

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.



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.





- 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.

	ARIB	A° SPEND MANAGEMENT			Home Help * Logout
@your service	Home	Choose Value for Commodity Code			Welcome LEA Requester 01
🖬 Create Search	Manage				
RQ20001832: Untitle	ed Requisi	Field: Name 💌			\$0.00000 USD OK Cancel
If you cannot locate an	item in the				rtment may get involved to 🛛 🛄 😓
e lle station	*	Name ↑ (285)	ID	100.00	
Fuil Description:	non-catalo	B83-00 - VOICE RESPONSE SYSTEMS	883-00	Seled	
Commodity Code:	* (no value)	883-16 - Audiotax Voice Response Systems	883-16	Select	
Supplier:	(No Prefer	883-18 - Auto Attendant Telephone Systems	883-18	Select	
Location:	(no value)	883-19 - Automatic Call Distribution (ACD) Systems	Expand t	he cor	nmodity code
Supplier Part Number:	Ores C	883-32 - Computer Telephony Integration (CTI) Systems	drop-dov	vn mer	nu to view a more
Recycled Content?		883-43 - Interactive Voice Response (IVR) Systems	codes ur	nder th	e selected header.
Contract Type:	No	883-64 - Recycled Voice Response Systems, Accessories and Supplies			
Blanket Purchase?	Ores 🤅	883-80 - Telephone Switching (PBX) Systems	883-80	Select	
		883-90 - Voice Mail Systems	883-90	Select	Update Total
Commodity	odoc	▶ 885-00 - WATER AND WASTEWATER TREATING CHEMICALS	885-00	Select	
in the 900s ra	ange	890-00 - WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (N FOR AIR CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)	OT 890-00	Select	
refer to servio	ces.	▶ 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	OK Cancel
				Done	
		U			1

- 5. **Supplier:** Locate the supplier in the drop-down menu. If the supplier is not listed in the dropdown 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.



- 9. **Item Classification:** This field will automatically populate to either Good or Service based on the commodity code that has been chosen.
- 10. **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:	No			
Blanket Purchase?	No Statewide Agency Specific IT Convenience			[Update Total]
ACCOUNTIN	G - BY LINE ITEM	Contract Type:	Agency Specific 🔻	
		Contract:		

- 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 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.
- 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 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.

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



19. Click 'OK.'

	ARIBA* SPEND MANAGEMENT			Home Help 🖣 Logout		
Byory service Home Welcome LEA Requester 01						
🔚 Create Se	earch Manage Preferences			2775		
RQ16768814: Untitle	ed Requisition			W Items: 0 Total: \$0.00000 USD		
If you cannot locate an	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 complete the order of the s					
Full Description:	* non-catalog test item *	Quantity: 1 Unit of Measure: <u>eac</u>	ich 📀			
Commodity Code:	* 883-16 - Audiotex Voice	Price: \$5.	.00 USD			
Supplier:	123 EZ Tees, Inc	Tax Rate: 6.7	75% 👻	/		
Location:	123 EZ Tees, Inc [select]	Tax Amount: \$0.3	.3375 USD	Select (OK) to odd		
Supplier Part Number:		Other Costs: \$0.	.00 USD	Select OR to add		
Inventory ID:		Amount: \$5.3	.34000 USD	the non-catalog item		
Recycled Content?	© Yes ● No			to the requisition.		
Recycled Code:						
Item Classification:	Good					
Contract Type:	Statewide -					
Contract:	* (none selected)	Click the	o (Undata Tatal	,		
Blanket Purchase?	©Yes ◉No	button to	o recalculate			
ACCOUNTING	G - BY LINE ITEM	made to added.	the item being			

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

ARIBA SPEND MANAGEMENT		Home Help 🔭 Logout
<i>Qyour service</i> Home		Welcome LEA Requester 01
📼 Create Search Manage Recent Preferences		
RQ20001832: Untitled Requisition Review your requisition, make changes as necessary, and submit the request for approval.	Add the title of the eRequisition in the ' Title' field.	Back to Catalog Submit Fxit
Summary Approval Flow		
Title: Untitled Requisition Pre-Encumbrance Status: Not Encumbered On Behalf Of: NCAS Requester Delay Purchase Until: Im Buying Entity: * 41EG Transmit To Supplier? Im My Labels: Apply Label		I
Line Items (1)		Show Details
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
Edit Copy Delete Add from Catalog [Add Non-Catalog Item]		Total Cost: \$5.00000 USD Update Total

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.'