

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.

Item Type	Goods billed by quantity	
* Item Description		
* Category	NON-CAT.PURCHASE	
* Quantity		
* Unit of Measure		
* Unit Price		
* Currency	USD	

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.

Item Type	Services billed by quantity	
* Item Description		
* Category	NON-CAT.PURCHASE	
* Quantity		
* Unit of Measure	Each	
* Rate per Unit		
* Currency	USD	

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).



The screenshot shows a form with the following fields:

- Item Type:** A dropdown menu set to "Goods or services billed by amount".
- * Item Description:** A text input field.
- * Category:** A dropdown menu set to "NON-CAT.PURCHASE".
- * Amount:** A text input field, which is circled in red.
- * Currency:** A dropdown menu set to "USD".

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)