



Non-Contract Part Number ordering with GSA

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

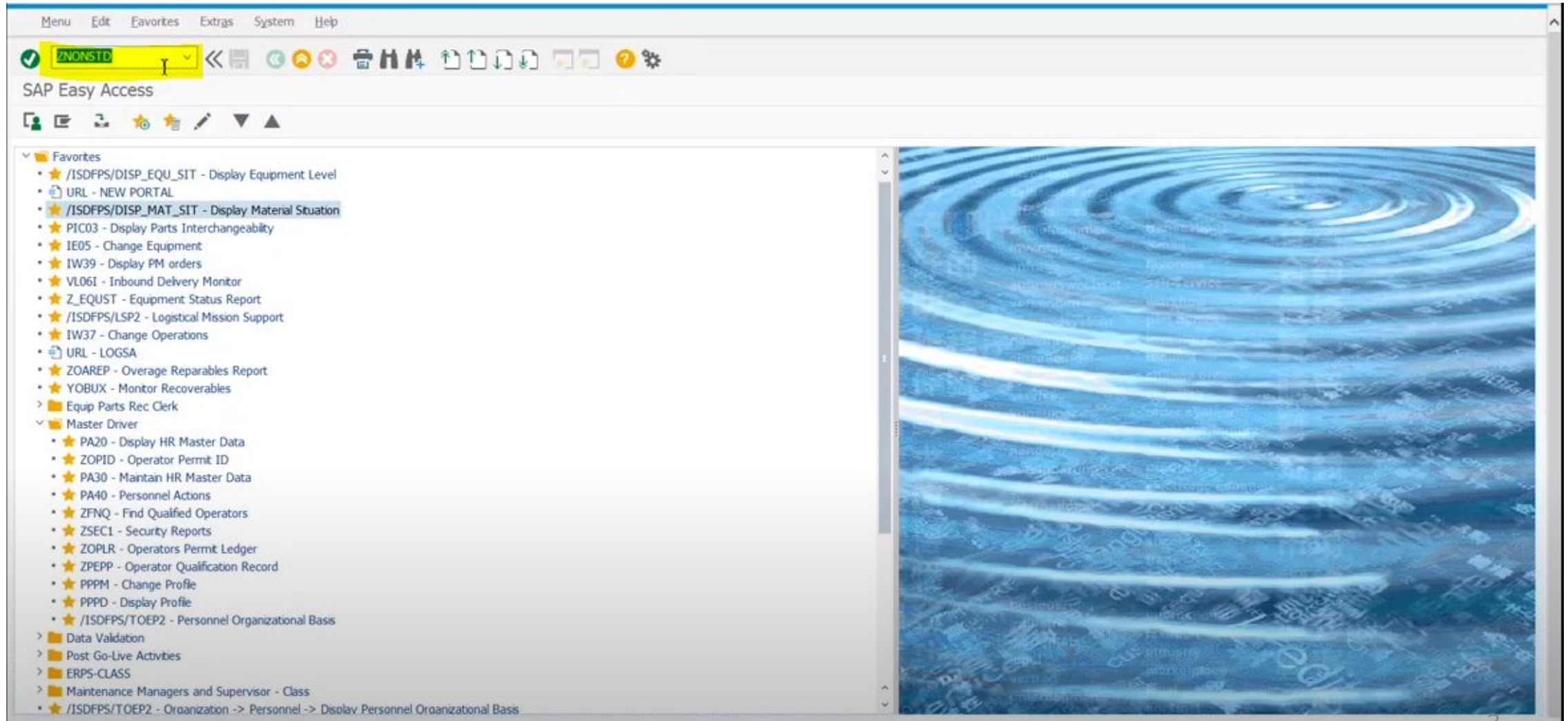
From there, follow your ordering procedures for placing the order.

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

NOTE: All items must be approved in AESIP prior to ordering, and orders that transmit to GSA without this approval may be subject to cancellation.

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

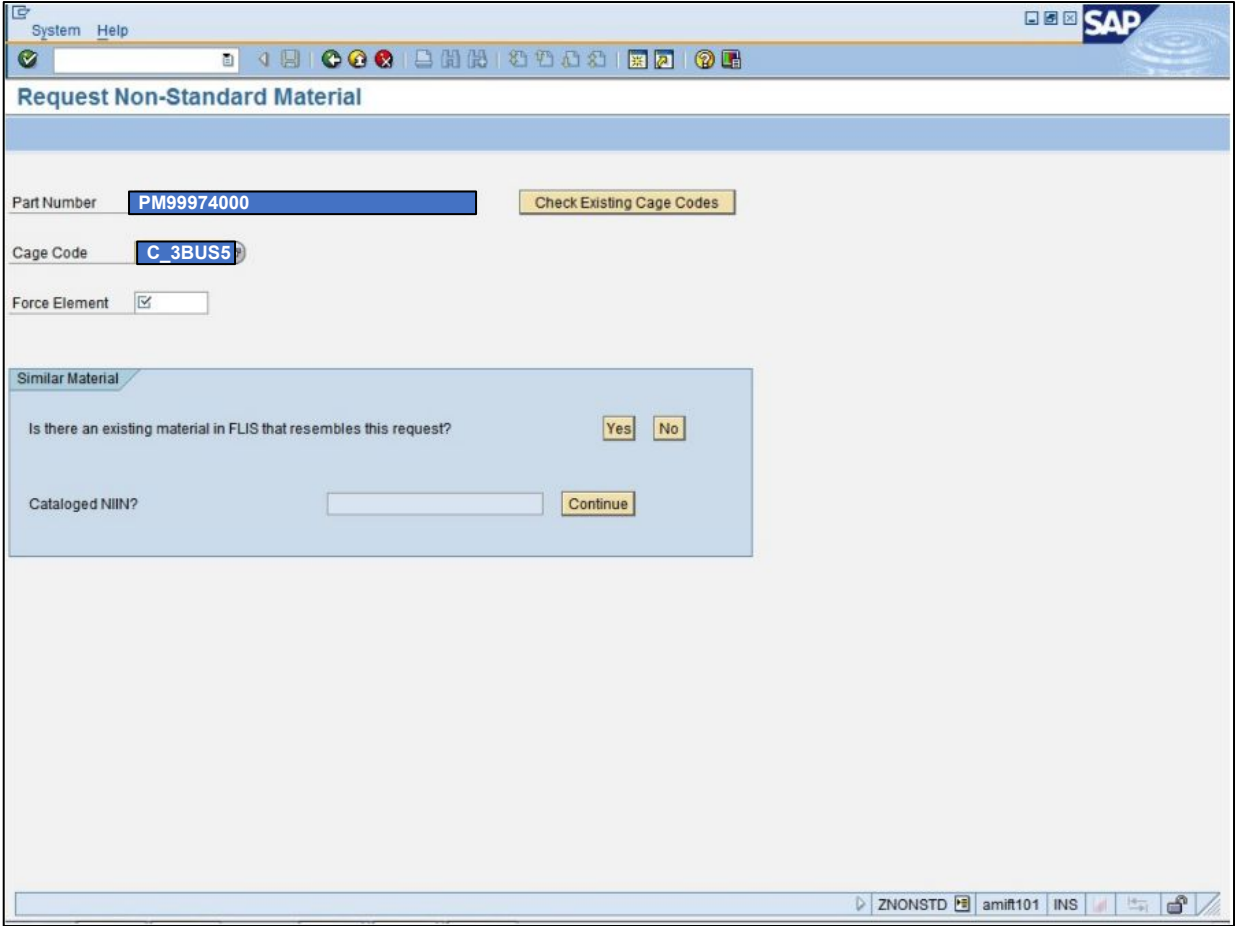
- Format: PM999740000


The screenshot shows the SAP 'Request Non-Standard Material' interface. The 'Part Number' field is populated with 'PM999740000'. A 'Check Existing Cage Codes' button is located to the right of the Part Number field. Below this, the 'Cage Code' field is empty. The 'Force Element' checkbox is checked. A 'Similar Material' section contains the question 'Is there an existing material in FLIS that resembles this request?' with 'Yes' and 'No' buttons. Below this, the 'Cataloged NIIN?' field is empty with a 'Continue' button. The SAP status bar at the bottom shows 'ZNONSTD', 'amift101', and 'INS'.

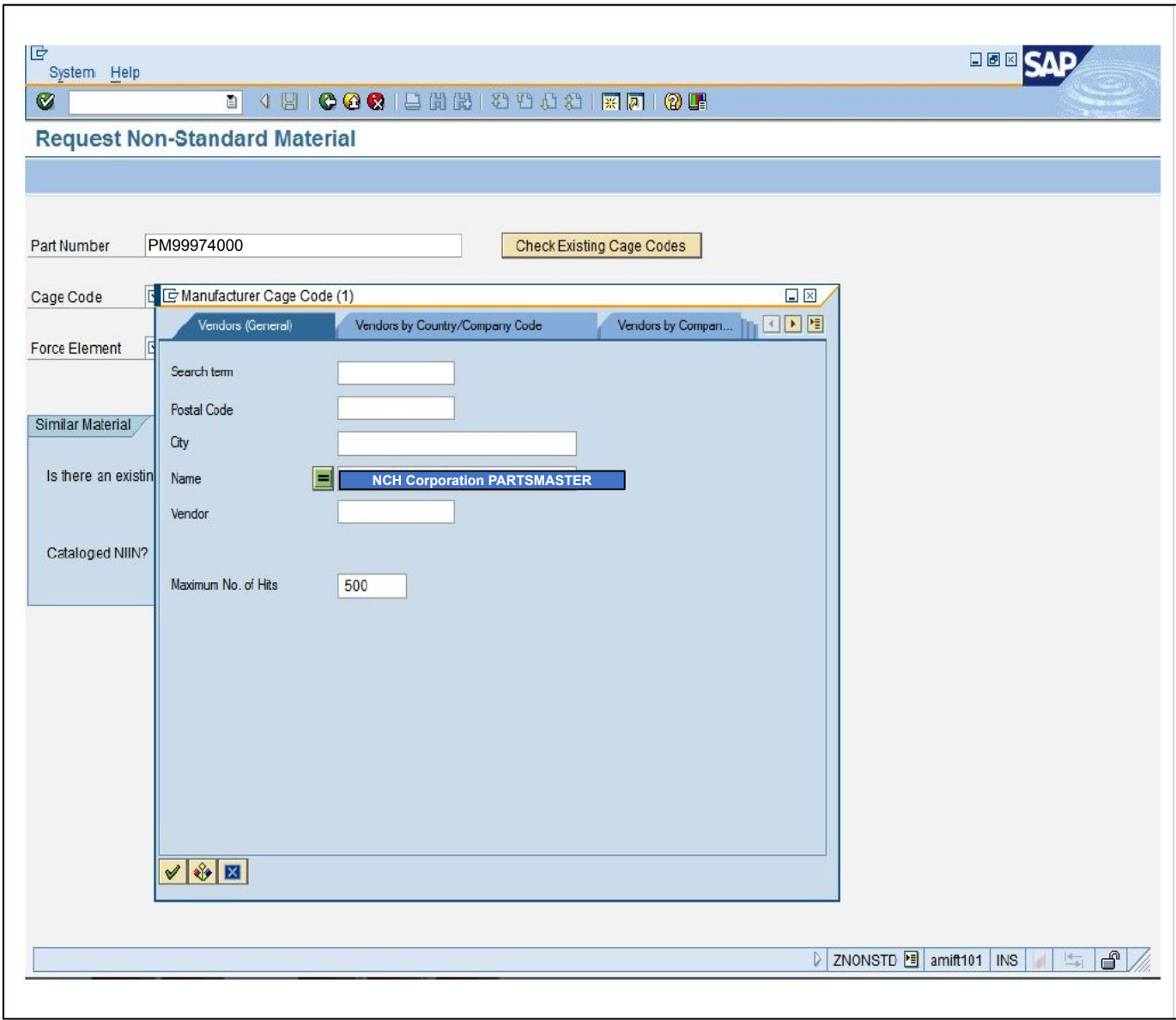
Enter the Manufacturer CAGE code of the COTS non-standard material in the Cage Code field

- 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

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

The screenshot displays the SAP 'Request Non-Standard Material' dialog box. The 'Part Number' field contains 'PM99974000' and the 'Cage Code' field contains 'C 3BUS5'. A yellow button labeled 'Check Existing Cage Codes' is positioned to the right of the Part Number field. Below these fields, the 'Force Element' is set to '40343526'. A 'Similar Material' section asks, 'Is there an existing material in FLIS that resembles this request?' with 'Yes' and 'No' buttons. An 'Information' message box is open, displaying the text: 'No existing Cage Codes available for the part number provided!'. The SAP status bar at the bottom shows 'ZNONSTD', 'amift101', and 'OVR'.



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

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

Query - PUBLOG

File Sections Web Links Help

PUB LOG
DEFENSE LOGISTICS AGENCY
INFORMATION OPERATIONS

Publication date
APR 2022

FLIS CHAR CAGE H2 H3 H5 H6 HISTORY SQL

Find it IMD Matching records: 0

NIIN

FSC

INC

ITEM_NAME

PART_NUMBER PM99974000

CAGE_CODE

COMPANY_NAME

SOS

END_ITEM_NAME

DLA Information Operations

Back Clear Search

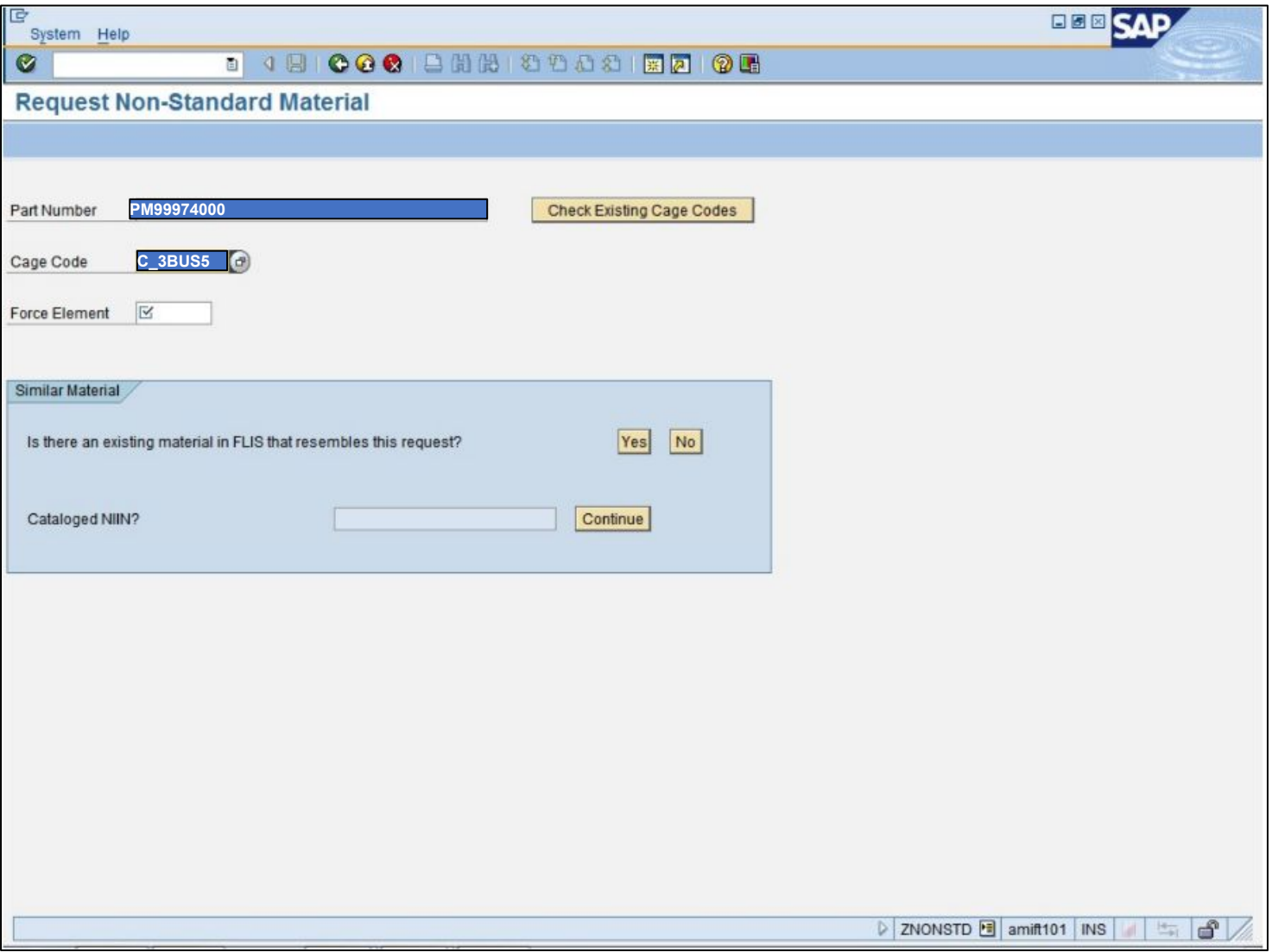
OR, Check FEDLOG/FLIS via WebFLIS for Similar Material cataloged as an NSN

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 <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

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

Provide Non-Standard Material Details

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

Item Input	Pricing
Base Unit: EA	Price: 8,304.54
FSC: 5140	Price by Order Unit:
MATCAT:	Measurement:
SCMC: 2T	Quantity: 1
Used on EIC:	How many are in order unit?:
Model number for Part?: PM99974000	Order Unit: EA
Is this a new End Item? <input type="checkbox"/>	
Acct Requirement Code: N	
Serial Number Profile Required? <input type="checkbox"/>	

What Initiated Request

- Request Non-Standard LIN?
- Supports Reportable Item?(NMCS)
- Locally Purchased?
- Local Purchase Request
- Procurement Card Purchase
- Requestor AKO Email ID: Name.name@mail.mil

Comments

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

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.

- 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 publishes its non-contract PN catalog list at this location:
<https://d2d.gsa.gov/report/gsa-global-supply-non-contract-part-number-catalog-0>

This catalog has been scrubbed of any PNs that have a known NSN association based on available GSA acquisition data.