V16 PECOS Non-Catalogue guide

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 (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 website to search: <http://eclass.noecpc.nhs.uk/> )

