



Child Nutrition eRequisition Item

Users may add non-catalog Child Nutrition items to their eRequisitions in NC E-Procurement when they are not ordering from a Food Service Module. This process guide outlines the steps for creating an eRequisition for child nutrition purchases to enable accurate statewide reporting and vendor billing.

1. From the NC E-Procurement Dashboard, click **'eRequisition'** from the **'Create'** Shortcut Menu on either the Menu Bar or the **'Common Actions'** Portlet.

Users may create a new eRequisition by selecting **'eRequisition'** in the **'Create'** drop-down menu or by clicking **'eRequisition'** in the **'Common Actions'** Portlet.

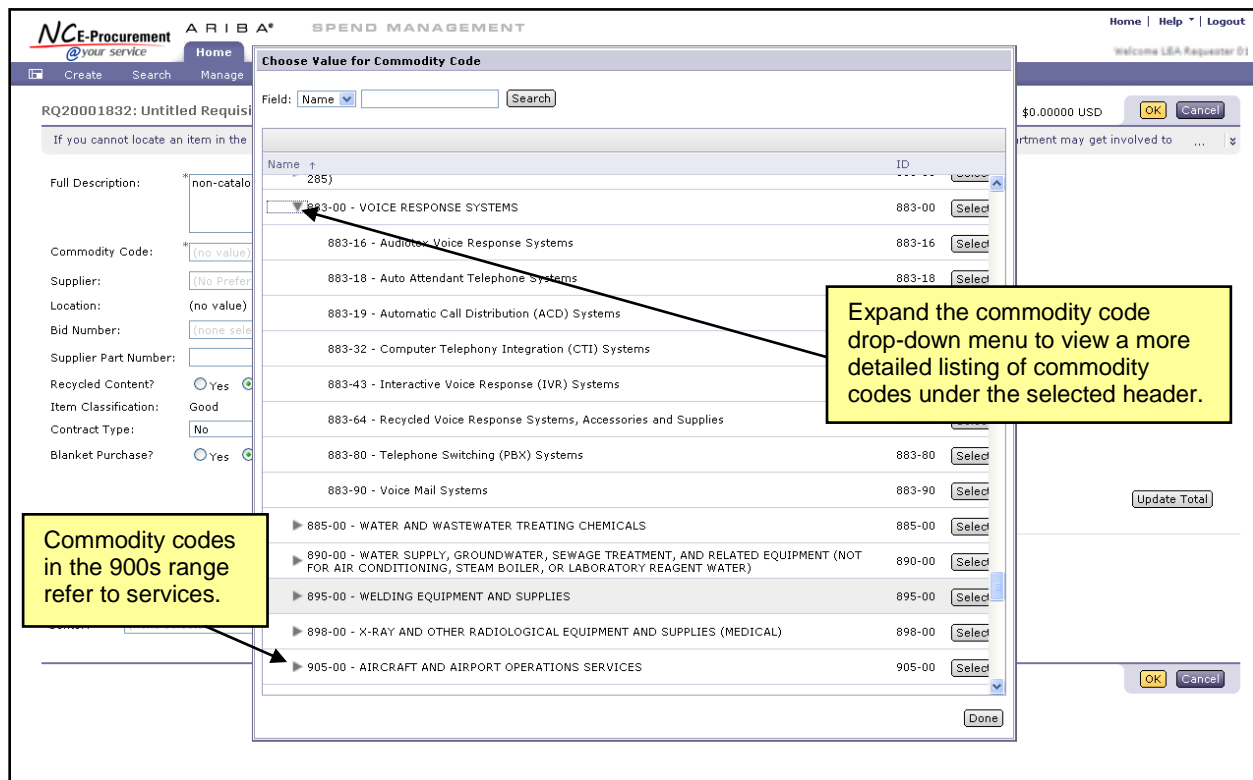
2. Click the **'Create Non-Catalog Item'** button to enter non-catalog information.

Note: View and note the eRequisition number. The eRequisition title has not yet been added.

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3. **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., color, dimensions, etc.).
4. **Commodity Code:** Locate the appropriate commodity code that describes the item being purchased by using the drop-down menu. If a desired commodity code is not listed in the drop-down menu, select **'Search for more...'** to search for the appropriate code. Users may search by commodity code or keyword.

Note: It is important to select the appropriate commodity code as the State of North Carolina uses this for reporting purposes. The commodity codes listed are part of the National Institute of Governmental Purchasing (NIGP) commodity code structure. Commodity codes that begin with a '9' describe service type commodities. These codes should not be used when purchasing goods.



Commodity codes in the 900s range refer to services.

Expand the commodity code drop-down menu to view a more detailed listing of commodity codes under the selected header.

Name	ID	Select
883-00 - VOICE RESPONSE SYSTEMS	883-00	Select
883-16 - Audioconferencing Voice Response Systems	883-16	Select
883-18 - Auto Attendant Telephone Systems	883-18	Select
883-19 - Automatic Call Distribution (ACD) Systems		
883-32 - Computer Telephony Integration (CTI) Systems		
883-43 - Interactive Voice Response (IVR) Systems		
883-64 - Recycled Voice Response Systems, Accessories and Supplies		
883-80 - Telephone Switching (PBX) Systems	883-80	Select
883-90 - Voice Mail Systems	883-90	Select
885-00 - WATER AND WASTEWATER TREATING CHEMICALS	885-00	Select
890-00 - WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)	890-00	Select
895-00 - WELDING EQUIPMENT AND SUPPLIES	895-00	Select
898-00 - X-RAY AND OTHER RADIOLOGICAL EQUIPMENT AND SUPPLIES (MEDICAL)	898-00	Select
905-00 - AIRCRAFT AND AIRPORT OPERATIONS SERVICES	905-00	Select

5. **Supplier:** Locate the supplier in the drop-down menu. If the supplier is not listed in the drop-down menu, choose **'Search for more...'** to search for the appropriate supplier.
6. **Location:** Click on **'Select'** if a different location for the supplier is preferred.
7. **Supplier Part Number:** 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 whether or not the item contains recycled products.



- Item Classification:** This field will automatically populate to either Good or Service based on the commodity code that has been chosen.
- Contract Type:** Select the appropriate contract type. Options are Statewide, Agency Specific, and IT Convenience.

Note: For Child Nutrition items, **'Agency Specific'** should be selected from the drop-down menu. This will add an additional **'Contract'** field to the eRequisition, and 115C-264 should be added to the **'Contract'** free text field. Entering the correct information allows the State of North Carolina to accurately track and report against these Child Nutrition purchases.

Recycled Content? Yes No
Item Classification: Good
Contract Type:
Blanket Purchase?
ACCOUNTING - BY LINE ITEM
Contract Type: Agency Specific
Contract: *
Update Total

- Blanket Purchase:** Choose whether the purchase is a Blanket or Non-Blanket.
- Quantity:** Enter the appropriate Quantity.
- Unit of Measure:** Locate the appropriate Unit of Measure in the drop-down menu. If the desired Unit of Measure is not listed in the drop-down menu, choose **'Search for more...'** to find the appropriate value.
- Price:** Enter the Price of the item.
- Tax Rate:** Enter the Tax Rate for the item being purchased. If no taxes should be applied to the item, select **'Other.'**
- 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 default Tax Rate for non-exempt State Agencies can be set to the appropriate agency specific rate.

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 so that the supplier is not charged the 1.75% transaction fee for this service.

- Amount:** This field is automatically calculated based on the information entered above.
- Accounting – by Line Item:** Enter the **'Account Code.'**



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19. Click 'OK.'

Note: The shopping cart is automatically displayed after each item is added to the eRequisition.

No.	Type	Description	Supplier Part Number	Qty	Unit	Tax	Price	Amount
1		non-catalog test item		1	each	\$0.00 USD	\$5.00 USD	\$5.00000 USD

20. Click the 'Add Non-Catalog Item' to return to the Add Items page and select additional items or update all other required and optional fields, such as 'Title,' and click 'Submit.'