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.

![Diagram showing item type, item description, category, quantity, unit of measure, rate per unit, and currency.]

**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).

![Image of form fields for goods or services billed by amount]

**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)