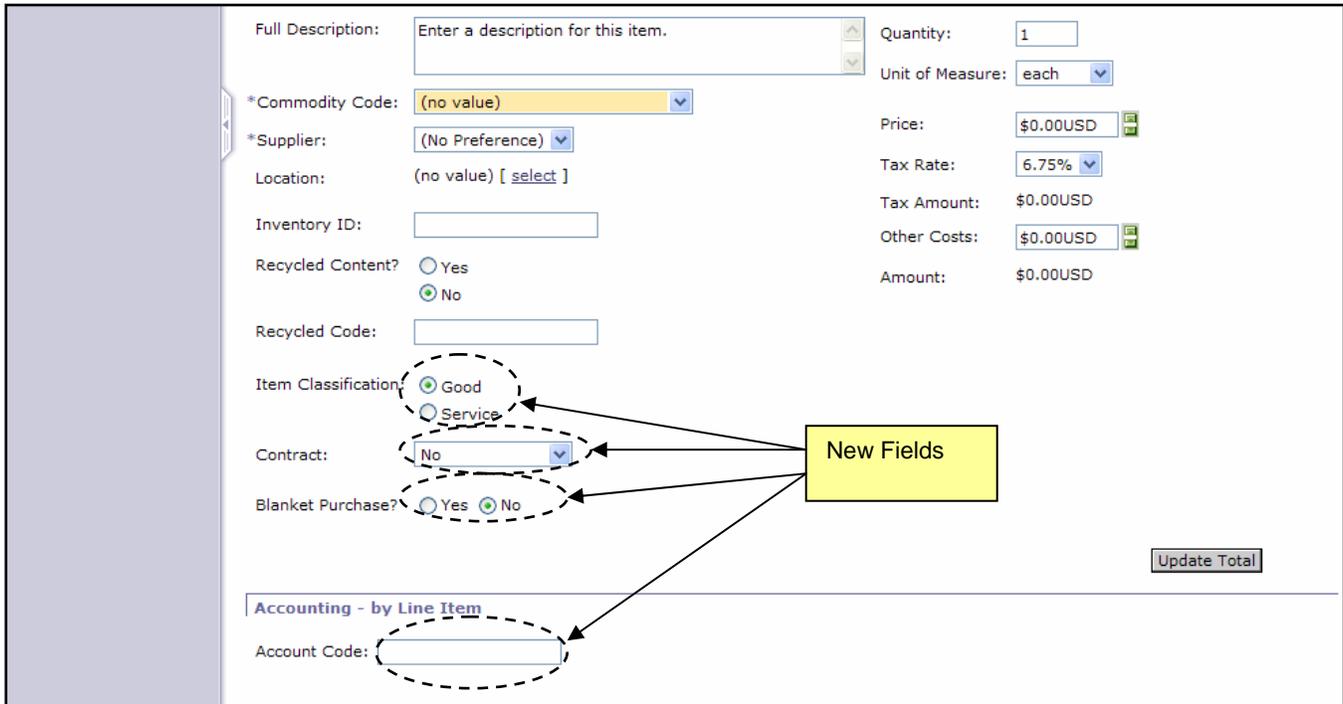


Add Fields to Non Catalog Page

Users with the ability to create requisitions will now be able to specify the following fields as they are adding the item to the non catalog page on a requisition: Item Classification, Blanket Purchase Indicator, Contract Indicator, and Account Code. The values entered for these fields on the non-catalog page will also display on the Edit Line Items Page.



The screenshot shows a form for adding a non-catalog item. The form is divided into two columns. The left column contains fields for: Full Description (text area), *Commodity Code (dropdown), *Supplier (dropdown), Location (text with 'select' link), Inventory ID (text), Recycled Content? (radio buttons for Yes/No), Recycled Code (text), Item Classification (radio buttons for Good/Service), Contract (dropdown), Blanket Purchase? (radio buttons for Yes/No), and Accounting - by Line Item (header for a section containing Account Code (text)). The right column contains fields for: Quantity (text), Unit of Measure (dropdown), Price (text), Tax Rate (dropdown), Tax Amount (text), Other Costs (text), and Amount (text). A yellow box labeled 'New Fields' has arrows pointing to the Item Classification, Contract, Blanket Purchase, and Account Code fields. Dashed circles are drawn around these four fields. An 'Update Total' button is located at the bottom right of the form.

1. Create an eRequisition and click the **'Create Non-Catalog Item'** button on the **'Add Items'** page.
2. Enter line item information (including 'Item Classification', 'Contract', 'Blanket Purchase', and 'Accounting') and click on **'OK'**.
3. Once all items are added, submit the requisition.