

Cue Card

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

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

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

Screen Title: 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.

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**.

Screen Title: 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.

5. Click the  **Continue** button.

Screen Title: Request Non-Standard Material (2)

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

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

Screen Title: Request Non-Standard Material (3)

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

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

Screen Title: 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).

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.

Screen Title: Manufacturer Cage Code X Entries found (Dialog Box)-1

11. Click the **C_1GE11 DELL COMPUTER CORP** from the list.
In this simulation, your search returned two possibilities.
12. Click the  **Copy** button.

Screen Title: 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.

13. Click the **Yes** button.

Screen Title: Request Non-Standard Material (5)

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

Screen Title: Request Non-Standard Material (6)

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

Screen Title: Restrict Value Range (1) (Dialog Box)

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.

Screen Title: 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.

19. Click the  **Copy** button.

Screen Title: Request Non-Standard Material (6)

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

Screen Title: 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**.

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**).

Screen Title: Provide Non-Standard Material Details (2)

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**).

Screen Title: 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.

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.

Screen Title: 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#*.

35. Click the  **Continue** button.

Screen Title: 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.

36. You have completed this transaction.

Results and Additional Follow-on Activities:

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.