Non-Contract Part Number ordering with GSA
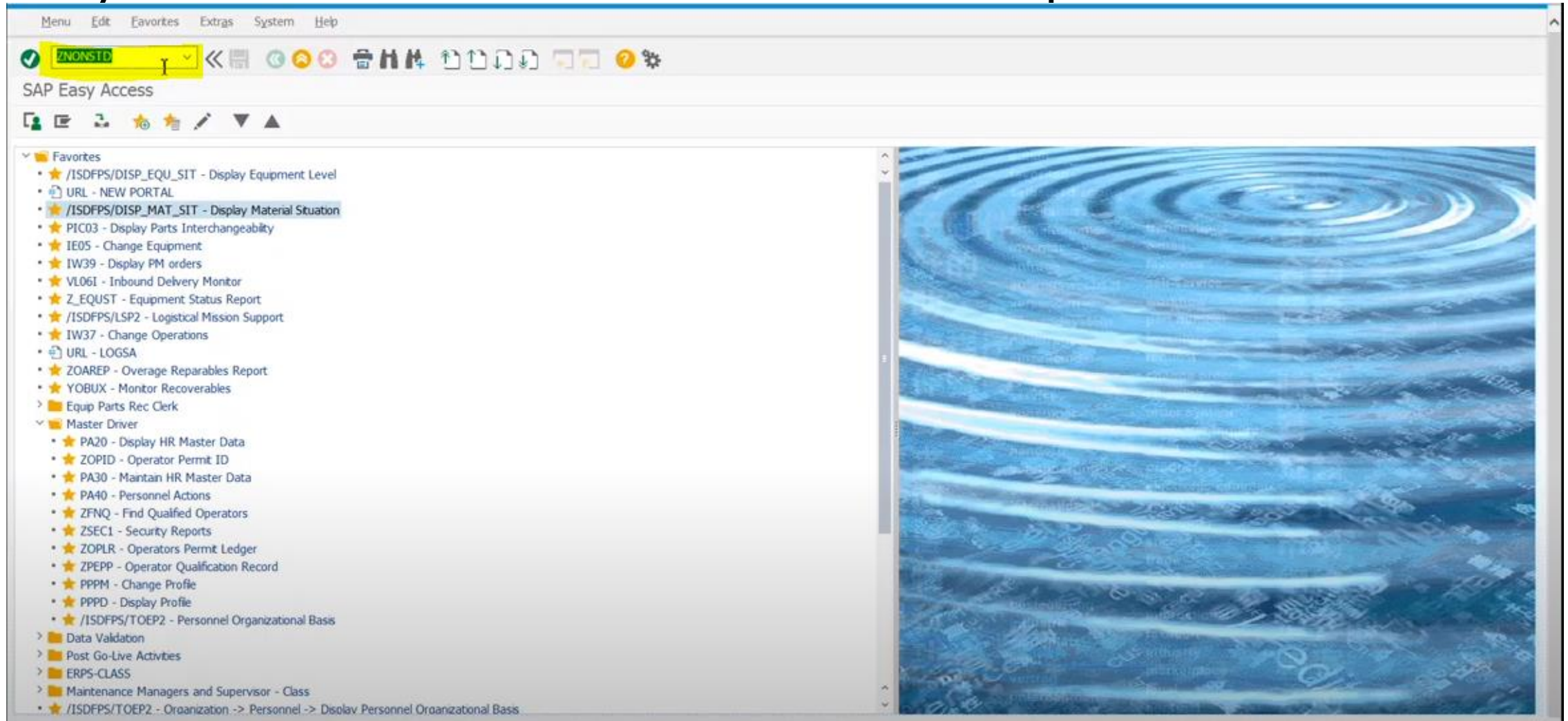
This guide will explain how to add an item to a material master.

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
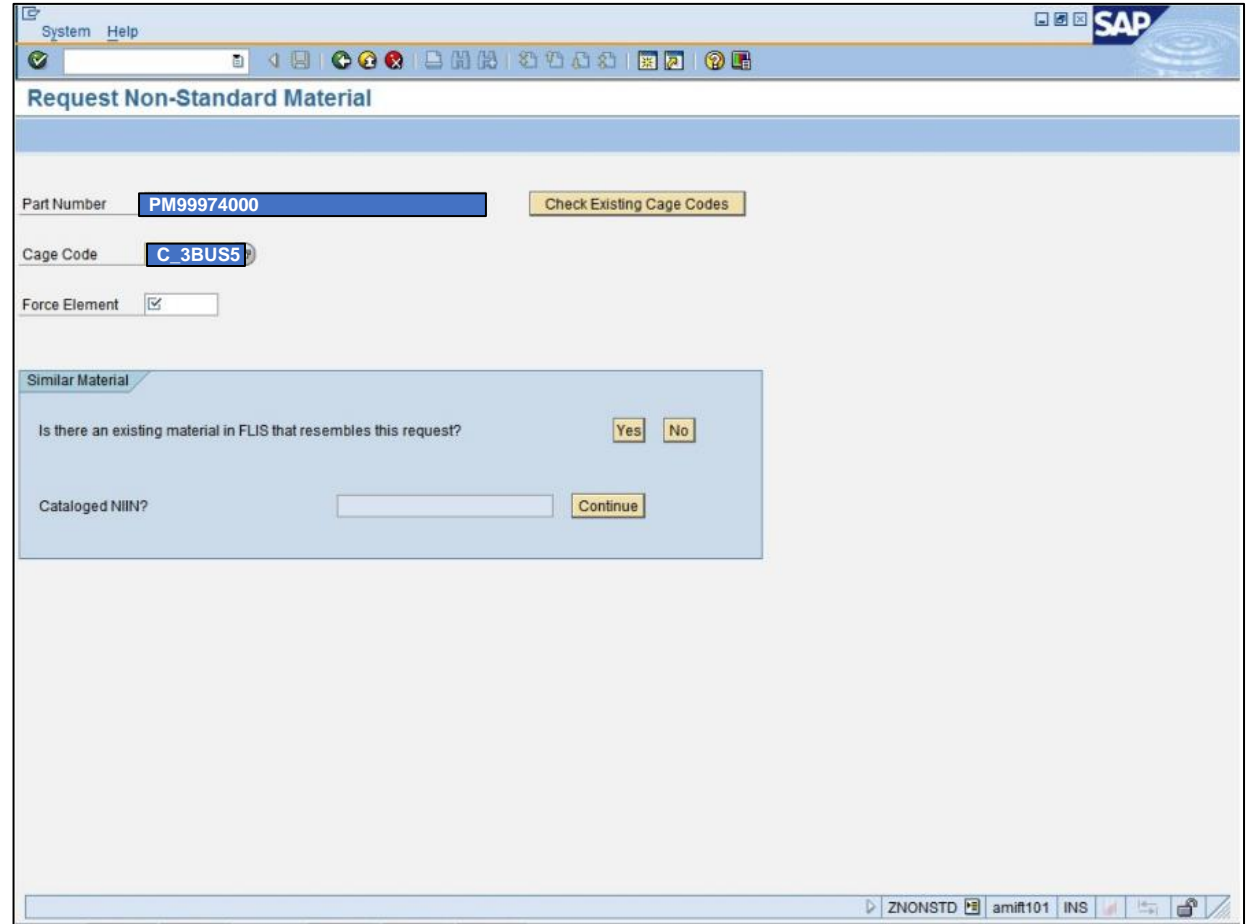
- Format: PM999740000

Enter the Manufacturer CAGE code of the COTS non-standard material in the Cage Code field
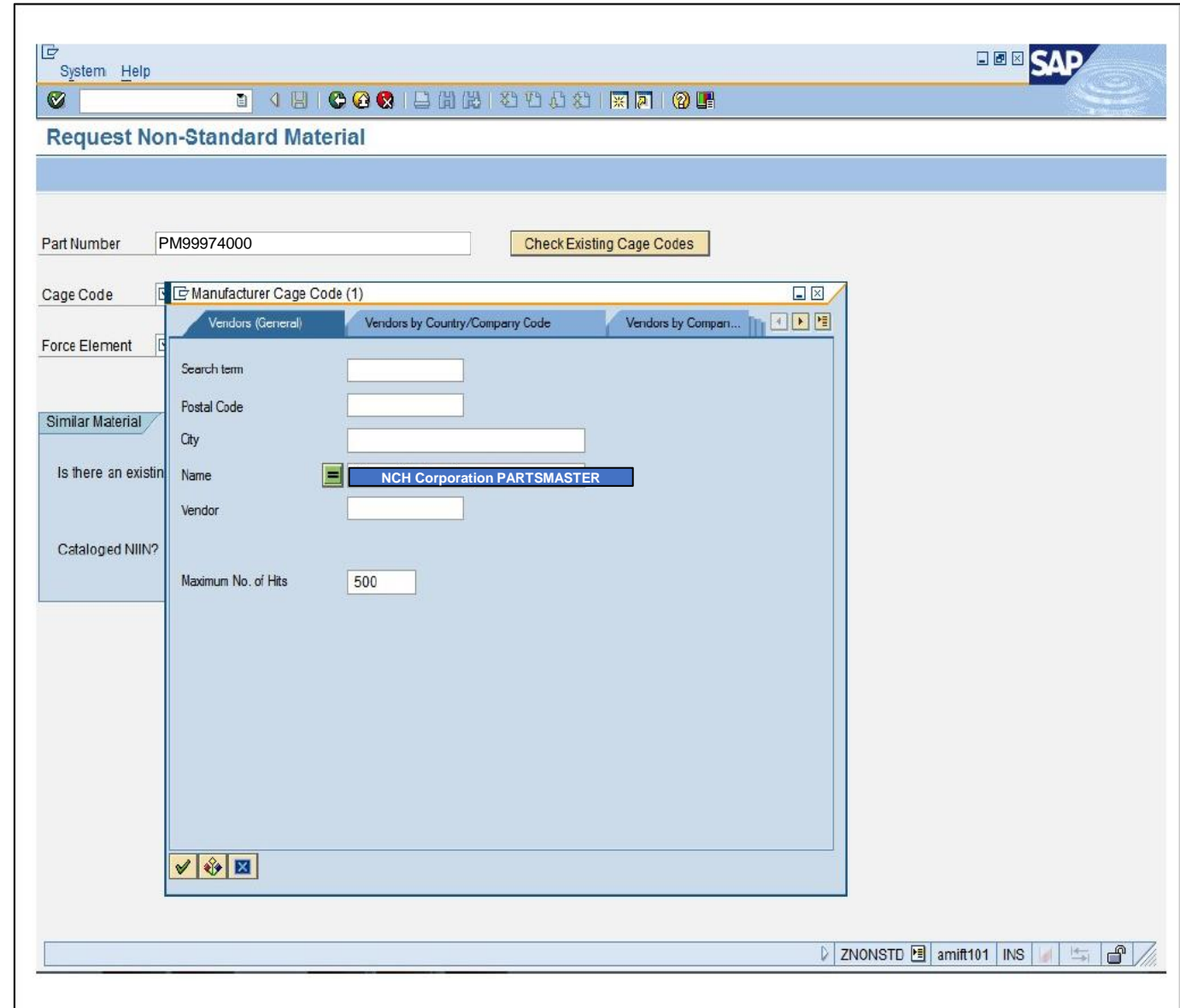
- Format: C_3BUS5

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

- 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.

Enter your force element number

- Use **Check Existing Cage Codes** determine if part number (MPN) and Cage Code combination already exists

- If message received that no existing Cage Codes available check for similar material
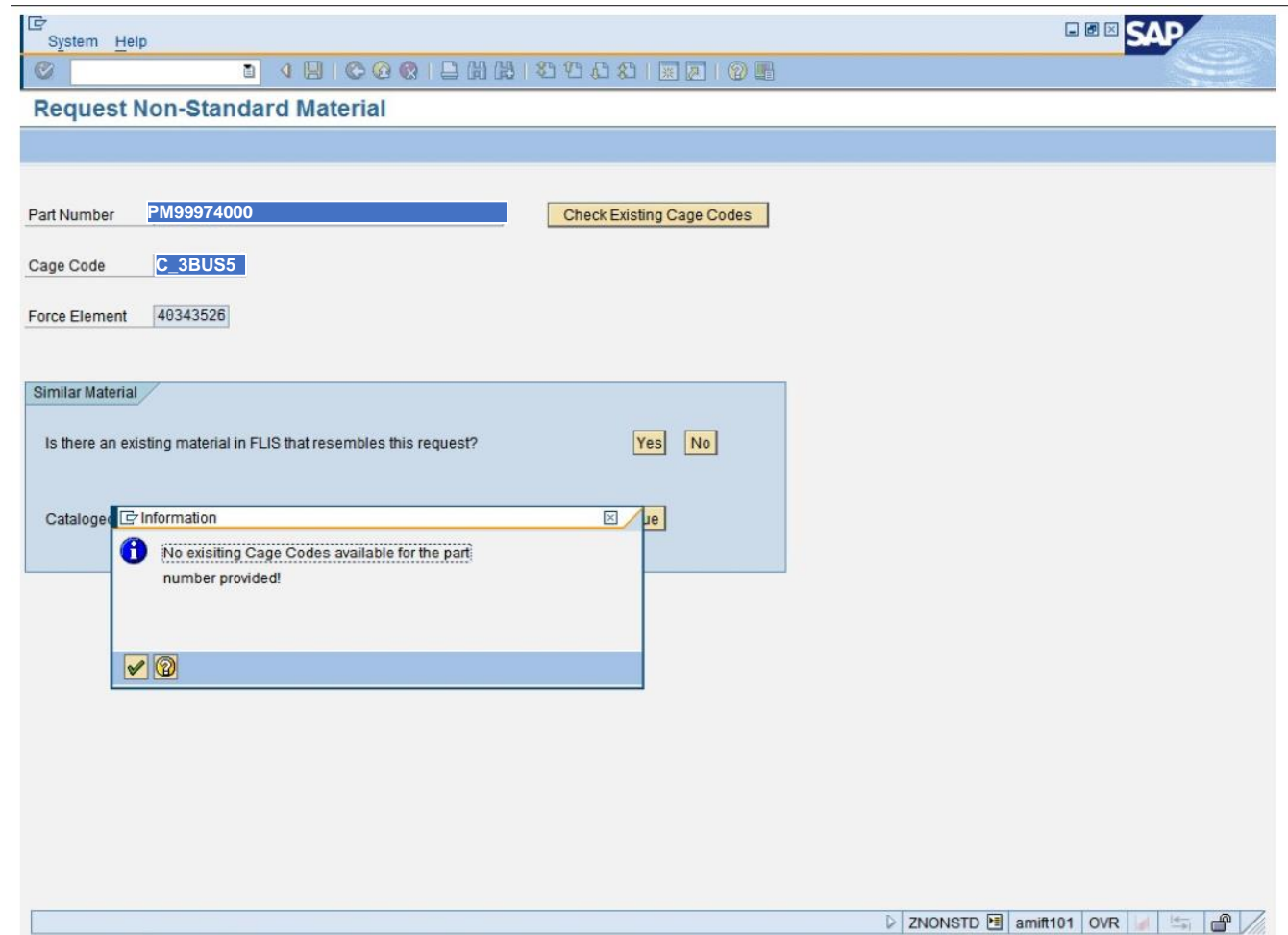
Check FEDLOG/FLIS via PUB LOG for Similar Material cataloged as an NSN

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

OR, Check FEDLOG/FLIS via WebFLIS for Similar Material cataloged as an NSN
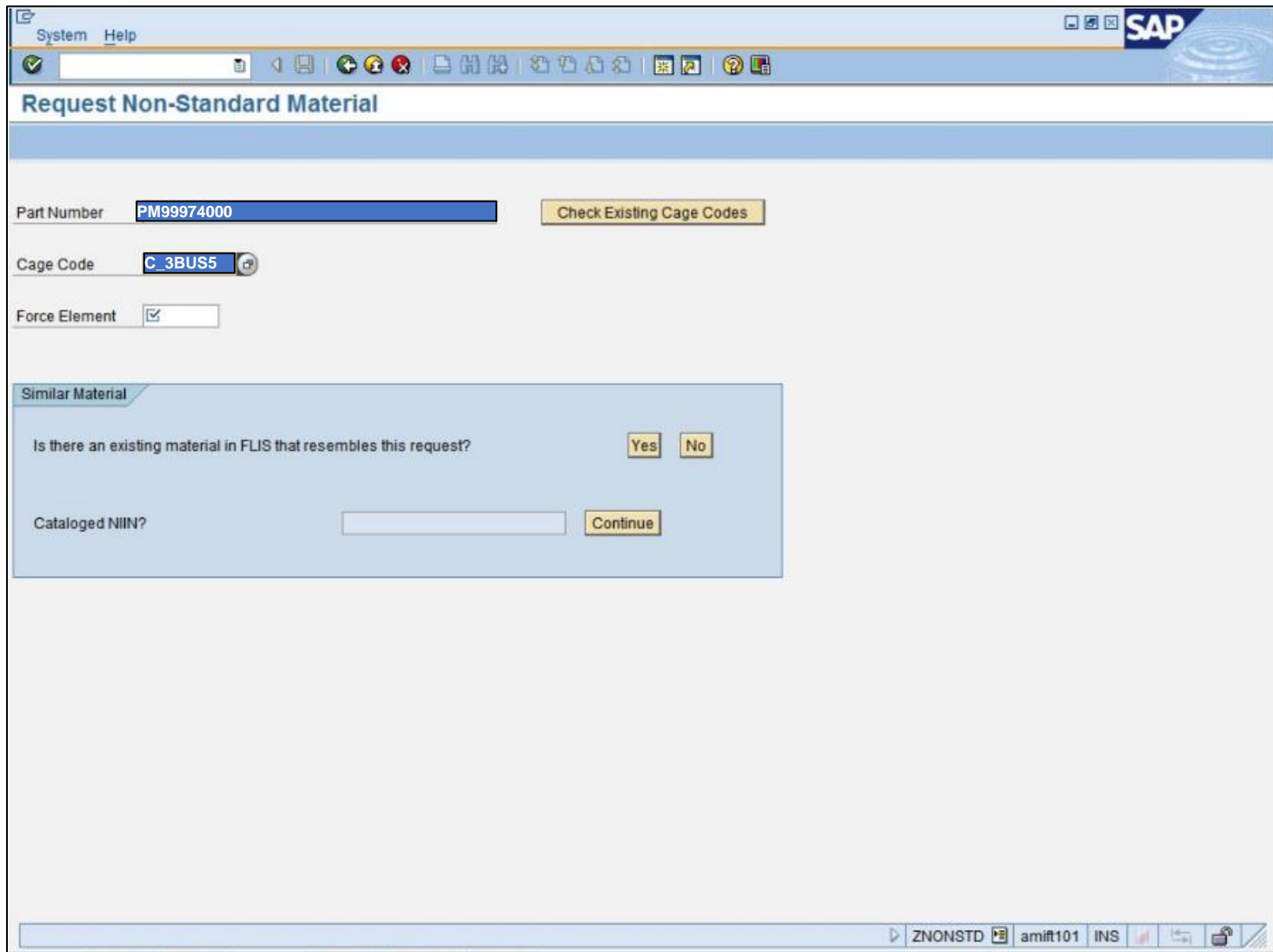
Example search if Part Number is **not** associated with NIIN

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"

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

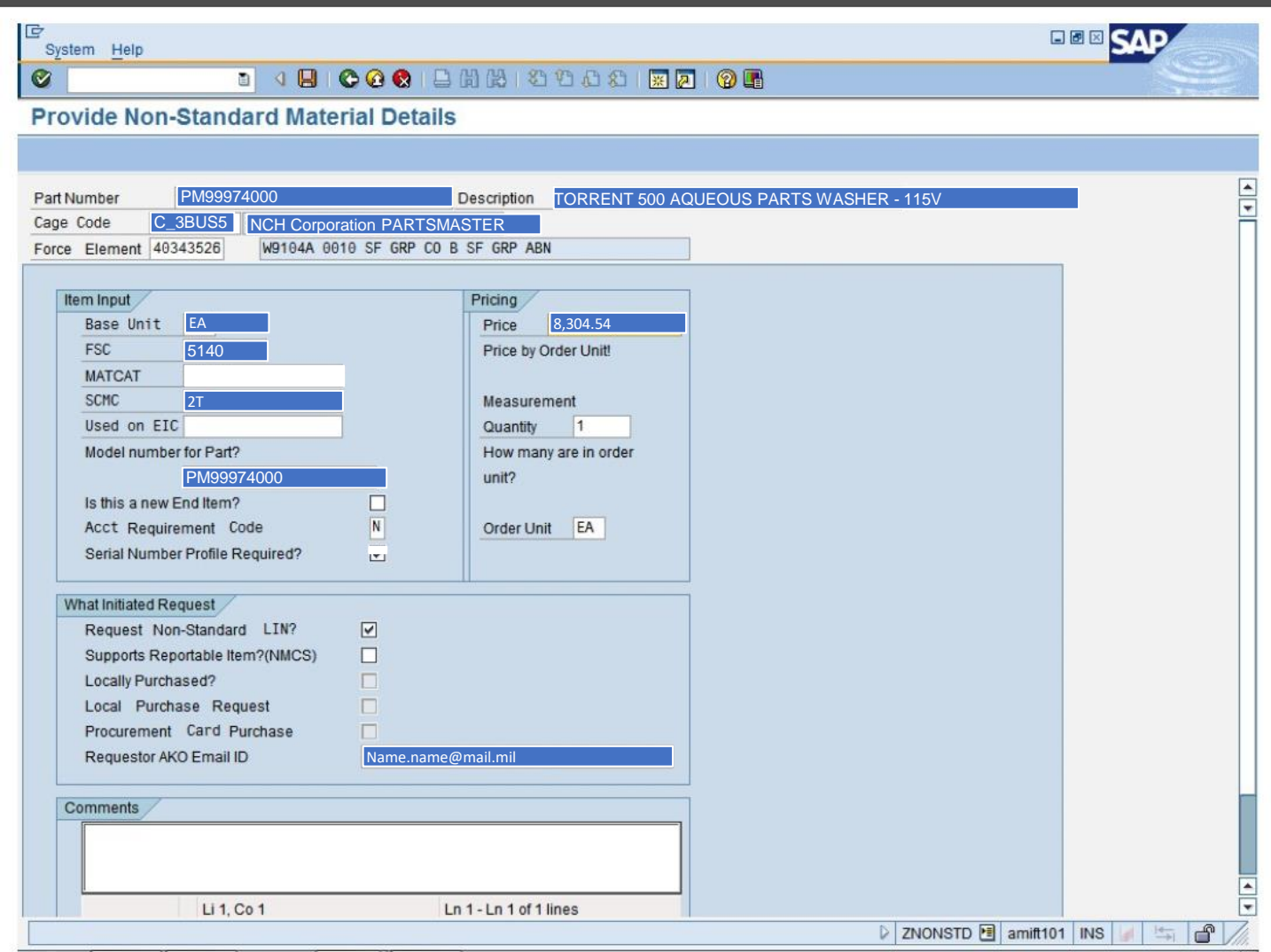| Field	Purpose	Example	Who provides this data?
Description	Nomenclature. This is a maximum-40-character field (including spaces) to describe the item generally	TORRENT 500 AQUEOUS PARTS WASHER - 115V	GSA/catalog at https://d2d.gsa.gov/report/gsa-global-supply-non-contract-part-number-catalog-0
Base 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 ● 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: ● Supply Class II ● T - Industrial supplies	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.

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: ● 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

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.