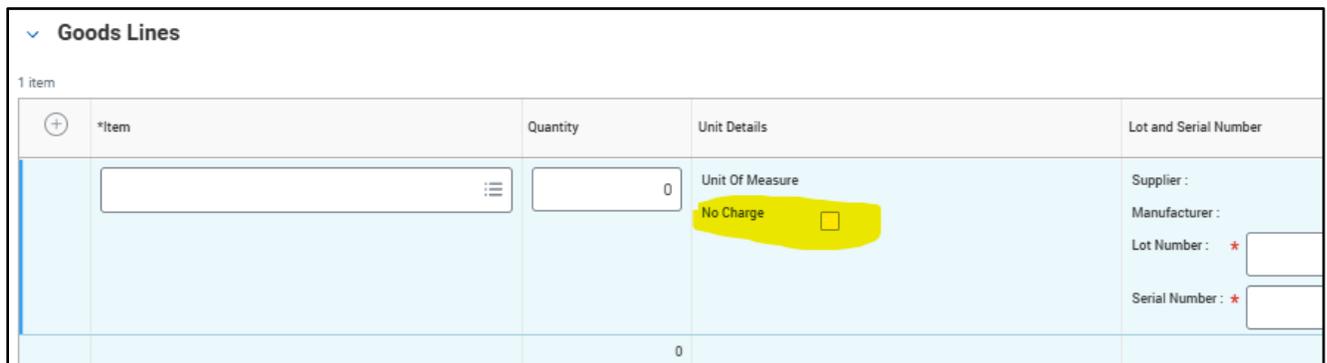# How to use the No Charge box when submitting Bill Only Requisitions

Effective 3/13/2026, a **No Charge** option will be active and visible on all new bill only requisition submissions. If for any reason it is determined that there is a product you need to include on your bill only requisition for patient tracking purposes, but it is not something you need to charge Carilion or the patient for, select the **No Charge** checkbox on that item line when you add your products to the Goods Lines section.

Examples of when you should use the **No Charge** checkbox:

- Wasted product
- Incorrect size was initially used and needed to be swapped for another size
- Cap codes or construct case scenarios

** For cases that include cap codes or construct scenarios, select the No Charge check box for applicable products used during that case. Our contracting team will continue to work with all vendors to ensure those cap codes are created correctly in the system, based on our contract with your company. Be aware that someone from the contracting team may be reaching out to you if you select the No Charge box- please respond in a timely manner to ensure your products for those cases are listed correctly in Workday. **