



Non-Contract Part Number ordering with GSA

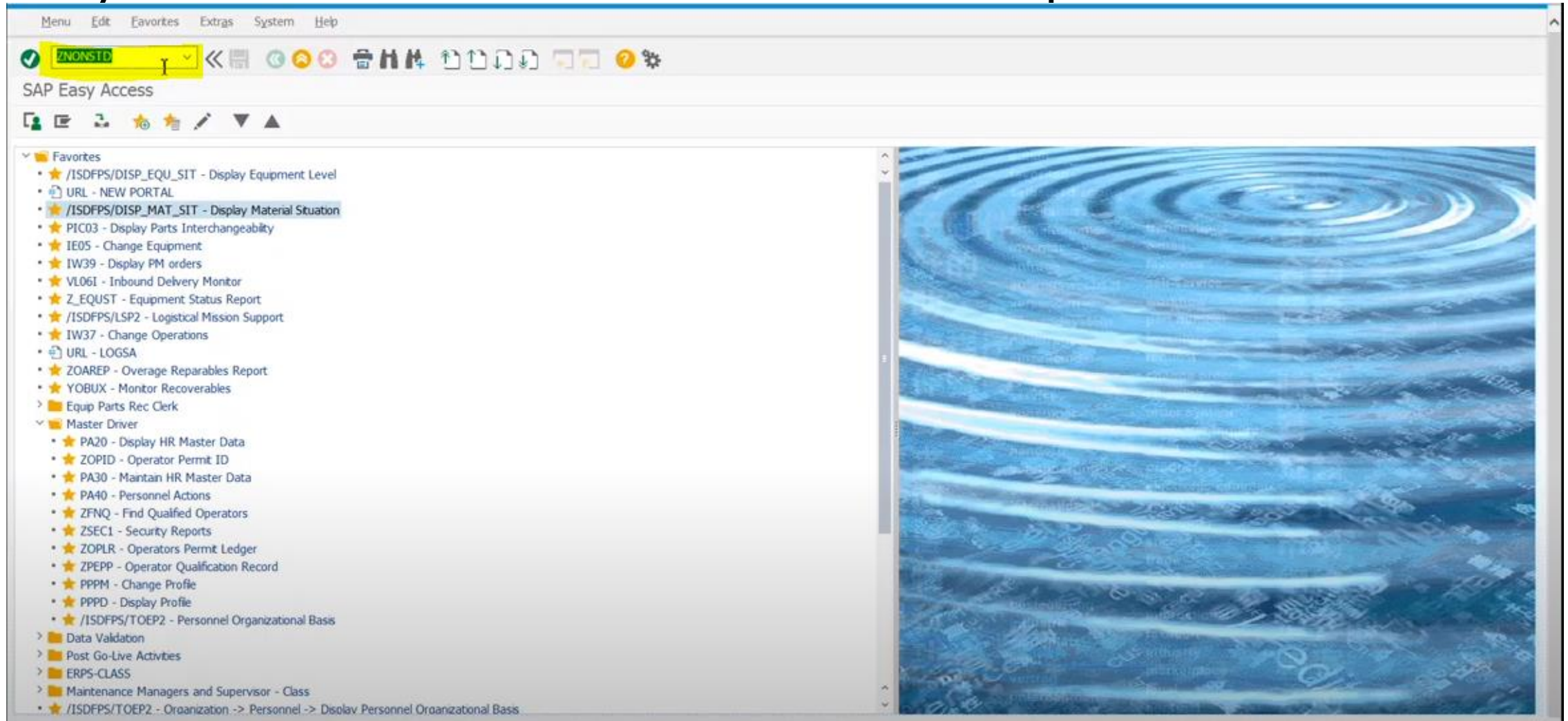
This guide will explain how to add an item to a material master.

From there, follow your ordering procedures for placing the order.

Request Non-Standard Material where GSA is the source of supply

Perform this transaction when you need to create a material master request for a COTS non-standard material in GCSS-Army using the item catalog provided by GSA Vendors or by GSA

Type Transaction Codes (T Code) **ZNONSTD** in the SAP Easy Access screen Command field and press Enter





Request Non-Standard Material where GSA is the source of supply

Field	Purpose	Example	Who provides this data?
Manufacturer part number	The MANP is an ID number assigned by the manufacturer to an item. If the material does not have a part number, the model number can be used	PM99974000	GSA/catalog at https://d2d.gsa.gov/report/gsa-global-supply-non-contract-part-number-catalog-0
Commercial and government entity code (CAGE)	The CAGE code is a five-position, alphanumeric code that corresponds to the manufacturer of the part assigned	3BUS5	GSA/catalog https://d2d.gsa.gov/report/gsa-global-supply-non-contract-part-number-catalog-0
Similar Material	Check yes if the part number can be connected to National Item Identification Number (NIIN)	No	Perform Part number lookup in FLIS, FedLog, or Publog

Refer to table to "Who will provide?" per [DA Pam 708-1 Army Enterprise Nonstandard Material And Nonstandard Line Item Number Processes](#) to facilitate Management Control Number (MCN) requests.

Enter the Manufacturer Part Number (MPN) of the COTS non-standard material in the Part Number field

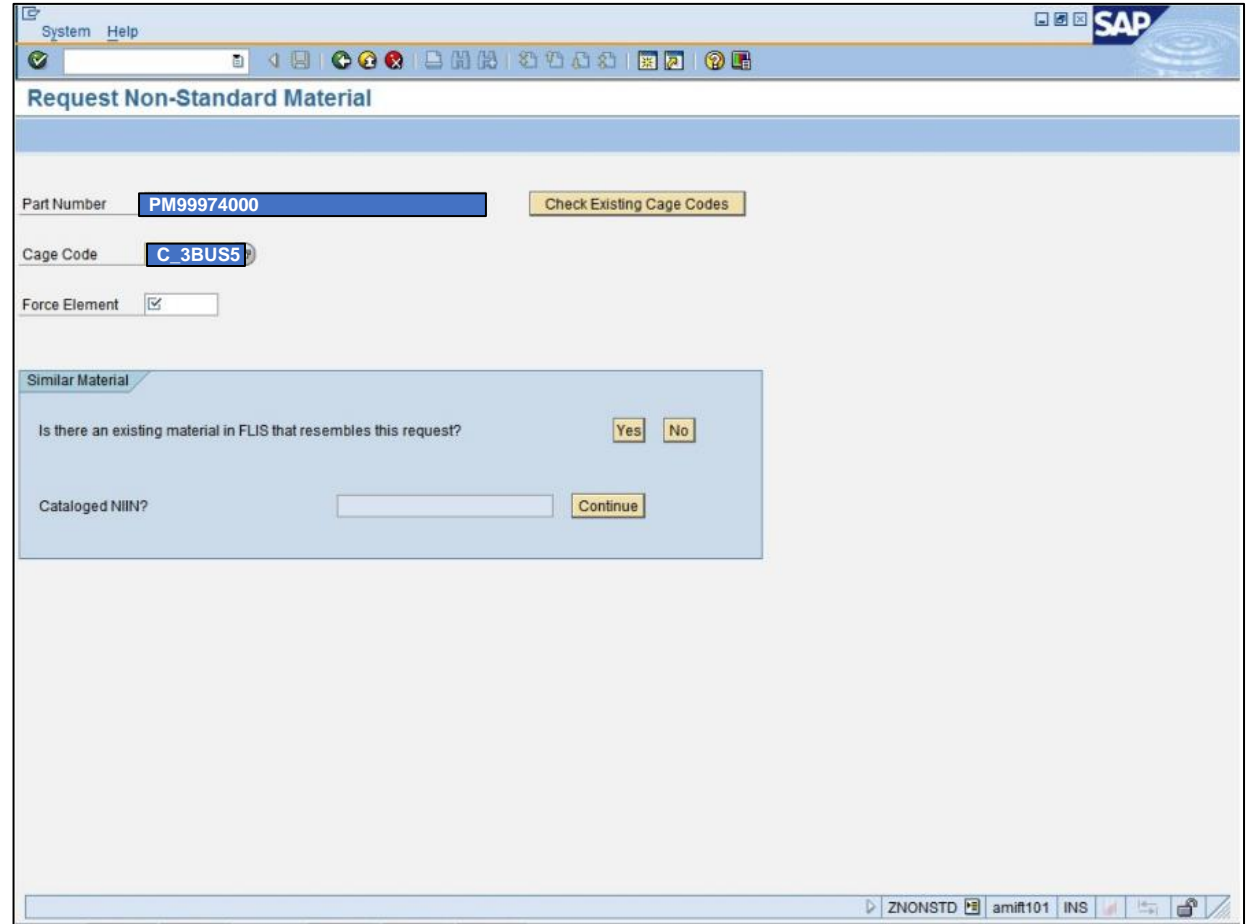
- Format: PM999740000

The screenshot shows the SAP 'Request Non-Standard Material' interface. The 'Part Number' field is populated with 'PM999740000'. The 'Force Element' checkbox is checked. The 'Similar Material' section contains the question 'Is there an existing material in FLIS that resembles this request?' with 'Yes' and 'No' buttons. The 'Cataloged NIIN?' field is empty with a 'Continue' button. The SAP logo is visible in the top right corner of the window.


Enter the Manufacturer CAGE code of the COTS non-standard material in the Cage Code field

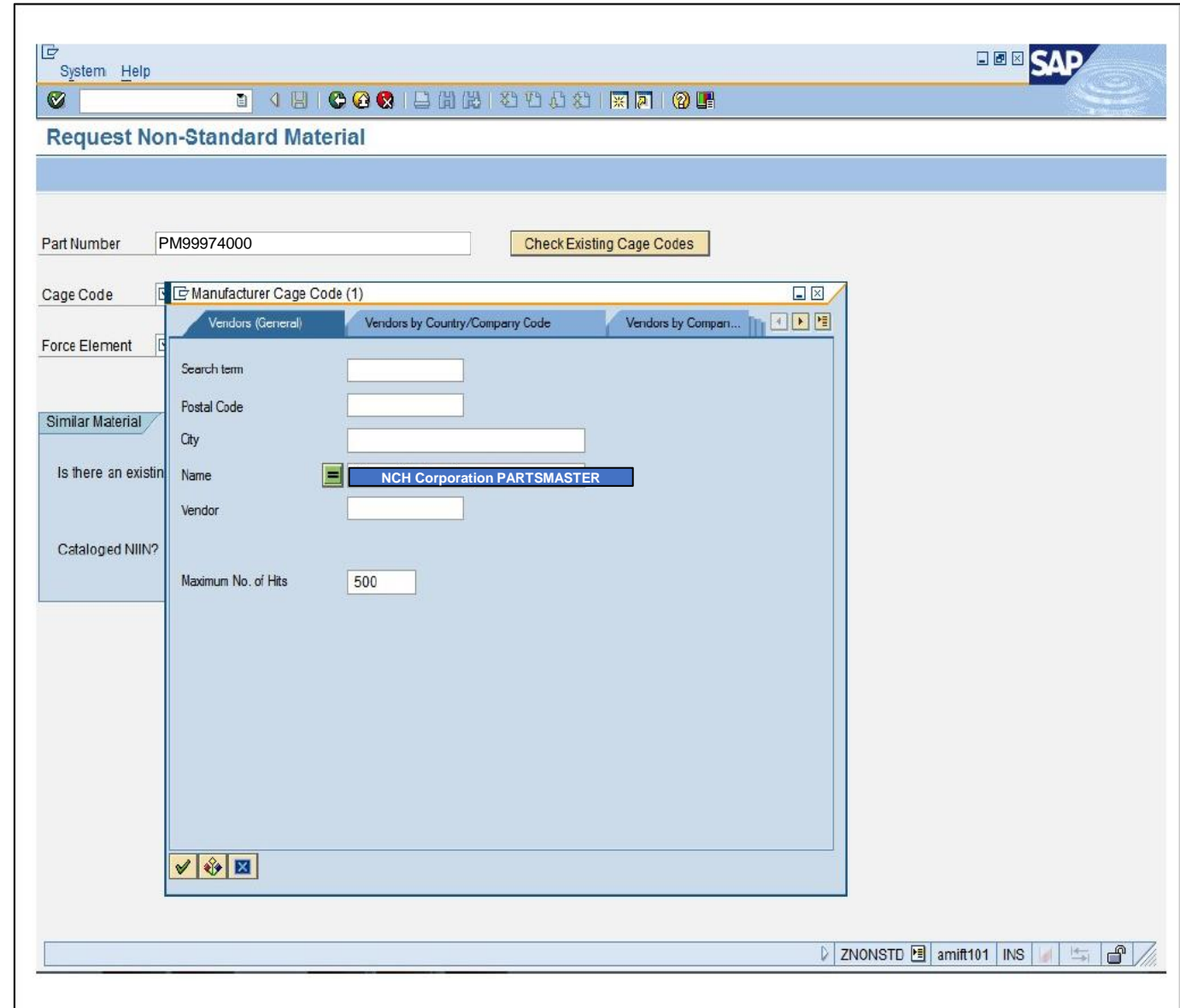
- Format: C_3BUS5

If you do not know the Cage use the  Cage Code Search



The screenshot shows the SAP 'Request Non-Standard Material' dialog box. The 'Part Number' field contains 'PM99974000' and the 'Cage Code' field contains 'C_3BUS5'. A 'Check Existing Cage Codes' button is located to the right of the Part Number field. The 'Force Element' checkbox is checked. Below these fields is a 'Similar Material' section with the question 'Is there an existing material in FLIS that resembles this request?' and 'Yes' and 'No' buttons. A 'Cataloged NIIN?' field with a 'Continue' button is also present. The SAP logo is in the top right corner, and the system status bar at the bottom shows 'ZNONSTD | amif101 | INS'.

- Click the Cage Code search help button  to search for the cage code
- Enter the name of the vendor
 - Example, NCH Corporation PARTSMASTER
- Click the Start Search button to search for the specified vendor.



The screenshot shows the SAP 'Request Non-Standard Material' dialog box. The 'Part Number' field contains 'PM99974000' and the 'Check Existing Cage Codes' button is visible. The 'Cage Code' field is set to 'Manufacturer Cage Code (1)'. A pop-up window titled 'Manufacturer Cage Code (1)' is open, showing search criteria: 'Search term', 'Postal Code', 'City', 'Name' (with a dropdown menu open showing 'NCH Corporation PARTSMASTER'), 'Vendor', and 'Maximum No. of Hits' set to '500'. The SAP status bar at the bottom shows 'ZNONSTD', 'amift101', and 'INS'.



Enter your force element number

System Help SAP

Request Non-Standard Material

Part Number

Cage Code

Force Element

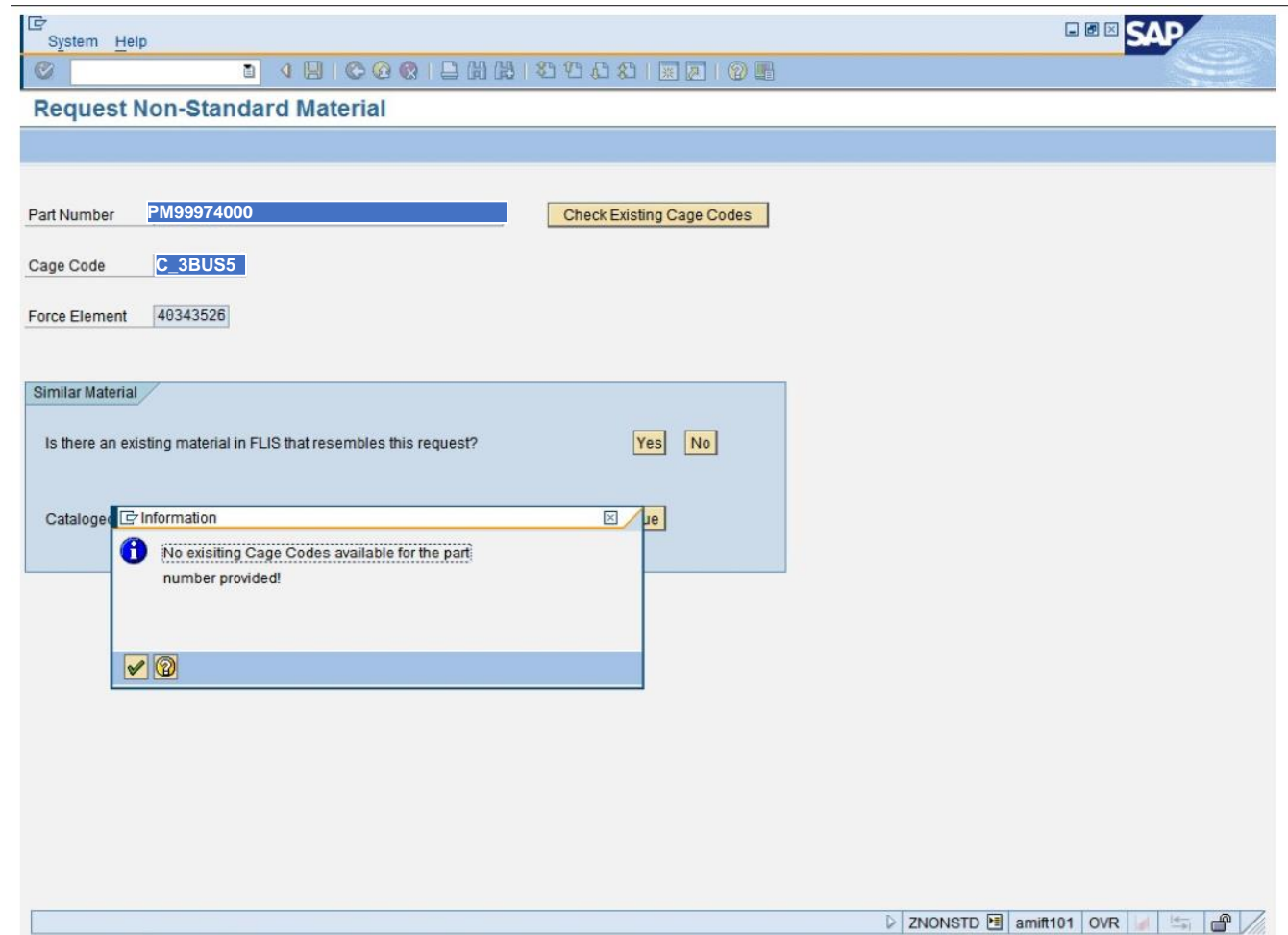
Similar Material

Is there an existing material in FLIS that resembles this request?

Cataloged NIIN?

ZNONSTD amift101 INS

- Use **Check Existing Cage Codes** to determine if part number (MPN) and Cage Code combination already exists
- If message received that no existing Cage Codes available check for similar material





Check FEDLOG/FLIS via
PUB LOG for Similar
Material cataloged as an
NSN

Example search if Part
Number is **not** associated
with NIIN



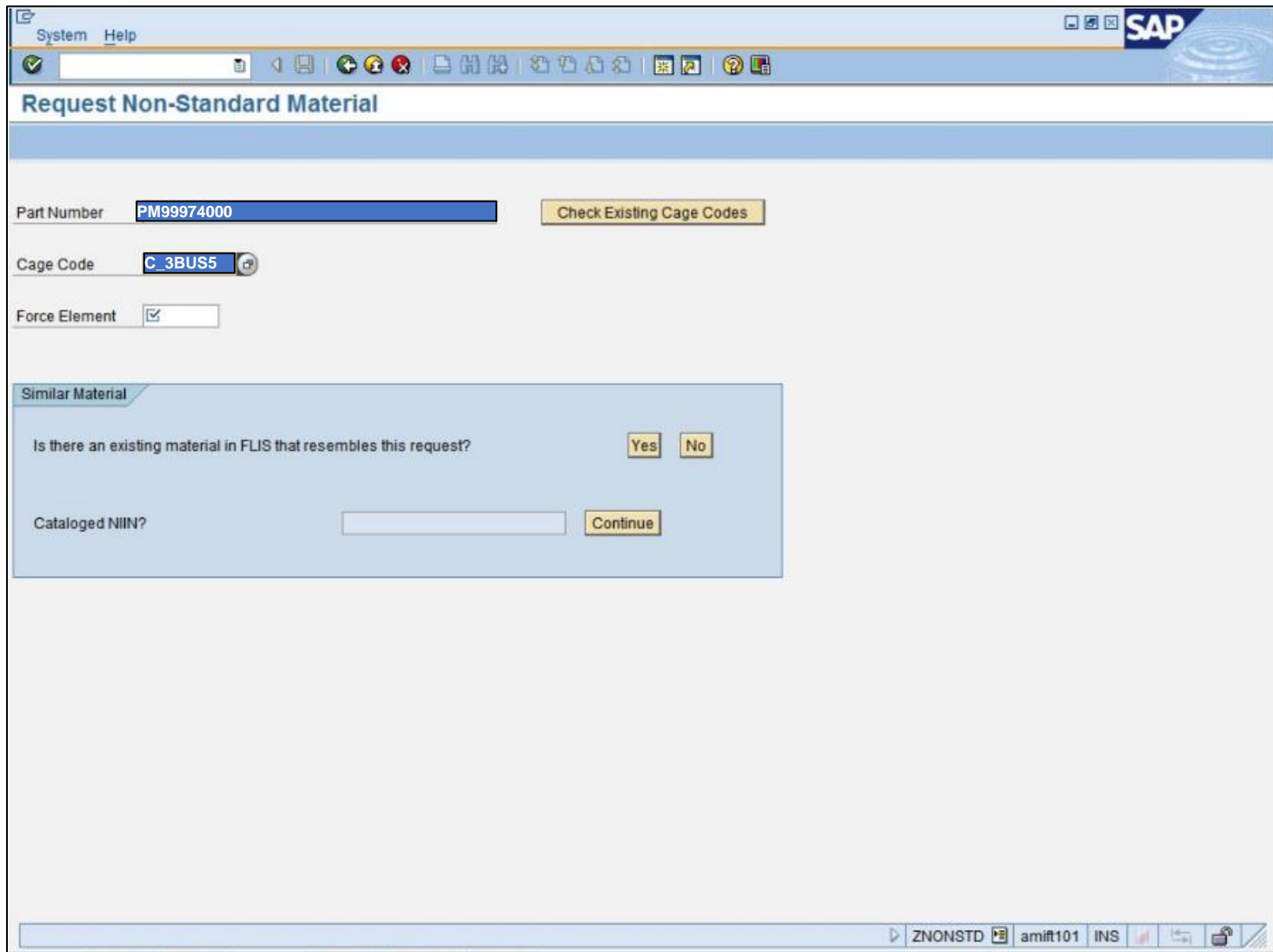
OR, Check FEDLOG/FLIS via WebFLIS for Similar Material cataloged as an NSN

Example search if Part Number is **not** associated with NIIN

Enter your force element number

If the FEDLOG/FLIS part number search indicates no matches then select **No** to “Is there existing material in FLIS that resembles this request?”

Proceed to “Provide Non-Standard Material Details”



The screenshot shows the SAP 'Request Non-Standard Material' interface. The top bar includes 'System Help' and the SAP logo. The main form contains the following fields and buttons:

- Part Number:** PM99974000
- Cage Code:** C_3BUS5
- Force Element:**
- Check Existing Cage Codes:** Button
- Similar Material:** Section with the question "Is there an existing material in FLIS that resembles this request?" and **Yes** and **No** buttons.
- Cataloged NIIN?:** Input field with a **Continue** button.

The bottom status bar shows the transaction code ZNONSTD, user amift101, and other system information.



Provide Non-Standard Material Details where GSA is the source of supply

Field	Purpose	Example	Who provides this data?
Description	Nomenclature. This is a maximum-40-character field (including spaces) to describe the item generally	TORRENT 500 AQUEOUS PARTS WASHER - 115V	GSA/catalog at https://d2d.gsa.gov/report/gsa-global-supply-non-contract-part-number-catalog-0
Base Unit	Unit of issue. The unit of issue (UI) is the quantity provided by the requestor, for example, EA (each), CY (cylinder), LI (liter), and PR (pair)	EA	GSA/catalog at https://d2d.gsa.gov/report/gsa-global-supply-non-contract-part-number-catalog-0
Federal supply classification (FSC)	The FSC is a four-position code that classifies the item within a group or category per Department of the Army (DA) Supply Bulletin (SB) 708–21 (Cataloging Handbook H2)	5140 <ul style="list-style-type: none"> • Tool and Hardware Boxes 	Army
Supply category of material code (SCMC)	The Supply category of material code is a two-position, alphanumeric code identifying the supply class and subclass on an item-by-item basis per DA Pamphlet (DA Pam) 708–2 Table 3–38	2T is code for: <ul style="list-style-type: none"> • Supply Class II • T - Industrial supplies 	Army




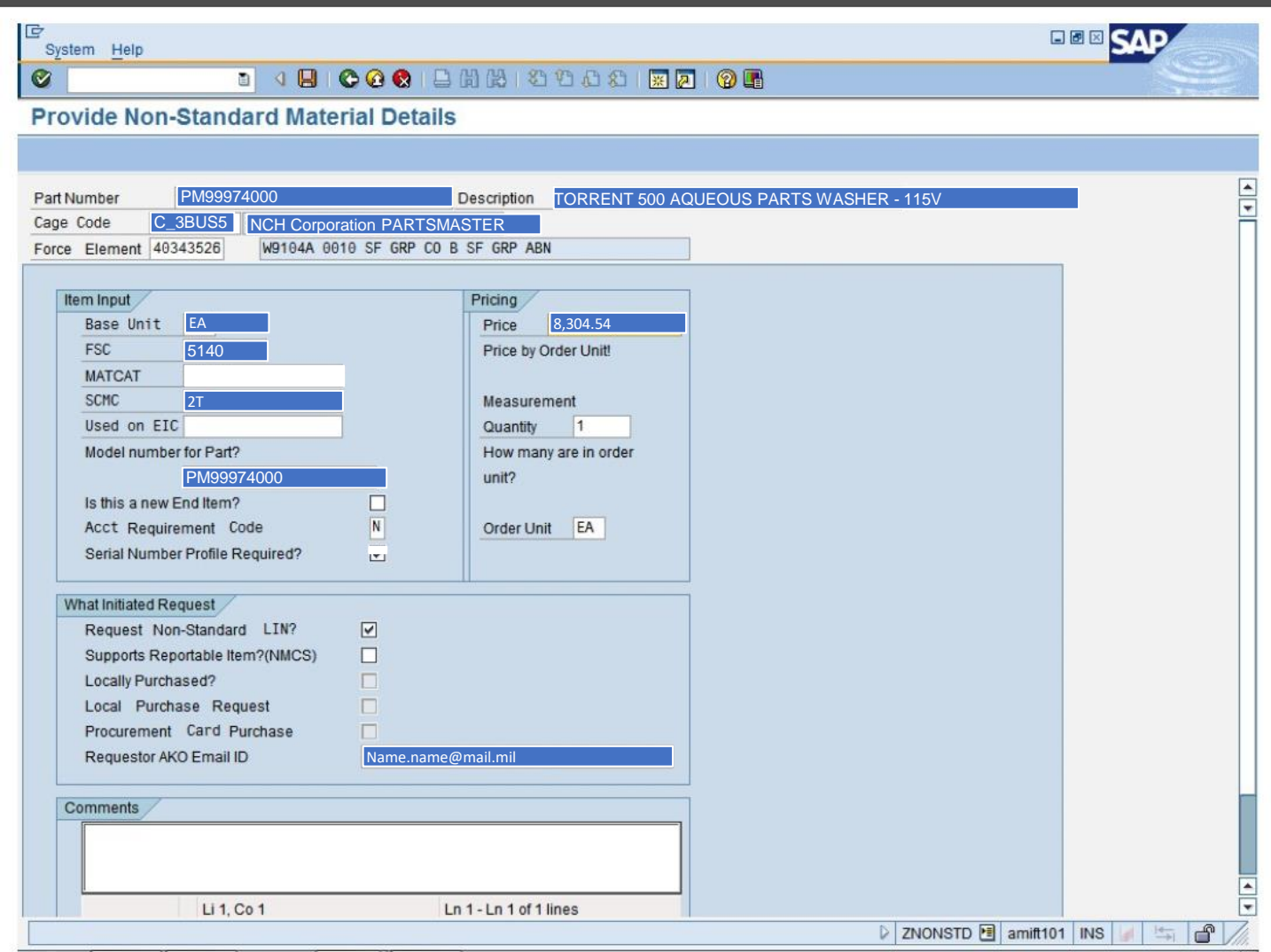
Provide Non-Standard Material Details where GSA is the source of supply

Field	Purpose	Example	Who provides?
GSA Sell price	This is the price of each unit in U.S. dollars. The value entered in this field must be greater than or equal to \$0.01	8,304.54	GSA/catalog at https://d2d.gsa.gov/report/gsa-global-supply-non-contract-part-number-catalog-0
Accounting requirements code	The accounting requirements code (ARC) is a one-position, alphabetic code assigned to an item.	Acceptable values are: <ul style="list-style-type: none">• X (expendable)• N (nonexpendable) or• D (durable)	Army

Refer to table to "Who will provide?" per [DA Pam 708-1 Army Enterprise Nonstandard Material And Nonstandard Line Item Number Processes](#) to facilitate Management Control Number (MCN) requests.



Click the  Save button to save the COTS non-standard material master request



The screenshot shows the SAP 'Provide Non-Standard Material Details' interface. At the top, the title bar reads 'Provide Non-Standard Material Details'. Below this, the main data area contains the following fields:

- Part Number: PM99974000
- Description: TORRENT 500 AQUEOUS PARTS WASHER - 115V
- Cage Code: C_3BUS5
- NCH Corporation PARTSMASTER
- Force Element: 40343526
- W9104A 0010 SF GRP CO B SF GRP ABN

The interface is divided into several sections:

- Item Input:** Contains fields for Base Unit (EA), FSC (5140), MATCAT, SCMC (2T), Used on EIC, Model number for Part? (PM99974000), Is this a new End Item? (checkbox), Acct Requirement Code (N), and Serial Number Profile Required? (checkbox).
- Pricing:** Contains Price (8,304.54), Price by Order Unit, Measurement, Quantity (1), How many are in order unit?, and Order Unit (EA).
- What Initiated Request:** Contains checkboxes for Request Non-Standard LIN? (checked), Supports Reportable Item?(NMCS), Locally Purchased?, Local Purchase Request, and Procurement Card Purchase. It also includes a field for Requestor AKO Email ID (Name.name@mail.mil).
- Comments:** A large text area for entering comments.

At the bottom of the screen, the status bar shows 'Ln 1, Co 1' and 'Ln 1 - Ln 1 of 1 lines'. The SAP logo is visible in the top right corner.

Reminders

- Sub-micro vs micro+
 - Orders under \$10,000 will be competed and awarded to the low quote without further required documentation from the customer
 - Orders \$10,000 or more, customers will be required to provide Salient Characteristics and must approve of a Brand Name or Equal (BNOE; i.e, substitutes allowed) acquisition
 - Customer will be consulted to approve any substitutes before purchase is completed
- Splitting requirements just to get under the \$10,000 threshold is **prohibited** per [FAR 13.003\(c\)\(2\)](#), and your order(s) will be subject to cancellation if we find any indication or appearance of ordering activities engaging in this practice.

Reminders

- Contact Information mandatory from the ordering individual
 - We must have an email address with your incoming order, particularly for orders over \$10,000
- Do not order Part Numbers (PN) when an NSN is available for the same item. GSA will publish its non-contract PN catalog list in the near future; this list has been “scrubbed” of any PNs that have a known NSN association.