

## DHHS OpenBook Process Guide

This job aid provides detailed information related to the three primary NC OpenBook fields within the North Carolina E-Procurement system: Federal Award Number, Grant ID, and Bid Number. The functionality outlined below is specific to the Department of Health and Human Services (DHHS). NC OpenBook information allows for better tracking of State spending relating to federal awards, grants and bids.

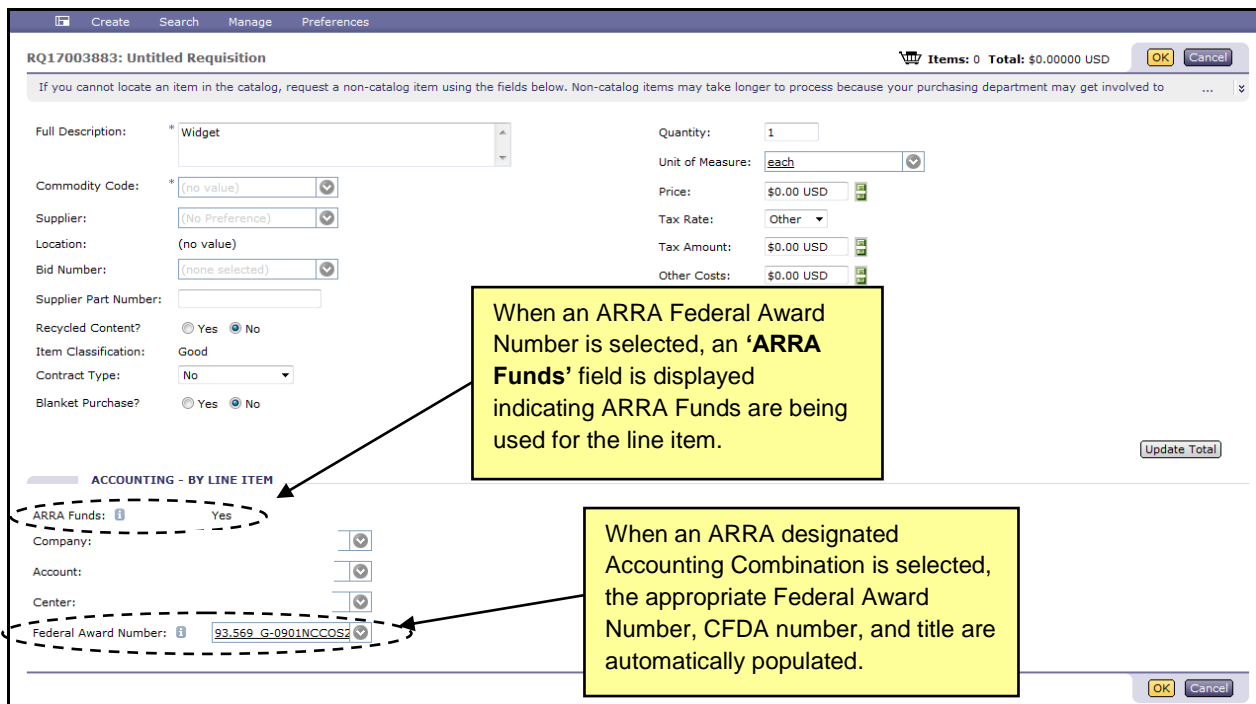
**Note:** Users can search for eRequisitions based on NC OpenBook fields. Please reference the **System Searches** process guide for specific information.

### I. Federal Award Number

Accounting Combinations created in the North Carolina Accounting System (NCAS) determine the use of Federal Award Numbers on NC E-Procurement transactions. Based on the Accounting information entered on a requisition, a Federal Award Number may be required to complete the transaction.

1. When an Accounting Combination (Company, Account, Center) associated with American Recovery and Reinvestment Act (ARRA) funds is selected, NC E-Procurement will default the appropriate Federal Award Number, Catalog of Federal Domestic Assistance (CFDA) number and award title based on data provided by the Office of State Budget and Management (OSBM).

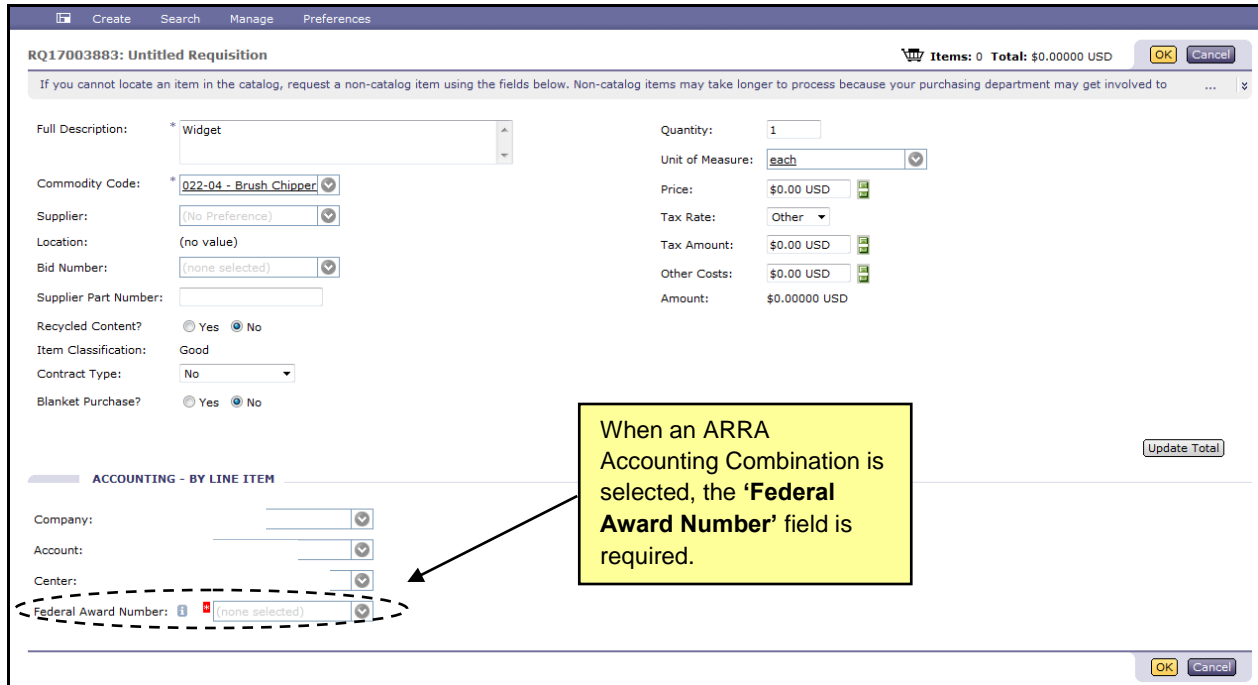
**Note:** A Federal Award Number is required when using an Accounting Combination associated with ARRA Funds.



**When an ARRA Federal Award Number is selected, an 'ARRA Funds' field is displayed indicating ARRA Funds are being used for the line item.**

**When an ARRA designated Accounting Combination is selected, the appropriate Federal Award Number, CFDA number, and title are automatically populated.**

- If an ARRA designated Accounting Combination is selected and NC E-Procurement cannot default the appropriate Federal Award Number, the user will be required to select a value from the drop-down menu.



**ACCOUNTING - BY LINE ITEM**

Company: [dropdown]  
 Account: [dropdown]  
 Center: [dropdown]  
 Federal Award Number: [dropdown] (none selected)

When an ARRA Accounting Combination is selected, the **Federal Award Number** field is required.

- Click the down arrow next to the **'Federal Award Number'** field. If the appropriate Federal Award Number is not displayed as a recent selection, select **'Search for more...'** to view the full list of available Federal Award Numbers.

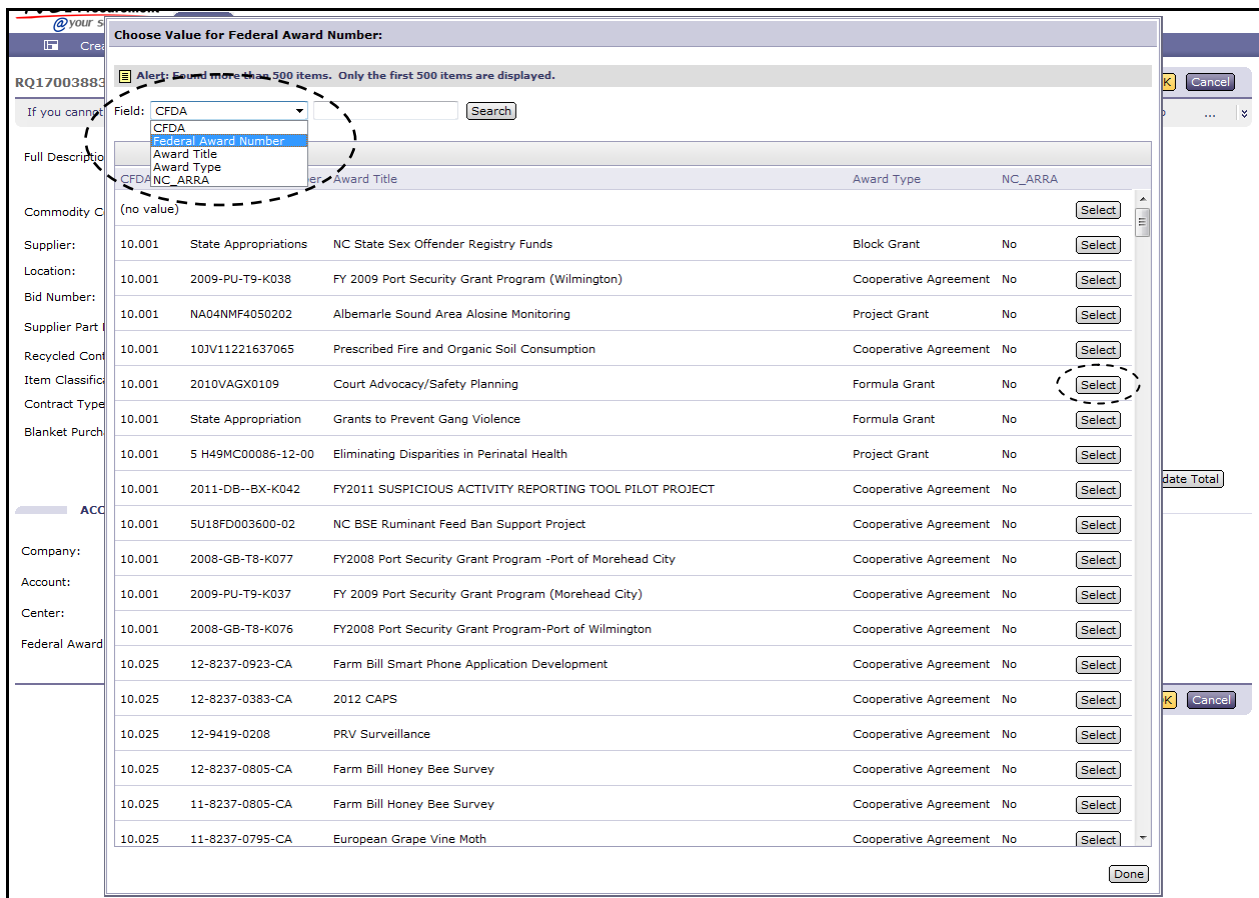
The screenshot shows a web-based requisition form titled 'RQ17003883: Untitled Requisition'. The form includes fields for 'Full Description' (Widget), 'Commodity Code' (022-04 - Brush Chipper), 'Supplier', 'Location', 'Bid Number', 'Supplier Part Number', 'Recycled Content?', 'Item Classification' (Good), 'Contract Type' (No), and 'Blanket Purchase?'. On the right side, there are fields for 'Quantity' (1), 'Unit of Measure' (each), 'Price' (\$0.00 USD), 'Tax Rate' (Other), 'Tax Amount' (\$0.00 USD), 'Other Costs' (\$0.00 USD), and 'Amount' (\$0.00000 USD). Below these fields is an 'ACCOUNTING - BY LINE ITEM' section with fields for 'Company', 'Account', 'Center', and 'Federal Award Number'. The 'Federal Award Number' field is currently set to '(none selected)' and has a dropdown arrow. A callout box with a yellow background and black border points to the dropdown arrow with the text: 'Select "Search for more..." to view the full list of available Federal Award Numbers.'

- The **'Choose Value for Federal Award Number'** pop-up window allows users to search for and select the appropriate Federal Award Number for the line item. The user can search by CFDA, Federal Award Number, Award Title, Award Type or NC\_ARRA indicator.
- Due to the unique management of funds within DHHS, the appropriate Federal Award Number may be ARRA or Non-ARRA. To search by NC\_ARRA indicator, select **'NC\_ARRA'** from the search field drop-down menu. Type the word **'yes'** to search for Federal Award Numbers tied to ARRA funds.

6. To add a Federal Award Number to the line item, click the **'Select'** button next to the appropriate value.

**Note:** NC E-Procurement receives Federal Award Numbers from OSBM nightly, Monday - Friday. A Non-ARRA Federal Award Number or an ARRA Federal Award Number established by 5PM will be available the next business day.

**Note:** The **'Choose Value for Federal Award Number'** pop-up window will display a maximum of 500 Federal Award Numbers. If there are over 500 Federal Award Numbers available for selection, utilize the search functionality to narrow your results.

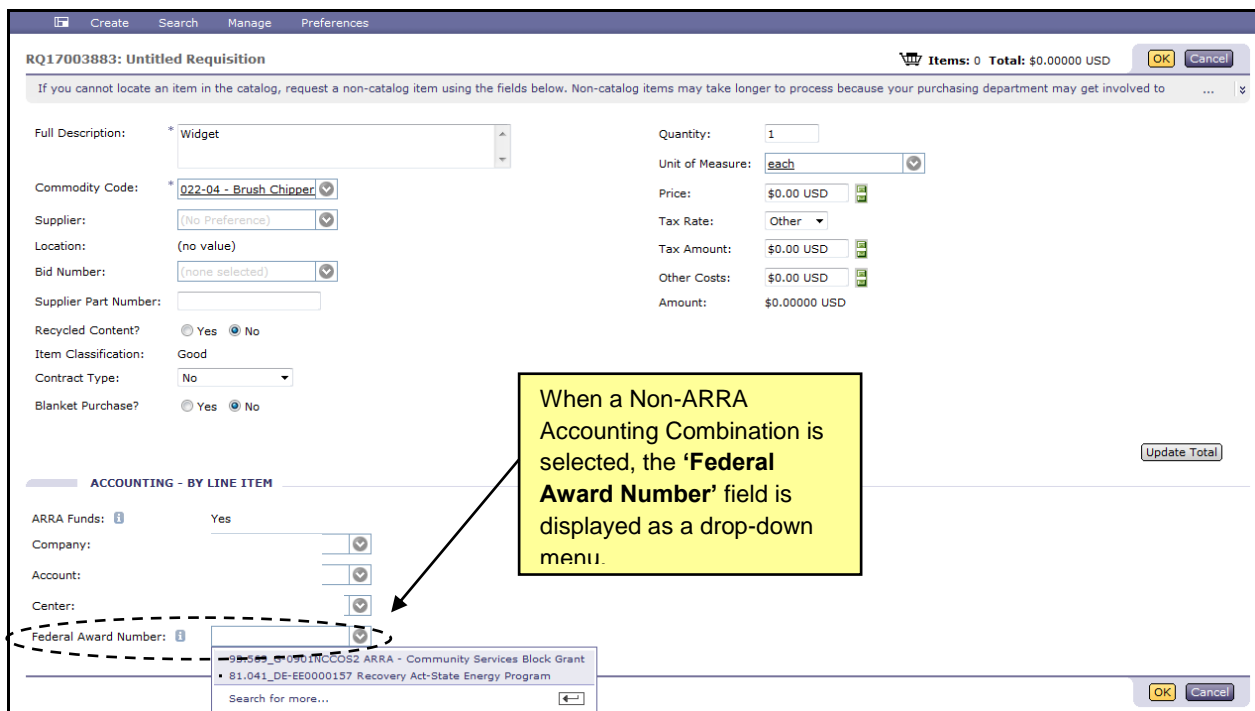


Award Title	Award Type	NC_ARRA
(no value)		
10.001 State Appropriations NC State Sex Offender Registry Funds	Block Grant	No
10.001 2009-PU-T9-K038 FY 2009 Port Security Grant Program (Wilmington)	Cooperative Agreement	No
10.001 NA04NMF4050202 Albemarle Sound Area Alosine Monitoring	Project Grant	No
10.001 10JV11221637065 Prescribed Fire and Organic Soil Consumption	Cooperative Agreement	No
10.001 2010VAGX0109 Court Advocacy/Safety Planning	Formula Grant	No
10.001 State Appropriation Grants to Prevent Gang Violence	Formula Grant	No
10.001 5 H49MC00086-12-00 Eliminating Disparities in Perinatal Health	Project Grant	No
10.001 2011-DB--BX-K042 FY2011 SUSPICIOUS ACTIVITY REPORTING TOOL PILOT PROJECT	Cooperative Agreement	No
10.001 5U18FD003600-02 NC BSE Ruminant Feed Ban Support Project	Cooperative Agreement	No
10.001 2008-GB-T8-K077 FY2008 Port Security Grant Program -Port of Morehead City	Cooperative Agreement	No
10.001 2009-PU-T9-K037 FY 2009 Port Security Grant Program (Morehead City)	Cooperative Agreement	No
10.001 2008-GB-T8-K076 FY2008 Port Security Grant Program-Port of Wilmington	Cooperative Agreement	No
10.025 12-8237-0923-CA Farm Bill Smart Phone Application Development	Cooperative Agreement	No
10.025 12-8237-0383-CA 2012 CAPS	Cooperative Agreement	No
10.025 12-9419-0208 PRV Surveillance	Cooperative Agreement	No
10.025 12-8237-0805-CA Farm Bill Honey Bee Survey	Cooperative Agreement	No
10.025 11-8237-0805-CA Farm Bill Honey Bee Survey	Cooperative Agreement	No
10.025 11-8237-0795-CA European Grape Vine Moth	Cooperative Agreement	No

7. When a Non-ARRA Accounting Combination is selected, the Federal Award Number field is displayed as a drop-down menu, but is not a required field.

- Select the down arrow next to the **'Federal Award Number'** field. If the appropriate Federal Award Number is not displayed as a recent selection, choose **'Search for more...'** to view the full list of available Federal Award Numbers.

**Note:** When selecting an Accounting Combination that represents Non-ARRA federal funding, it is important to use the drop-down menu to select the appropriate Federal Award Number. This action allows for accurate reporting of state spending related to federal awards.



The screenshot shows the 'RQ17003883: Untitled Requisition' form. The 'ACCOUNTING - BY LINE ITEM' section is expanded, showing fields for ARRA Funds, Company, Account, and Center. The 'Federal Award Number' field is highlighted with a dashed box, and a callout box points to it with the text: "When a Non-ARRA Accounting Combination is selected, the 'Federal Award Number' field is displayed as a drop-down menu." The callout box also contains a list of Federal Award Numbers: "99-554\_0901NC052 ARRA - Community Services Block Grant" and "81.041\_DE-EE0000157 Recovery Act-State Energy Program". A "Search for more..." button is visible below the list.

- The **'Choose Value for Federal Award Number'** pop-up window allows users to search for and select the appropriate Federal Award Number for the line item. The user can search by CFDA, Federal Award Number, Award Title, Award Type or NC\_ARRA indicator.

**Note:** The **'Choose Value for Federal Award Number'** page will display a maximum of 500 Federal Award Numbers. If there are over 500 Federal Award Numbers available for selection, utilize the search functionality to narrow your results.



10. To add a Federal Award Number to the line item, click the **'Select'** button next to the appropriate value.

**Choose Value for Federal Award Number:**

Alert: Found more than 500 items. Only the first 500 items are displayed.

Field: CFDA [dropdown] [Search]

CFDA [dropdown] Federal Award Number  
Award Title  
Award Type  
NC\_ARRA

CFDA	Number	Award Title	Award Type	NC_ARRA	
(no value)					Select
10.001	5U18FD003600-02	NC BSE Ruminant Feed Ban Support Project	Cooperative Agreement	No	Select
10.001	103V11221637065	Prescribed Fire and Organic Soil Consumption	Cooperative Agreement	No	Select
10.001	NA04NMF4050202	Albemarle Sound Area Alosine Monitoring	Project Grant	No	Select
10.001	State Appropriations	NC State Sex Offender Registry Funds	Block Grant	No	Select
10.001	2010VAGX0109	Court Advocacy/Safety Planning	Formula Grant	No	Select
10.001	2011-DB--BX-K042	FY2011 SUSPICIOUS ACTIVITY REPORTING TOOL PILOT PROJECT	Cooperative Agreement	No	Select
10.001	State Appropriation	Grants to Prevent Gang Violence	Formula Grant	No	Select
10.025	09-9419-0141	CSF & PRV Surveillance & Negative Cohort Study for Food and Mounty Disease	Project Grant	No	Select
10.025	10-8237-0335-CA	Witchweed Eradication & European Gypsy Moth Survey Programs	Project Grant	No	Select
10.025	10-8100-1477-CA	Host Perference for Megacopta Cribraria (Kudzu Bug)	Project Grant	No	Select
10.025	GMSTS Regulatory 10-2	Gypsy Moth Regulatory	Project Grant	No	Select
10.025	10-8237-0661-CA	Fire Ant BioControl with Phorid Flies	Project Grant	No	Select
10.025	10-9637-1060	Animal Disease Traceability Program	Project Grant	No	Select
10.025	11-8237-0177-CA	Imported Fire Ant	Cooperative Agreement	No	Select
10.025	11-8237-0335-CA	Witchweed / Gypsy Moth	Cooperative Agreement	No	Select

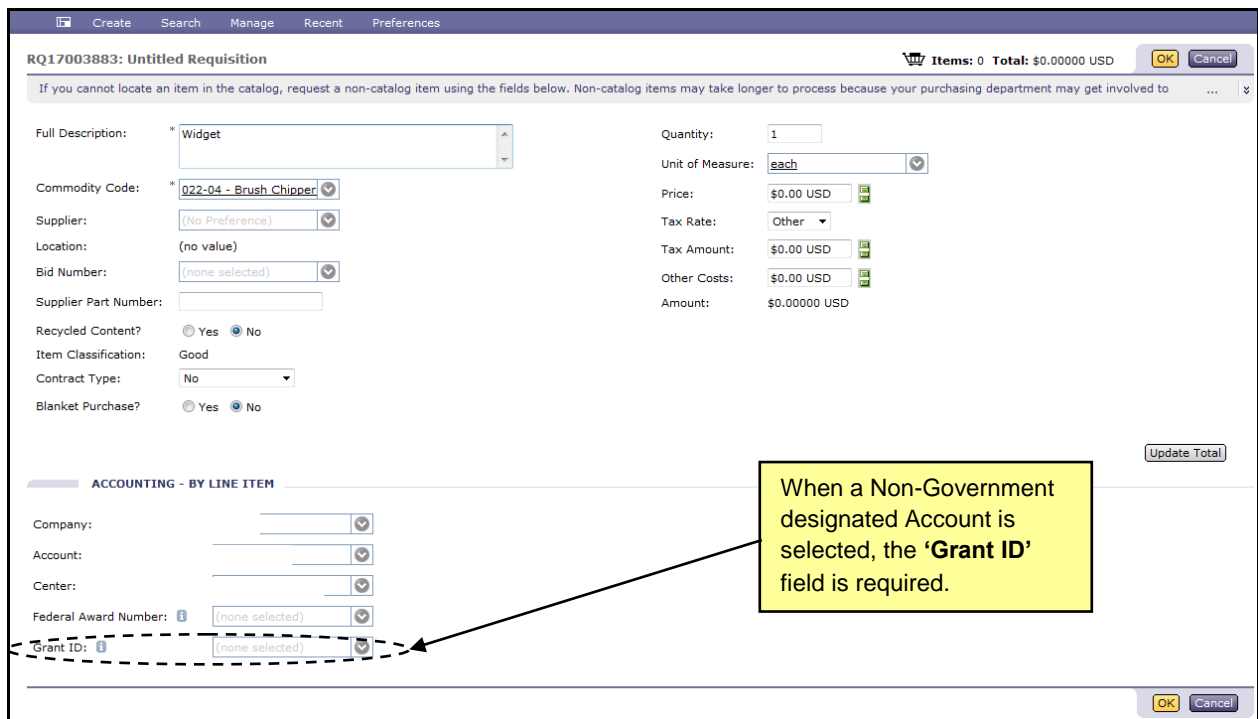
Done

## II. Grants

NCAS Accounting Combinations determine the use of Grant Numbers on NC E-Procurement transactions. Based on the Accounting information entered on a requisition, users may be required to select a Grant ID related to their purchase. There are two types of grants in NC E-Procurement, Non-Government Grants and Government Grants. Non-Government grants are grants from the State to non-government entities. Government Grants are grants from one State entity to another. The type of grant is determined by the Account used on the eRequisition's line items.

1. When a user selects a Non-Government designated Account, the **'Grant ID'** field is displayed as a drop-down menu

**Note:** A Grant ID is required when using a Non-Government designated Account.



The screenshot shows the 'ACCOUNTING - BY LINE ITEM' section of a requisition form. The 'Account' field is selected, and the 'Grant ID' field is highlighted with a dashed box and a callout box. The callout box contains the text: "When a Non-Government designated Account is selected, the 'Grant ID' field is required." The 'Grant ID' field is currently set to '(none selected)'.

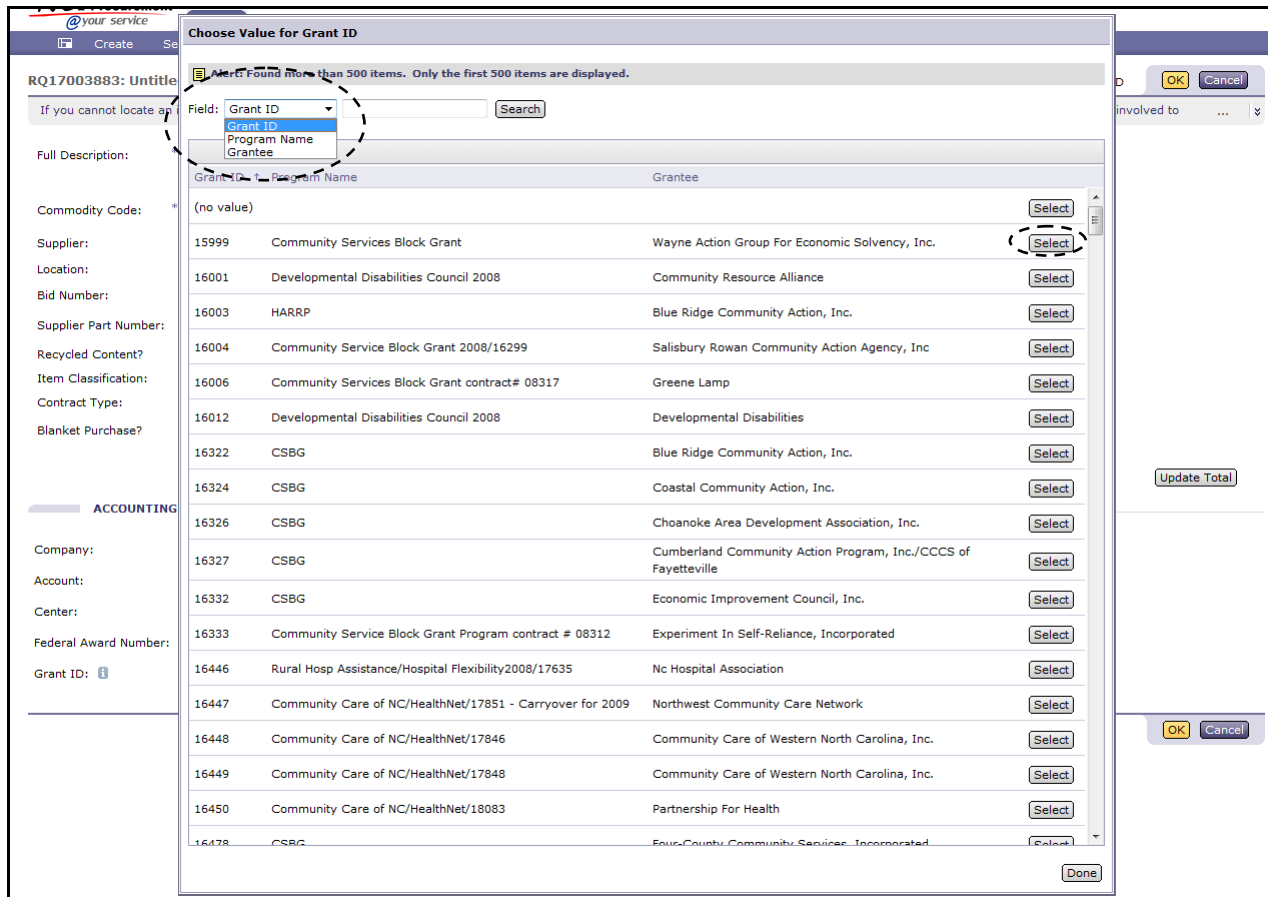


2. Click the down arrow on the 'Grant ID' drop-down menu. If the appropriate Grant ID is not displayed as a recent selection, select 'Search for more...' to view the full list of available Grant IDs.

The screenshot displays the 'RQ17003883: Untitled Requisition' form. The top navigation bar includes 'Create', 'Search', 'Manage', 'Recent', and 'Preferences'. The main form area contains fields for 'Full Description', 'Commodity Code' (set to '207-10 - Batteries, Com'), 'Supplier', 'Location', 'Bid Number', 'Supplier Part Number', 'Recycled Content?' (set to 'No'), 'Item Classification' (set to 'Good'), 'Contract Type' (set to 'No'), and 'Blanket Purchase?' (set to 'No'). On the right side, there are fields for 'Quantity' (1), 'Unit of Measure' (each), 'Price' (\$0.00 USD), 'Tax Rate' (Other), 'Tax Amount' (\$0.00 USD), 'Other Costs' (\$0.00 USD), and 'Amount' (\$0.00000 USD). Below the main form is the 'ACCOUNTING - BY LINE ITEM' section, which includes dropdown menus for 'Company', 'Account', 'Center', 'Federal Award Number', and 'Grant ID'. The 'Grant ID' dropdown is open, showing a list of options: '(none selected)', '16448 - Community Care of NC/HealthNet/17846', and '16945 - Rural Health Centers/Capital Funding'. At the bottom of the dropdown is a 'Search for more...' option. A yellow callout box with the text 'Select 'Search for more...' to view the full list of available Grant IDs.' points to this option. The bottom right of the form has 'OK' and 'Cancel' buttons.



3. The **'Choose Value for Grant ID'** pop-up window allows users to search for and select the appropriate Grant ID for the line item. The user can search by Grant ID, Program Name, or Grantee.
4. To add a Grant ID to the line item, click the **'Select'** button next to the appropriate value.



**Choose Value for Grant ID**

Alert: Found more than 500 items. Only the first 500 items are displayed.

Field: **Grant ID** (dropdown menu also shows Program Name, Grantee) Search

Grant ID	Program Name	Grantee	Select
(no value)			Select
15999	Community Services Block Grant	Wayne Action Group For Economic Solvency, Inc.	Select
16001	Developmental Disabilities Council 2008	Community Resource Alliance	Select
16003	HARRP	Blue Ridge Community Action, Inc.	Select
16004	Community Service Block Grant 2008/16299	Salisbury Rowan Community Action Agency, Inc	Select
16006	Community Services Block Grant contract# 08317	Greene Lamp	Select
16012	Developmental Disabilities Council 2008	Developmental Disabilities	Select
16322	CSBG	Blue Ridge Community Action, Inc.	Select
16324	CSBG	Coastal Community Action, Inc.	Select
16326	CSBG	Choanoke Area Development Association, Inc.	Select
16327	CSBG	Cumberland Community Action Program, Inc./CCCS of Fayetteville	Select
16332	CSBG	Economic Improvement Council, Inc.	Select
16333	Community Service Block Grant Program contract # 08312	Experiment In Self-Reliance, Incorporated	Select
16446	Rural Hosp Assistance/Hospital Flexibility2008/17635	Nc Hospital Association	Select
16447	Community Care of NC/HealthNet/17851 - Carryover for 2009	Northwest Community Care Network	Select
16448	Community Care of NC/HealthNet/17846	Community Care of Western North Carolina, Inc.	Select
16449	Community Care of NC/HealthNet/17848	Community Care of Western North Carolina, Inc.	Select
16450	Community Care of NC/HealthNet/18083	Partnership For Health	Select
16478	CSBG	Four-County Community Services, Incorporated	Select

Buttons: OK, Cancel, Update Total, Done



**Note:** When a user selects a Government designated Account, the 'Government Grant ID' field is displayed as a free text field. The 'Government Grant ID' is an optional free text field that holds up to 15 characters.

Full Description: \* Widget

Quantity: 1

Commodity Code: \* 022-04 - Brush Chipper

Unit of Measure: each

Supplier: (No Preference)

Price: \$0.00 USD

Location: (no value)

Tax Rate: Other

Bid Number: (none selected)

Tax Amount: \$0.00 USD

Supplier Part Number:

Other Costs: \$0.00 USD

Amount: \$0.00000 USD

Recycled Content?  Yes  No

Item Classification: Good

Contract Type: No

Blanket Purchase?  Yes  No

ACCOUNTING - BY LINE ITEM

Company: [dropdown]

Account: [dropdown]

Center: [dropdown]

Federal Award Number: [dropdown]

Government Grant ID: [text field]

Update Total

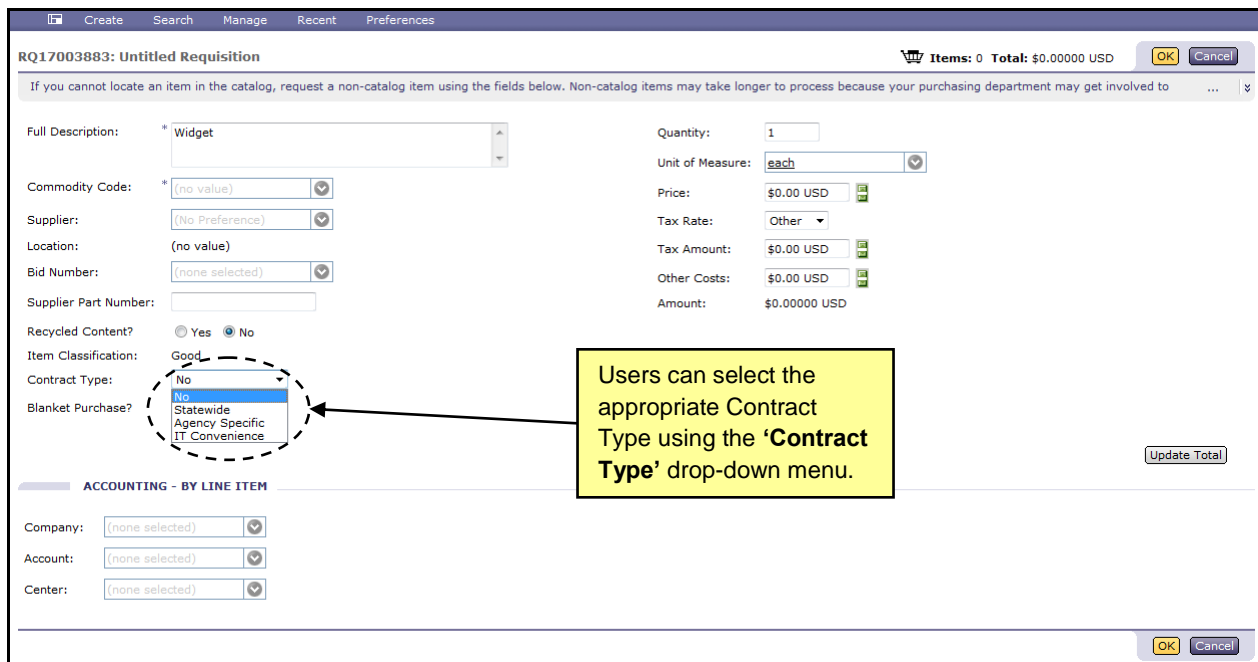
OK Cancel

### III. Bid Number and Contract Type

Items purchased from a catalog in NC E-Procurement are associated with a specific State Term Contract ID and Bid Number. When a catalog line item is added to a requisition, the **'Contract ID'** and **'Bid Number'** fields are automatically pre-populated with the appropriate values. Items purchased using Non-Catalog functionality have drop-down menus for both the Contract ID and Bid Number, allowing users to select the appropriate values for their transaction.

**Note:** Contract Type, Contract ID, and Bid Number must all 'match.' Users who encounter an error message after selecting a value from any of the drop-down menus may need to select **'Search for more...'** to find the appropriate value. This ensures that the Contract Type, Contract ID, and Bid Number combination on the eRequisition are part of a compatible set.

1. Select the appropriate Contract Type using the **'Contract Type'** drop-down menu.



The screenshot shows the 'Create' requisition form for 'RQ17003883: Untitled Requisition'. The 'Contract Type' dropdown menu is open, showing options: 'No', 'Statewide', 'Agency Specific', and 'IT Convenience'. A yellow callout box with an arrow pointing to the dropdown menu contains the text: 'Users can select the appropriate Contract Type using the **'Contract Type'** drop-down menu.'

Full Description: \* Widget

Quantity: 1

Unit of Measure: each

Commodity Code: \* (no value)

Price: \$0.00 USD

Supplier: (No Preference)

Tax Rate: Other

Location: (no value)

Tax Amount: \$0.00 USD

Bid Number: (none selected)

Other Costs: \$0.00 USD

Supplier Part Number:

Amount: \$0.00000 USD

Recycled Content?  Yes  No

Item Classification: Good

Contract Type: No

Blanket Purchase?

ACCOUNTING - BY LINE ITEM

Company: (none selected)

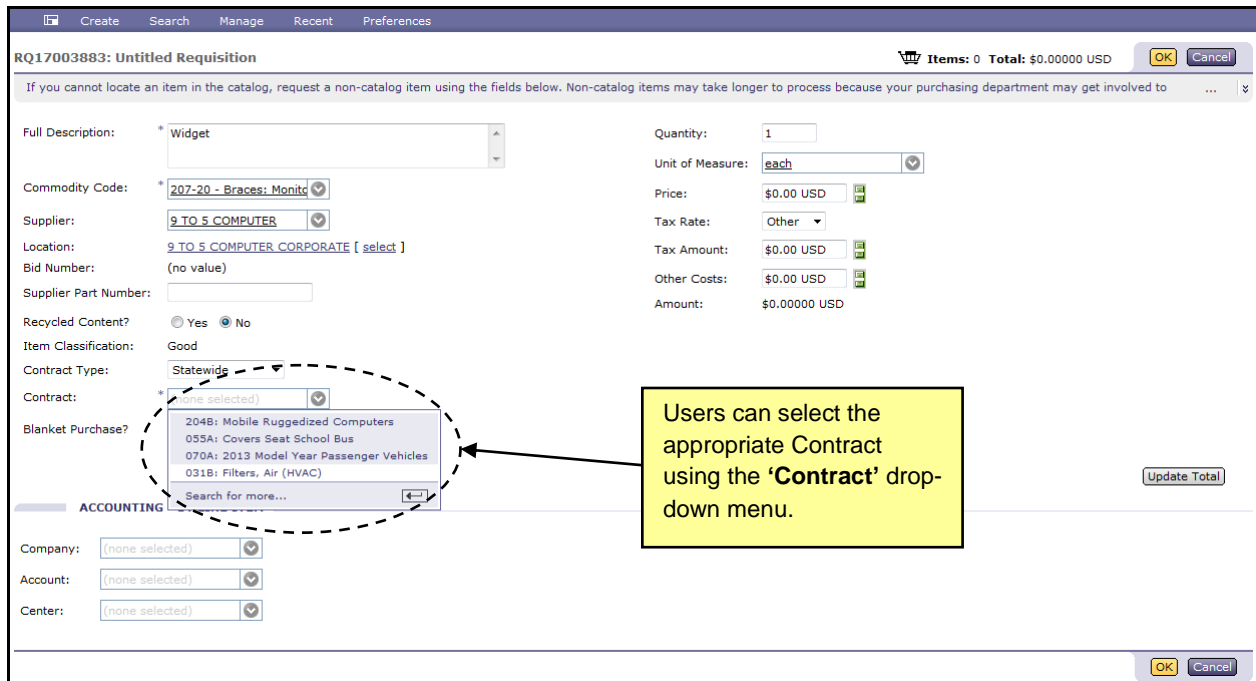
Account: (none selected)

Center: (none selected)

Update Total

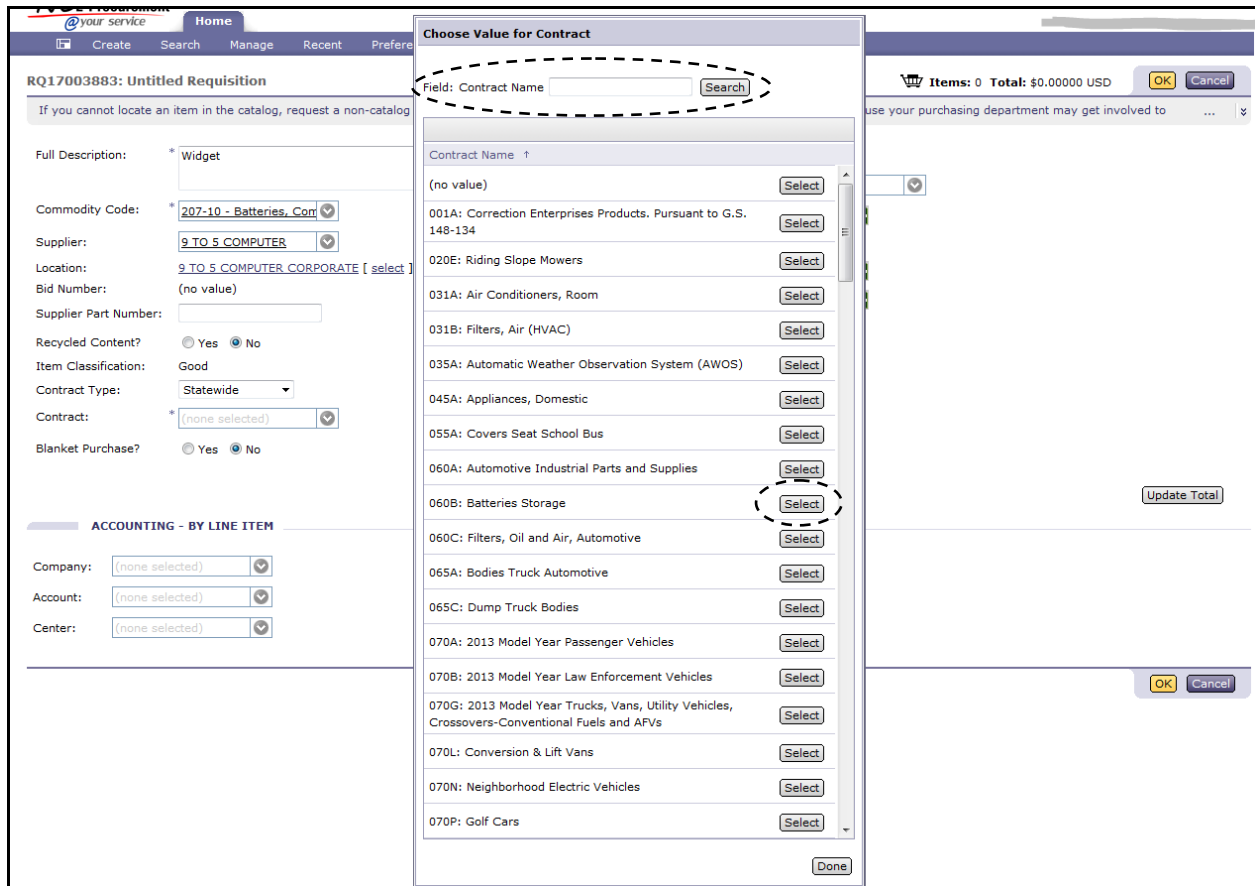
OK Cancel

2. When the user selects **'Statewide'** as the Contract Type, the **'Contract'** field is displayed as a drop-down menu.
3. Select the down arrow from the **'Contract'** drop-down menu. Choose **'Search for more...'** to view the full list of available contracts.



The screenshot shows a web-based requisition form titled "RQ17003883: Untitled Requisition". The form includes various fields for item description, commodity code, supplier, location, and pricing. The "Contract Type" is set to "Statewide". The "Contract" field is currently set to "(none selected)" and is highlighted with a dashed circle. A dropdown menu is open, showing a list of contract categories: "204B: Mobile Ruggedized Computers", "055A: Covers Seat School Bus", "070A: 2013 Model Year Passenger Vehicles", and "031B: Filters, Air (HVAC)". Below the list is a "Search for more..." option. A yellow callout box with an arrow points to the dropdown menu, stating: "Users can select the appropriate Contract using the 'Contract' drop-down menu." The form also includes an "ACCOUNTING" section with fields for Company, Account, and Center, all currently set to "(none selected)".

4. If **'Search for more...'** is selected, the **'Choose Value for Contract'** pop-up window will appear. This pop-up window allows users to search by contract name and select the appropriate contract.
5. To add a Contract to the line item, click **'Select'** next to the appropriate value.



The screenshot displays the NCE-Procurement interface. On the left, a requisition form for 'RQ17003883: Untitled Requisition' is visible, with fields for Full Description (Widget), Commodity Code (207-10 - Batteries, Cont), Supplier (9 TO 5 COMPUTER), and Contract Type (Statewide). A 'Choose Value for Contract' pop-up window is overlaid in the center, featuring a search field for 'Contract Name' and a list of contract options. The '060B: Batteries Storage' option is highlighted with a dashed circle. The background shows the requisition details and accounting information.



- When a Contract is selected, the **'Bid Number'** field automatically populates with the Bid Number associated with that Contract.

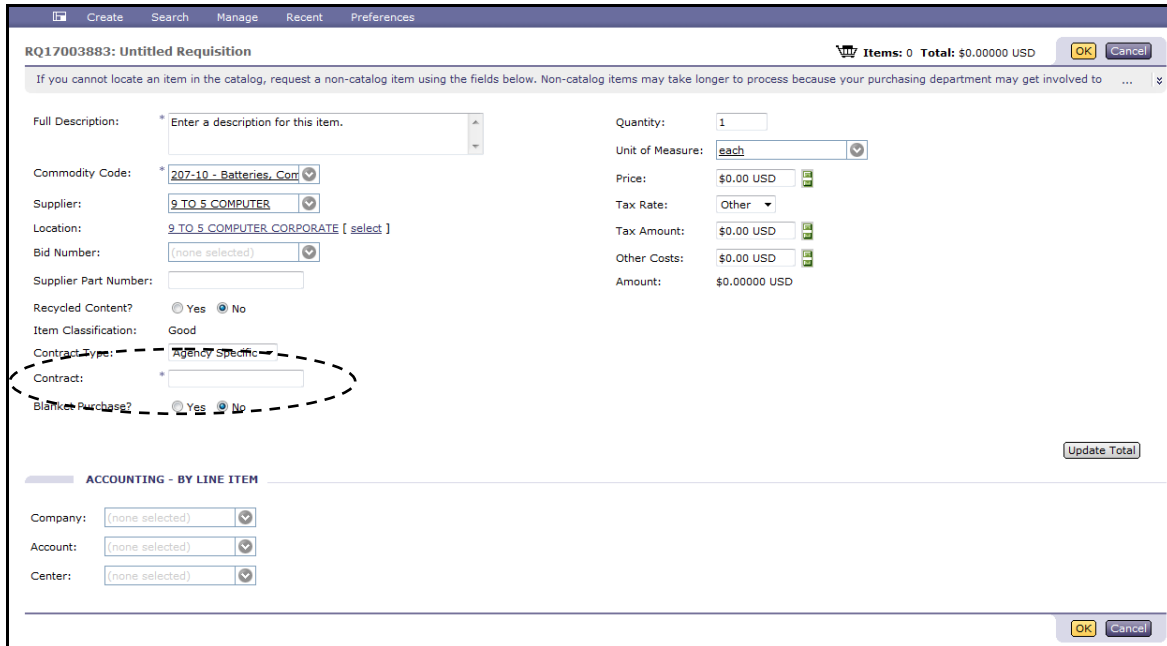
**Note:** If the existing Bid Number is inactivated while the order is in progress or when a change order is created, the user can reselect the correct/newly active Bid Number from the Bid Number dropdown box.

The screenshot shows the 'Untitled Requisition' form for requisition RQ17003883. The form is divided into several sections:

- Header:** 'RQ17003883: Untitled Requisition' with 'Items: 0 Total: \$0.00000 USD' and 'OK'/'Cancel' buttons.
- Item Description:** 'Full Description: \* Widget', 'Quantity: 1', 'Unit of Measure: each', 'Price: \$0.00 USD', 'Tax Rate: Other', 'Tax Amount: \$0.00 USD', 'Other Costs: \$0.00 USD', 'Amount: \$0.00000 USD'.
- Commodity and Supplier:** 'Commodity Code: \* 207-10 - Batteries, Com', 'Supplier: 9 TO 5 COMPUTER'.
- Location and Contract:** 'Location: 9 TO 5 COMPUTER CORPORATE [ select ]', 'Bid Number: 201300150 - Storage Batteries', 'Supplier Part Number: ', 'Recycled Content?  Yes  No', 'Item Classification: Good', 'Contract Type: Statewide', 'Contract: \* 060B: Batteries Storage'.
- Blanket Purchase:** 'Blanket Purchase?  Yes  No'.
- Accounting - BY LINE ITEM:** 'Company: (none selected)', 'Account: (none selected)', 'Center: (none selected)'.

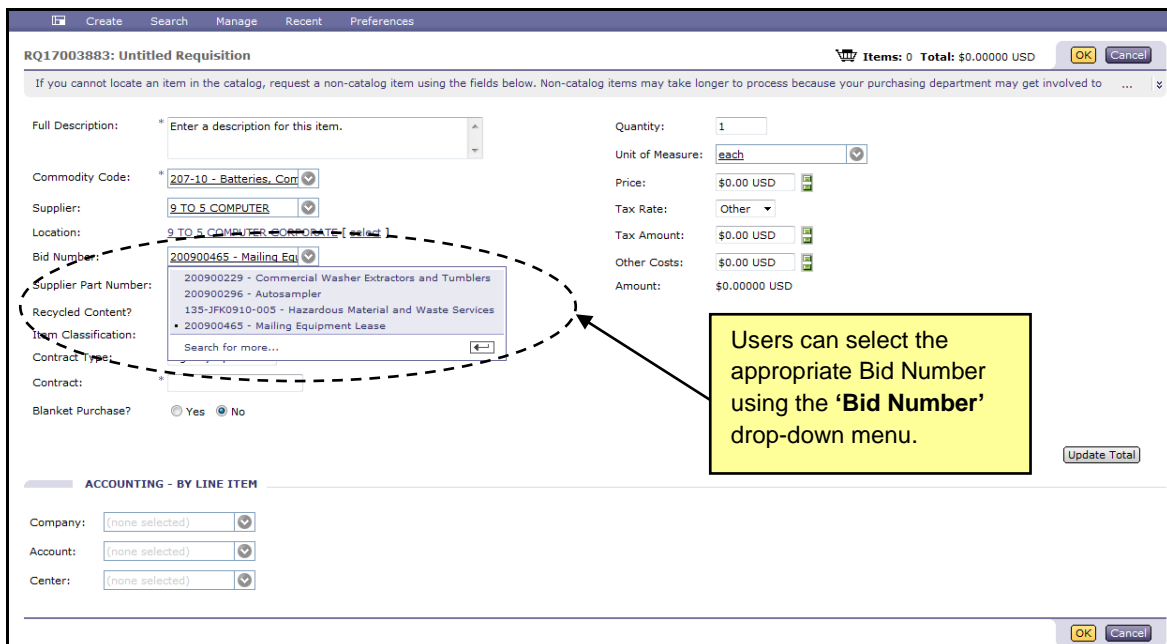
An arrow points to the 'Bid Number' field, which is populated with '201300150 - Storage Batteries'.

- When the user selects 'Agency Specific' as the Contract Type, a required 'Contract' free-text field appears.



The screenshot shows the 'Create' tab of the 'Untitled Requisition' form. The 'Contract Type' dropdown is set to 'Agency Specific', which has triggered the appearance of a 'Contract' text input field. A dashed oval highlights the 'Contract Type' dropdown and the 'Contract' field. Other fields include 'Full Description', 'Commodity Code' (207-10 - Batteries, Cont), 'Supplier' (9 TO 5 COMPUTER), 'Location' (9 TO 5 COMPUTER CORPORATE), 'Bid Number' (none selected), 'Supplier Part Number', 'Recycled Content?' (No), 'Item Classification' (Good), 'Quantity' (1), 'Unit of Measure' (each), 'Price' (\$0.00 USD), 'Tax Rate' (Other), 'Tax Amount' (\$0.00 USD), 'Other Costs' (\$0.00 USD), and 'Amount' (\$0.00000 USD). The 'ACCOUNTING - BY LINE ITEM' section shows 'Company', 'Account', and 'Center' dropdowns, all currently set to '(none selected)'. 'Update Total' and 'OK/Cancel' buttons are visible at the bottom.

- The 'Bid Number' field appears as a drop-down menu, and is not a required field. Choose 'Search for more...' from the drop-down menu to view the full list of available Bid Numbers.



This screenshot shows the 'Bid Number' dropdown menu expanded, displaying a list of bid numbers such as '200900465 - Mailing Eq', '200900229 - Commercial Washer Extractors and Tumblers', '200900296 - Autosampler', '135-JFK0910-005 - Hazardous Material and Waste Services', and '200900465 - Mailing Equipment Lease'. A dashed oval highlights the dropdown menu. A yellow callout box with a black border contains the text: 'Users can select the appropriate Bid Number using the 'Bid Number' drop-down menu.' An arrow points from the callout box to the dropdown menu. The rest of the form is identical to the previous screenshot, including the 'Agency Specific' contract type and the 'Contract' field.



9. If 'Search for more...' is selected, the 'Choose Value for Bid Numbers' pop-up window will appear. This pop-up window allows users to search by bid number or description and to select the appropriate bid number.
10. To add a Bid Number to the line item, click 'Select' next to the appropriate value.

**Choose Value for Bid Number:**

Alert: Found more than 500 items. Only the first 500 items are displayed.

Field: Bid Number (selected) Search

Bid Number	Bid Description	Select
(no value)		Select
135-JFK0910-005	Hazardous Material and Waste Services	Select
135-JFK0910-02	Dairy Products Fresh	Select
135--JFK0910-03	Bakery Products (Fresh)	Select
135-JFK0910-04	Pest Control Maintenance Service	Select
135-JFK0910-06	Shredding of Confidential Material Service	Select
135-JFK0910-07	Soft Drinks	Select
135-JFK0910-08	Vending Services - Drinks	Select
135-jfk0910-09	Vending Services- Snacks Cigarettes	Select
135-JFK0910-10	Solid Waste Removal	Select
200900186	Hemoglobin Electrophoresis Collection Device	Select
200900229	Commercial Washer Extractors and Tumblers	Select
200900246	Pharmacy Unit Dose Packaging System	Select
200900267	Conversion Van	Select
200900280	Bakery Products	Select
200900296	Autosampler	Select
200900306	Kangaroo Feeding Pump Sets	Select
200900322	Used 2007 Buick Terraza-AFR	Select
200900376	Syphilis Confirmatory Test Kits	Select

Items: 0 Total: \$0.00000 USD OK Cancel

Update Total

OK Cancel

Done





11. When the user selects 'IT Convenience' as the Contract Type, the 'Contract' field is displayed as a drop-down menu.
12. Click the down arrow on the 'Contract' drop-down menu. Choose 'Search for more...' to view the full list of available contracts.

The screenshot shows a web-based requisition form titled "RQ17003883: Untitled Requisition". The form includes fields for "Full Description", "Commodity Code", "Supplier", "Location", "Bid Number", "Supplier Part Number", "Recycled Content?", "Item Classification", "Contract Type", "Contract", and "Blanket Purchase?". The "Contract Type" is set to "IT Convenience", and the "Contract" field is currently set to "(none selected)". A dashed circle highlights the "Contract" field, and a yellow callout box with an arrow points to the down arrow of the drop-down menu, containing the text: "Click the down arrow to expand the 'Contract' drop-down menu." The form also includes an "ACCOUNTING - BY LINE ITEM" section with fields for "Company", "Account", and "Center". The top right of the form shows "Items: 0 Total: \$0.00000 USD" and "OK Cancel" buttons. The bottom right of the form shows "Update Total" and "OK Cancel" buttons.



13. If **'Search for more...'** is selected, the **'Choose Value for Contract'** pop-up window will appear. This pop-up window allows users to search by contract name and select the appropriate bid number.
14. To add a Contract to the line item, click **'Select'** next to the appropriate value.

The screenshot displays the 'RQ17003883: Untitled Requisition' interface. The main form includes fields for Full Description, Quantity (1), Unit of Measure (each), Price (\$0.00 USD), Commodity Code (207-10 - Batteries, Com), Supplier (9 TO 5 COMPUTER), Location (9 TO 5 COMPUTER CORPORATE), Bid Number, Supplier Part Number, Recycled Content (No), Item Classification (Good), Contract Type (IT Convenience), Contract, and Blanket Purchase (No). An 'ACCOUNTING - BY LINE ITEM' section contains Company, Account, and Center dropdowns. A 'Choose Value for Contract' pop-up window is overlaid, showing a search field for Contract Name and a list of results. The first result is '(no value)' with a 'Select' button. The second result is 'ITS-002441-OE3: Short Term Staffing Contract' with a 'Select' button circled in red. The 'Done' button is at the bottom of the pop-up. The main form has 'OK' and 'Cancel' buttons at the top right and bottom right, and an 'Update Total' button at the bottom right.

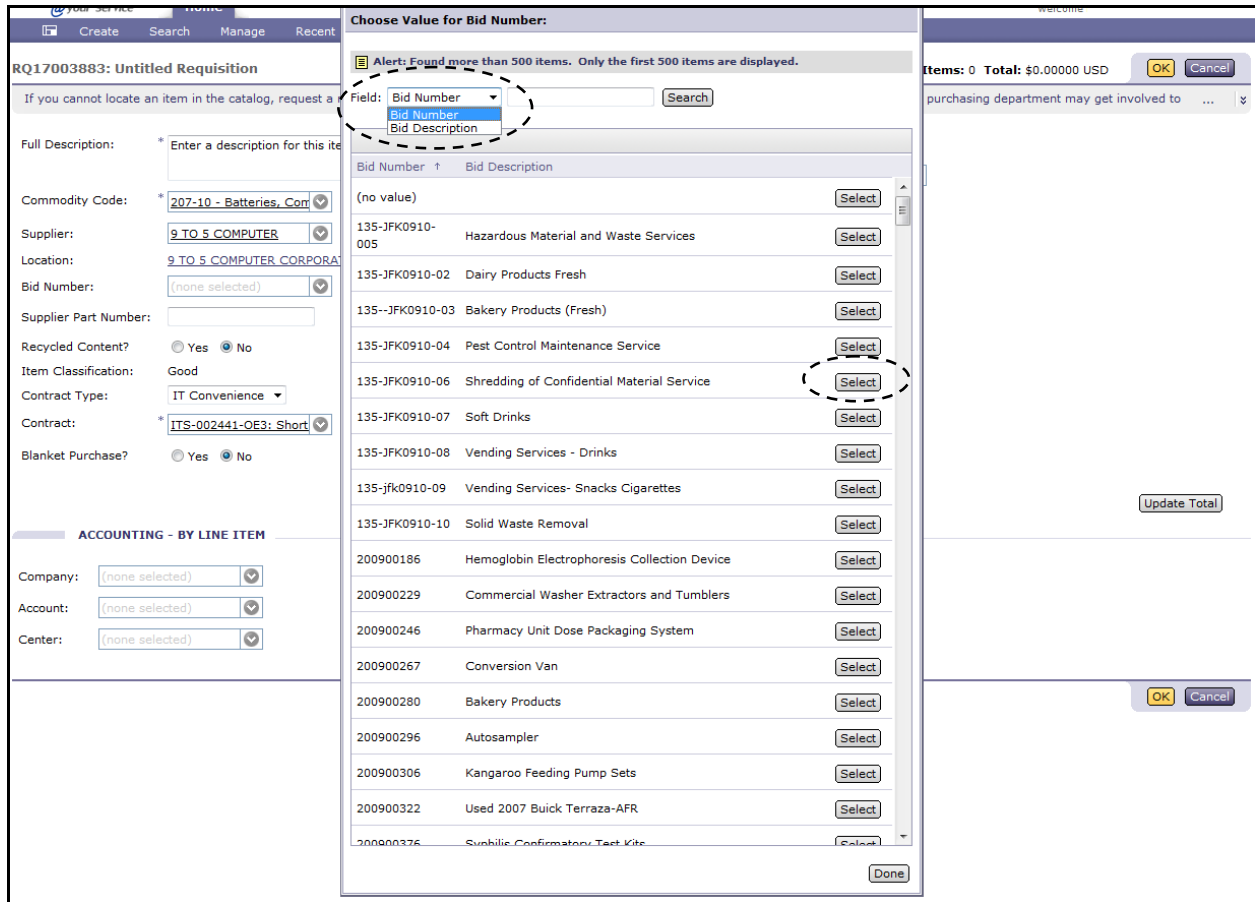


15. The 'Bid Number' field appears as a drop-down menu, and is not a required field. Choose 'Search for more...' from the drop-down menu to view the full list of available Bid Numbers.

The screenshot displays the 'Create' tab of the NCE-Procurement system. The main heading is 'RQ17003883: Untitled Requisition'. The top right shows 'Items: 0 Total: \$0.00000 USD' with 'OK' and 'Cancel' buttons. Below the heading is a note: 'If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to ...'. The form contains several fields: 'Full Description' (text input), 'Commodity Code' (dropdown: '207-10 - Batteries, Com'), 'Supplier' (dropdown: '9 TO 5 COMPUTER'), 'Location' (dropdown: '9 TO 5 COMPUTER CORPORATE [ select ]'), 'Bid Number' (dropdown: '(none selected)'), 'Supplier Part Number' (text input), 'Recycled Content?' (text input), 'Item Classification' (dropdown: '20090463 - Mining Equipment, Com'), 'Contract Type' (dropdown: 'Search for more...'), and 'Contract' (dropdown: 'ITS-002441-OE3: Short'). To the right of these fields are 'Quantity' (input: '1'), 'Unit of Measure' (dropdown: 'each'), 'Price' (input: '\$0.00 USD'), 'Tax Rate' (dropdown: 'Other'), 'Tax Amount' (input: '\$0.00 USD'), 'Other Costs' (input: '\$0.00 USD'), and 'Amount' (input: '\$0.00000 USD'). A yellow callout box with a black border points to the 'Bid Number' dropdown menu, containing the text: 'Choose 'Search for more...' to see the full list of available bid numbers.' Below the main form is the 'ACCOUNTING - BY LINE ITEM' section with 'Company', 'Account', and 'Center' dropdown menus. At the bottom right are 'Update Total', 'OK', and 'Cancel' buttons.

16. If 'Search for more...' is selected, the 'Choose Value for Bid Numbers' pop-up window will appear. This pop-up window allows users to search by bid number or description and to select the appropriate bid number.

17. To add a Bid Number to the line item, click 'Select' next to the appropriate value.



**Choose Value for Bid Number:**

Alert: Found more than 500 items. Only the first 500 items are displayed.

Field: Bid Number (selected) | Search

Bid Number	Bid Description	Select
(no value)		Select
135-JFK0910-005	Hazardous Material and Waste Services	Select
135-JFK0910-02	Dairy Products Fresh	Select
135-JFK0910-03	Bakery Products (Fresh)	Select
135-JFK0910-04	Pest Control Maintenance Service	Select
135-JFK0910-06	Shredding of Confidential Material Service	Select
135-JFK0910-07	Soft Drinks	Select
135-JFK0910-08	Vending Services - Drinks	Select
135-jfk0910-09	Vending Services- Snacks Cigarettes	Select
135-JFK0910-10	Solid Waste Removal	Select
200900186	Hemoglobin Electrophoresis Collection Device	Select
200900229	Commercial Washer Extractors and Tumblers	Select
200900246	Pharmacy Unit Dose Packaging System	Select
200900267	Conversion Van	Select
200900280	Bakery Products	Select
200900296	Autosampler	Select
200900306	Kangaroo Feeding Pump Sets	Select
200900322	Used 2007 Buick Terraza-AFR	Select
200900376	Sublimation Confirmatory Test Kits	Select

Items: 0 Total: \$0.00000 USD [OK] [Cancel]

Update Total

[OK] [Cancel]

Done