'** button to return to the Add Items page to select additional items for the eRequisition.

2. Complete the eRequisition.

3.0 Blanket vs. Non-Blanket Line Items (NCAS Users)

When entering an eRequisition in NC E-Procurement @ Your Service, users **must** follow the below unit of measure guidelines:

	Unit of Measure		
Line Item Classification	**Dollar**	**Hour**	**All Others**
Non-Blanket/Good	NO	NO	YES
Blanket/Good	YES	NO	NO
Non-Blanket/Service	YES	NO	NO
Blanket/Service	NO	YES	NO

Non-Blanket Good

- Set the quantity to the total number of units to order.
- Set the unit of measure to anything **except** dollars and hours (example: each).
- Set the price to the price of the individual unit.

When receiving this type of order, receive against the quantity ordered.

Blanket Good

- Set the quantity to the total dollar amount of the order.
- Set the unit of measure to **dollar.**
- Set the price of the item to $1.00.
- Mark the blanket purchase indicator to 'yes.'

Note: The tax field should be set to 'Other' and the additional costs set to '$0.'

When receiving this type of order, receive against the dollar amount.

Non-Blanket Service

- Set the quantity to the total dollar amount of the service.
- Set the unit of measure to **dollar.**
- Set the price of the item to $1.00.

When receiving this type of order, receive against the dollar amount.

Blanket Service

- Set the quantity to the total number of hours to hire.
- Set the unit of measure to **hour.**
- Set the price to the price per hour.
- Mark the blanket purchase indicator to 'yes.'

When receiving against this type of order, receive against the number of hours.