

Please note - **The below fields are considered mandatory**, however any other fields that aren't mentioned can be used if you require.

- **Supplier** – Company that the order is to be sent to.
- **Item Number** – The product code of the item being ordered (leave blank for service)
- **Quantity** – The number required of the product on the order line (**only if the order is quantity based, if the order is 'amount' based then this should always be set as 1**).
- **Estimated price** – This should be the price for each unit (quantity based order) or the total value of the service line (amount based order).
- **Item description** – This should be a brief but detailed description of the product/service (**do not include price, product code, or box quantity information in this field**).
- **Mfr part number** – If the manufacturer code differs from the product code, it should be entered here. If it doesn't, then please enter the same product code in this field.
- **UOM** – Type of unit the product is supplied in (box, pack etc). **Do not select 'Box of [qty]' type options.**
- **Contract ID** – This should give the contract or quote reference, if there is no contract or quote then enter 'No Contract'.
- **UOM Quantity** – Number of the product that comes in each unit of sale.
- **UOM Quantity Unit** – **This should always be set to 'Each'**.
- **Settlement Type** –
 - **Quantity** – This order type is suitable if there is a fixed unit price for the product/service (For example it comes in boxes of fixed value, or there is a specified day rate for a service).
 - **Amount** – This order type is suitable if there is no fixed price for the product/service, and therefore the order cannot be structured easily – usually for services (also known as a value based order).
- **Category codes (this is where the eClass code is entered - all three levels must be provided)**
 - **Category Code Level 1** – Please select the first level of eClass code.
 - **Category Code Level 2 (will appear after Level 1 is entered)** – Please select the second level of eClass code.
 - **Category Code Level 3 (will appear after Level 2 is entered)** – Please select third level of eClass code.

(if you need help finding an appropriate eClass code, please use the following websites to search:
<http://eclass.noecpc.nhs.uk/> or <http://www.nhseclass.nhs.uk/>)

Add Non-Catalogue Item

ADD AND RETURN

ADD AND STAY

CANCEL

Line Item No: 1

* required.

Supplier: *

Unknown:

Existing:

SUPPLIER LOOKUP

Item Number

Quantity

1

Estimated Price

0.00

Currency

GBP

Item Description: *

GTIN

Mfr Part Number

Manufacturer

UOM

Each

UOM Quantity

UOM Quantity Unit

Each

Contract ID

Hazard Code

Settlement Type

Quantity

Control Regulation

Lead Time (Days)

Long Description

Internal Comments

External Comments

Category Code Level 1: *

A Provisions

Category Code Level 2: *

AB Baby Texture Modified Foods

Category Code Level 3: *

ABC Baby Milk