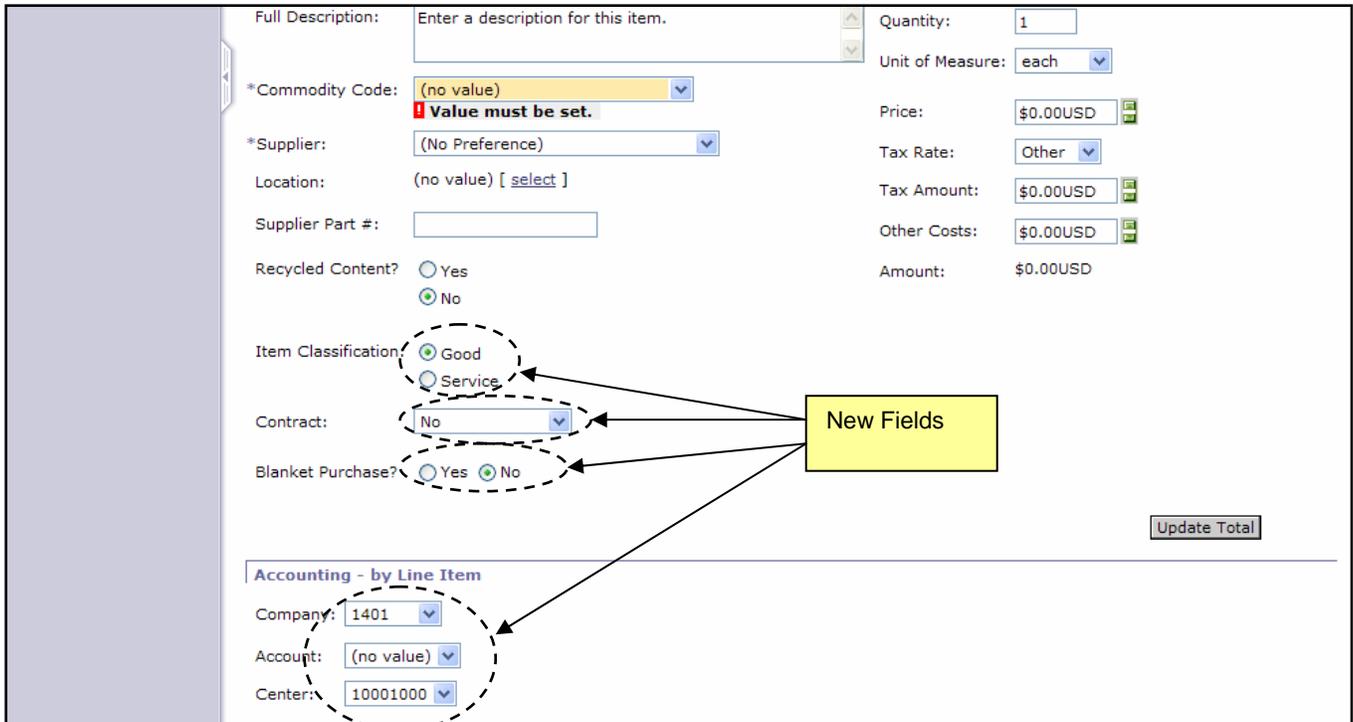


Add Fields to Non Catalog Page

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 Accounting information. The values entered for these fields on the non-catalog page will also display on the Edit Line Items Page.



The screenshot shows a web form for adding a non-catalog item. The form includes the following fields:

- Full Description: Enter a description for this item.
- Quantity: 1
- Unit of Measure: each
- *Commodity Code: (no value) [Value must be set.]
- Price: \$0.00USD
- *Supplier: (No Preference)
- Tax Rate: Other
- Location: (no value) [select]
- Tax Amount: \$0.00USD
- Supplier Part #: [empty]
- Other Costs: \$0.00USD
- Amount: \$0.00USD
- Recycled Content? Yes No
- Item Classification: Good Service
- Contract: No
- Blanket Purchase? Yes No
- Update Total button
- Accounting - by Line Item section:
 - Company: 1401
 - Account: (no value)
 - Center: 10001000

A yellow box labeled "New Fields" has arrows pointing to the "Item Classification", "Contract", "Blanket Purchase?", and "Accounting - by Line Item" sections, indicating these are the new fields being highlighted.

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.