

# GCSS-Army Transaction Guide

## *Request a Material Master for a Non-Standard Class 7 or 2 (N) Item (ZNONSTD)*

### **Business Purpose**

Use **ZNONSTD** to request a Material Master Record for a Non-Standard Class 7 or CClass 2 Non-Expendable item.

### **Business Trigger**

The Unit needs a new rugged laptop that does not have a standard material number.

### **Navigating to the Transaction**

To navigate to the transaction, type **ZNONSTD** in the *SAP Easy Access* screen **Command** field and press **Enter**.



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?

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### ***Request Non-Standard Material (1)***

Enter selection criteria in the *Request Non-Standard Material* screen.

After you enter the manufacturer's part number (MPN) and your force element, direct GCSS-Army to check for an existing Material Master for the MPN.

If a Material Master Record exists, the item can be entered in a purchase requisition and you do not need to continue with the **ZNONSTD** transaction.

**Note:** If the Material Master has no LIN, but needs one, the PBO will use the **ZLIN** transaction to submit a request to AESIP to assign a LIN.

In this simulation, there is no existing Material Master. You must execute the **ZNONSTD** transaction.

### **Complete the following step(s):**

1. Type your entry in the **Part Number** field (for example, **E643FXR**).
2. Click the **Force Element** field.

3. Type your entry in the **Force Element** field (for example, **40038512**).  
Enter the *Force Element* that represents your Unit's Company Headquarters.
4. Click the **Check Existing Cage Codes** button.  
Check to see if your **Part Number** (MPN) is linked to an existing **Cage Code**.

System Help

Request Non-Standard Material

Part Number: E643FXR Check Existing Cage Codes

Cage Code:

Force Element: 40038512

Similar Material

Is there an existing material in FLIS that resembles this request? Yes No

Catalogue: Information Je

**i** No existing Cage Codes available for the part number provided!

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### ***Information (Dialog box)***

The *Information* dialog box displays the message *No existing Cage Codes available for the part number provided!*

This message indicates that there is no existing *MPN:C\_Cage#* in GCSS-Army.

Close the *Information* dialog box and perform the following steps to identify a cage code.

### **Complete the following step(s):**

5. Click the  **Continue** button.

System Help

Request Non-Standard Material

Part Number E643FXR

Cage Code

Force Element 40038512

Similar Material

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

Cataloged NIIN?

No values found

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### ***Request Non-Standard Material (2)***

The status bar displays the message *No values found*.

### **Complete the following step(s):**

6. Click the **Cage Code** field.

System Help

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?

No values found

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### ***Request Non-Standard Material (3)***

The Material Master Record is not created until after the PBO provides approval.

### **Complete the following step(s):**

7. Click the **Cage Code**  search help button.

### ***Manufacturer Cage Code (1) (Dialog Box)***

Enter the manufacturer's cage code description in the **Name** field.

If you only know the company name and not their actual CAGE code, use the company name as a search term for the CAGE code.

**Warning:** Do not enter the vendor where the item is procured (For example, *Home Depot* is a supplier and not a cage code manufacturer/vendor).

### **Complete the following step(s):**

8. Click the **Name** field.
9. Type your entry in the **Name** field (for example, **\*dell computer\***).  
Enter the portion of the item's **Cage Code** description that you know.  
  
Use asterisks (\*) before and after your entry to perform a wildcard search.

A wildcard search directs GCSS-Army to search its database for any item that contains what you entered between the asterisks.

10. Click the  **Continue** button.

The screenshot shows the SAP 'Request Non-Standard Material' dialog box. The 'Part Number' field contains 'E643FXR' and the 'Check Existing Cage Codes' button is visible. The 'Cage Code' field has a checkmark, and the 'Force Element' field contains '40038512'. A search window titled 'Manufacturer Cage Code (1) 2 Entries found' is open, displaying a table of results:

SearchTer...	PostalCode	City	Name 1	Vendor
C_04RE5			DELL COMPUTER CORP	C_04RE5
C_1GE11			DELL COMPUTER CORP	C_1GE11

The 'Continue' button is visible at the bottom of the dialog box. The SAP status bar at the bottom shows 'ZNONSTD | sapd10ci | OVR'.

### ***Manufacturer Cage Code X Entries found (Dialog Box)-1***

#### **Complete the following step(s):**

11. Click the **C\_1GE11 DELL COMPUTER CORP** from the list.  
In this simulation, your search returned two possibilities.
12. Click the  **Copy** button.

System Help

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?

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#### ***Request Non-Standard Material (4)***

The *Similar Material* segment at the bottom of the *Request Non-Standard Material* screen aids you in your non-standard material data entry.

Do you have a similar material that is listed already in GCSS-Army?  
Answer **No** if there is no similar material that you can reference.

Answer **Yes** if you want GCSS-Army to display a list of similar materials. Reference a similar material to populate several required data fields on the next screen.

This simulation references a similar material.

#### **Complete the following step(s):**

13. Click the **Yes** button.

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?

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### ***Request Non-Standard Material (5)***

#### **Complete the following step(s):**

14. Click the **Cataloged NIIN?** field.

System Help

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?

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### ***Request Non-Standard Material (6)***

#### **Complete the following step(s):**

15. Click the **Cataloged NIIN?**  search help button.  
Direct GCSS-Army to provide a list of similar items.

The screenshot shows the SAP 'Request Non-Standard Material' interface. The main dialog has the following fields:

- Part Number: E643FXR
- Cage Code: C\_1GE11
- Force Element: 40038512
- Similar Material section with a checkbox for 'Is there an existing material in FLIS that resembles...' and a checkbox for 'Cataloged NIIN?'.

The 'Restrict Value Range (1)' sub-dialog is open, showing the following fields:

- Material description: \*rugged laptop\*
- Language Key: EN
- Material: (empty field)
- Maximum No. of Hits: 500

The sub-dialog has three tabs: 'Material Number/Material Description', 'Material by old material number', and 'Material by old material number'. The 'Material description' tab is active. At the bottom of the sub-dialog are three buttons: a green checkmark, a yellow diamond, and a blue 'X'.

### ***Restrict Value Range (1) (Dialog Box)***

#### **Complete the following step(s):**

16. Click the **Material description** field.  
Enter descriptive text to describe your non-standard item.
17. Type your entry in the **Material description** field (for example, **\*rugged laptop\***).  
You may only know a portion of the similar item's description. Enter the portion that you know.  
  
Use asterisks (\*) before and after your entry to perform a wildcard search. A wildcard search directs GCSS-Army to search its database for any item that contains what you entered between the asterisks.
18. Click the  **Continue** button.

Part Number: E643FXR

Cage Code: C\_1GE11

Force Element: 40038512

Similar Material

Is there an existing material in FLIS that is similar to the material you are requesting?

Cataloged NIIN?

**Restrict Value Range (1) 2 Entries found**

Material description	Language	Material	Versi...
MCHS_COMPUTER_RUGGED LAPTOP	EN	14779089	
NRP_RUGGED LAPTOP,A	EN	016010369	

2 Entries found

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### ***Restrict Value Range (1) X Entries found (Dialog Box)***

Select the similar material that best describes your non-standard material.

In this simulation, use the first listed item which is already selected.

### **Complete the following step(s):**

19. Click the  **Copy** button.

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?

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### ***Request Non-Standard Material (6)***

#### **Complete the following step(s):**

20. Click the **Continue** button.  
Your similar material is displayed in the **Cataloged NIIN?** field.

System Help

Provide Non-Standard Material Details

Part Number E643FXR Description RUGGED LAPTOP

Cage Code C\_1GE11 DELL COMPUTER CORP

Force Element 40038512 W90ZMX 0047 CS BN HHC BSB HBCT

**Item Input**

Base Unit EA

FSC 7622

MATCAT Z2200

SCMC 2T

Used on EIC

Model number for Part? E6420 XFR

Is this a new End Item?

Acct Requirement Code

Serial Number Profile Required?

**Pricing**

Price

Price by Order Unit!

Measurement

Quantity 1

How many are in order unit?

Order Unit EA

**What Initiated Request**

Request Non-Standard LIN?

Supports Reportable Item?(NMCS)

Locally Purchased?

Local Purchase Request

Procurement Card Purchase

Requestor AKO Email ID

**Comments**

This material is similar in nature to 14779089 : MCHS,COMPUTER,RUGGED LAPTOP

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

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### ***Provide Non-Standard Material Details (1)***

If you did not reference a similar material, you must enter the **FSC** (Federal Supply Class), the **SCMC** (Supply Category Material Code), and the **Acct. Requirements Code** (ARC). You also need to add descriptive comments about the item. Mandatory entries are identified by the checkmark in the field.

**Note:** The **Acct Requirement Code** (ARC) is Non-Expendable **N**.

### **Complete the following step(s):**

21. Click the **Description** field.
22. Type your entry in the **Description** field (for example, **RUGGED LAPTOP**).
23. Click the **Model number for Part?** field.
24. Type your entry in the **Model number for Part?** field (for example, **E6420 XFR**).
25. Click the **Acct Requirement Code** field.
26. Type your entry in the **Acct Requirement Code** field (for example, **N**).

**Provide Non-Standard Material Details**

Part Number: E643FXR Description: RUGGED LAPTOP  
 Cage Code: C\_1GE11 DELL COMPUTER CORP  
 Force Element: 40038512 W90ZMX 0047 CS BN HHC BSB HBCT

**Item Input**

Base Unit: EA  
 FSC: 7022  
 MATCAT: Z2200  
 SCMC: 2T  
 Used on EIC:   
 Model number for Part?: E6420 XFR  
 Is this a new End Item?   
 Acct Requirement Code: N  
 Serial Number Profile Required?

**Pricing**

Price:   
 Price by Order Unit!  
 Measurement  
 Quantity: 1  
 How many are in order unit?  
 Order Unit: EA

**What Initiated Request**

Request Non-Standard LIN?   
 Supports Reportable Item?(NMCS)   
 Locally Purchased?   
 Local Purchase Request   
 Procurement Card Purchase   
 Requestor AKO Email ID:

**Comments**

This material is similar in nature to 14779089 : MCHS,COMPUTER,RUGGED LAPTOP

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

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### ***Provide Non-Standard Material Details (2)***

#### **Complete the following step(s):**

27. Click the **Serial Number Profile Required?** check box.  
If the item normally requires serial number accounting.
28. Click the **Price** field.
29. Type your entry in the **Price** field (for example, **1199.00**).

System Help

Provide Non-Standard Material Details

Part Number E643FXR Description RUGGED LAPTOP

Cage Code C\_1GE11 DELL COMPUTER CORP

Force Element 40038512 W90ZMX 0047 CS BN HHC BSB HBCT

**Item Input**

Base Unit EA

FSC 7622

MATCAT Z2200

SCMC 2T

Used on EIC

Model number for Part? E6420 XFR

Is this a new End Item?

Acct Requirement Code N

Serial Number Profile Required?

**Pricing**

Price 1199.00

Price by Order Unit!

Measurement

Quantity 1

How many are in order unit?

Order Unit EA

**What Initiated Request**

Request Non-Standard LIN?

Supports Reportable Item?(NMCS)

Locally Purchased?

Local Purchase Request

Procurement Card Purchase

Requestor AKO Email ID john.r.smith@us.army.mil

**Comments**

This material is similar in nature to 14779089 : MCHS,COMPUTER,RUGGED LAPTOP Cut and past spec data so AESIP does not contact you for more info.

\* Ln 2, Co 68 Ln 1 - Ln 2 of 2 lines

ZNONSTD sapd10ci OVR

### Provide Non-Standard Material Details (3)

When entering data, be as thorough as possible.

Make an entry in every needed field and then provide as much text about the item so the PBO can make an easy review for approval and AESIP can also quickly process the item without having to do a lot of additional research.

### Complete the following step(s):

30. Click the **Requestor AKO Email ID** field.
31. Type your entry in the **Requestor AKO Email ID** field (for example, **john.r.smith@us.army.mil**).
32. Click the **Comments** field.
33. Type your entry in the **Comments** field (for example, **Cut and paste spec data so AESIP does not contact you for more info.**).
34. Click the  **Save** button.

The screenshot shows the SAP SAPD10CI OVR transaction. The main window is titled "Provide Non-Standard Material Details". The data entered includes:

- Part Number: E643FXR
- Description: RUGGED LAPTOP
- Cage Code: C\_1GE11
- DELL COMPUTER CORP
- Force Element: 40038512
- W90ZMX 0047 CS BN
- HHC BSB HBCT

The "Item Input" section shows:

- Base Unit: EA
- FSC: 7022
- MATCAT: Z2200
- SCMC: 2T
- Used on EIC: (empty)
- Model number for Part?: E6420 XFR
- Is this a new End Item?:

The "Pricing" section shows:

- Price: 1199.00
- Price by Order Unit!
- Measurement
- Quantity: 1
- How many are in order unit? (empty)

An "Information" dialog box is open, displaying the message: "Material was requested for approval: E643FXR-C\_1GE11". The dialog box has a blue header with an information icon and a close button. Below the message, there are two buttons: a green checkmark button (labeled "Continue" in the text) and a yellow question mark button.

The "Comments" section contains the text: "This material is similar in nature to 14779089 : MCHS,COMPUTER,RUGGED LAPTOP Cut and past spec data so AESIP does not contact you for more info."

The status bar at the bottom shows: ZNONSTD | sapd10ci | OVR

### Information (Dialog Box)

The *Information* dialog box displays the message *Material was requested for approval: XXXXXX:C\_XXXX*.

**Note:** The material number format for the non-standard material is *MPN:C\_Cage#*.

### Complete the following step(s):

35. Click the  **Continue** button.

System Help

**Request Non-Standard Material**

Part Number

Cage Code  DELL COMPUTER CORP

Force Element

**Similar Material**

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

Cataloged NIIN?

ZNONSTD sapd10ci OVR

### ***Request Non-Standard Material (7)***

GCSS-Army returns you to the initial *Request Non-Standard Material* screen.

You have used **ZNONSTD** to request a Non-Standard Material Master Record for a Class 7 or a Class 2 Non-Expendable item. The PBO has received the request for approval in their GCSS-Army Business Workplace.

From this screen, you can do either of the following:

- Process another request for another Non-Standard Class 7 or Class 2 Non-Expendable Item.
- Exit the transaction.

### **Complete the following step(s):**

36. You have completed this transaction.

**Summary**

You have used **ZNONSTD** to request a Non-Standard Material Master Record for a Class 7 or a Class 2 Non-Expendable item.

The PBO has received the request for approval in their GCSS-Army Business Workplace.