Quick Reference	Add A New Item

Remember to use the Visual Assist 🔍 to search for information.

To	Do This
Add A New Item	## Non Stock Number System Non stock items are identified by their 5 digit NIGP code followed by –N and a 3 digit alphanumeric next number. Examples: • 00514-N001 • 20142-NA01 This naming convention was created by CSI. It is not a standard next number system. Thus, the person entering the item must carefully generate new item numbers. ## Navigation Click NIS State of Nebraska Dist & Mfg - CSI > Inventory > Inventory Master > Item Master - Non Stock ## Steps 1. Collect all required information about the item: Description, Color, Size, UOM, Price, G/L Code, etc 2. > **Add** 3. Enter the **Product Number** (2nd Item Number) 4. Enter Description 1 5. Enter Description 2 6. Enter the G/L Class code (determined by DCS/CSI accounting) 7. Enter N for Line Type 8. Enter the Commodity Class (purchasing code 1; 3 digit NIGP) 9. Enter the Commodity Sub Class (purchasing code 2; 4th & 5th digit of NIGP)