NCJ FOR CONTRACT QUICK SHEET
Menu Path: Accounting > Contract Management > Non-Competitive Justifications > ZNJ_MAINT_CT_NCJ - Contract Non-Competitive Justification (NCJ)> (click on CREATE and screen below will appear.)

Maintain Contract Non-Competitive Justification (NCJ)

- Enter short description of requirement
- Detailed description of requirement
- Yes or No (use dropdown)
- Goods, Services or Both (use dropdown)
- Account #
- Enter vendor number or vendor info if vendor not in IRIS
- Enter contract start and end dates
- Total cost
- Contact person for questions about NCJ requirement
Use dropdown to choose reason for approval

Enter any comments or information that will help justify requirement. This info does not appear on NCJ form.

Click here to open additional required fields
EXPLAIN THE CIRCUMSTANCES THAT MAKE IT NECESSARY FOR YOUR DEPARTMENT TO MAKE THIS PURCHASE.

ENTER THE METHOD OF PURCHASE IF THIS WAS PURCHASED IN THE PAST. IE. COMPETITIVE BID, SOLE SOURCE PURCHASE.

ENTER INFORMATION CONCERNING THE LENGTH OF TIME THAT THE VENDOR HAS BEEN IN BUSINESS AND/OR UTC's EXPERIENCE DEALING WITH THE VENDOR.
When all information has been entered and reviewed for accuracy click on the SUBMIT icon at the top of the form to submit the NCJ for approval.