### **HCOM Non-Catalog Categories**

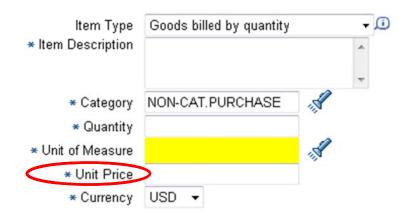
## Goods billed by quantity

**Used For:** Goods not available in the Marketplace

**Example:** (10 books at 25 USD each) **Receiving:** From quantity in packing slip

Billing: Central P.O. Box

Unit price must be entered along with quantity and item description.



#### Commonly used for:

- Lab supplies
- Computers and computer accessories
- Items from a quote
- Animals
- Electrical Parts
- Course supplies
- Custom Goods

## Services billed by quantity

**Used For:** Services

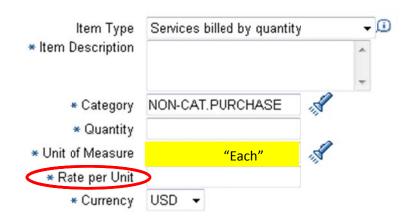
**Example:** (10 hours of service at 100 USD an hour)

Receiving: From quantity on invoice

Billing: Central P.O. Box OR Department (Note: Department is recommended for services/complicated

invoices)

Rate per Unit (typically \$/hour) must be entered along with quantity (typically hours) and service description.



#### Commonly used for:

- Temps
- Consultants
- Design work
- Labor
- Maintenance

# Goods or services billed by amount

Used For: Goods or services not available in the Marketplace – only a dollar amount is provided

**Example:** (5,000 USD of service)

**Receiving:** From \$ amount on invoice

Billing: Central P.O. Box OR Department (Note: Department is recommended for services/complicated

invoices and standing orders)

Dollar amount must be entered and service description. Note – the quantity is really the price (for example, if I order \$100,000 in consulting services it shows as a QTY of 100,000 @ PRICE of \$1).



### Commonly used for:

- Standing Orders
- Large component purchases with 20+ lines and multiple shipments
- Quotes
- Services
- Unpredictable qty delivery (catering, animals, print)
- Products with multiple invoices (including down payments)