

Searching for Commodity Codes

Searching for commodity codes while entering a non-catalog order or if a commodity code is not supplied with your hosted or punch-out order.

“Tricks for searching for commodity codes”

- Don't use proper names; i.e. iPad or Kleenex – use computer or tissue
- Use singular instead of plural; i.e. Computers or Tissues – use computer or tissue
- Be careful when combining words – When searching on “software maintenance agreement” you may need to type in “software maintenance” or just “maintenance”

Within a non-catalog order form –

1. Click the blue magnifying glass next to the Commodity Code text box.

The screenshot shows the UNC Greensboro marketplace interface. At the top, there's a navigation bar with 'Spartie Requestor', 'Action Items', 'Notifications', and a cart icon showing '800.00 USD'. Below that, a breadcrumb trail reads 'Shop / My Carts and Orders / Open My Active Shopping Cart / Cart - 956395 - Draft Requisition'. A 'Continue Shopping' button is visible. The main content area is titled 'Shopping Cart for Spartie Requestor' and shows '8 Item(s) for a total of 800.00 USD'. A modal window titled 'Non Catalog Item' is open, showing details for 'A Better View Glass And Mirror Inc'. The form includes a 'Fulfillment Address' section with the address '1511 Holbrook St, Greensboro, NC 27403-2708 US'. Below that is a 'Distribution Methods' section. The 'Product Description' section has a table with columns: Product Description, Catalog No., Quantity, Price Estimate, and Packaging. The table contains one row: 'Windows', 'ww4', '4', '150.00', and 'EA - Each'. Below the table is a 'Product Details' section with several fields: 'Capital Expense' (checkbox), 'Commodity Code' (text box with a magnifying glass icon highlighted by a red box), 'Manufacturer Name' (text box), and 'Manufacturer Part No' (text box). To the right of these fields is a list of checkboxes for various product attributes: 'Controlled substance', 'Recycled', 'Hazardous material', 'Radioactive', 'Rad Minor', 'Select Agent', 'Toxin', 'Energy Star', and 'Green'. At the bottom of the modal are 'Save' and 'Cancel' buttons.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Windows	ww4	4	150.00	EA - Each

2. Type a description of the item that you are adding to your order in the **Description contains....** text box. In this case, an automobile window is being added to the order. Then click **Search**.

Commodity Code Search

Code starts with...

Description contains... automobile window

Search

Click Search.

Close

- The search produced no results.

Commodity Code Search

Code starts with...

Description contains... automobile window

Search

No Results Found

Close

3. If your search produces no results, try refining your search by using only part of the description. In this example the word 'automobile' has been removed. Click **Search**.

Commodity Code Search

Code starts with...

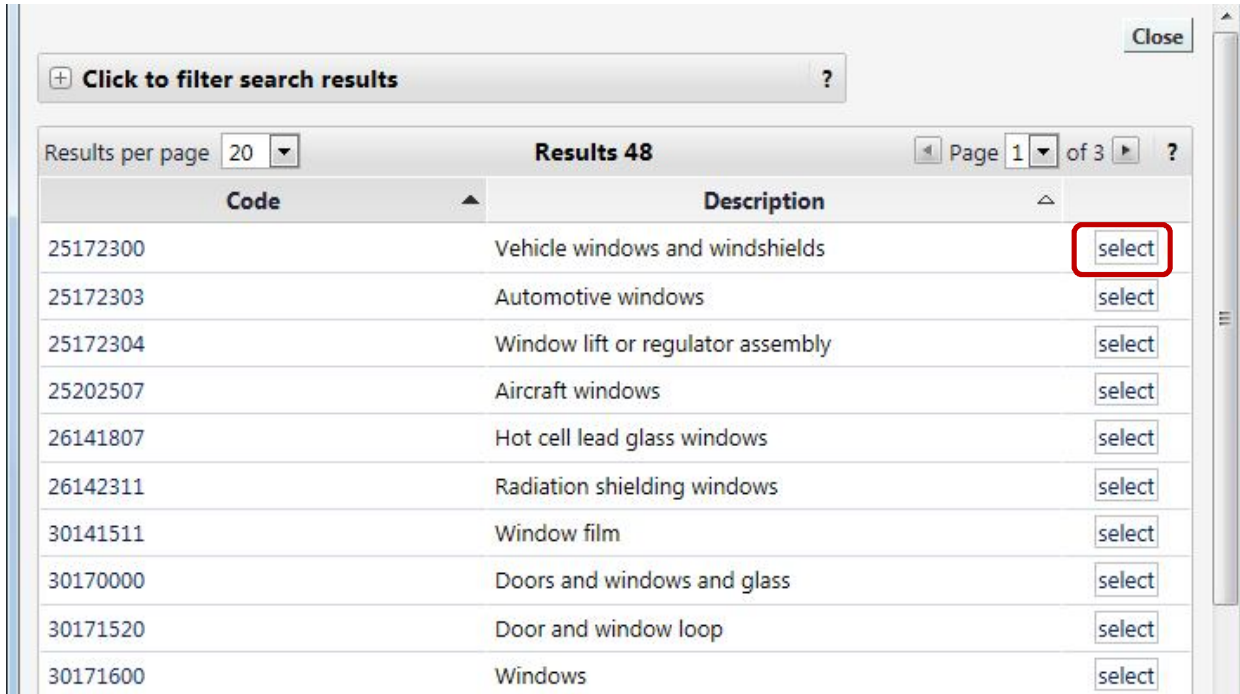
Description contains... window

Search

Click Search.

Close

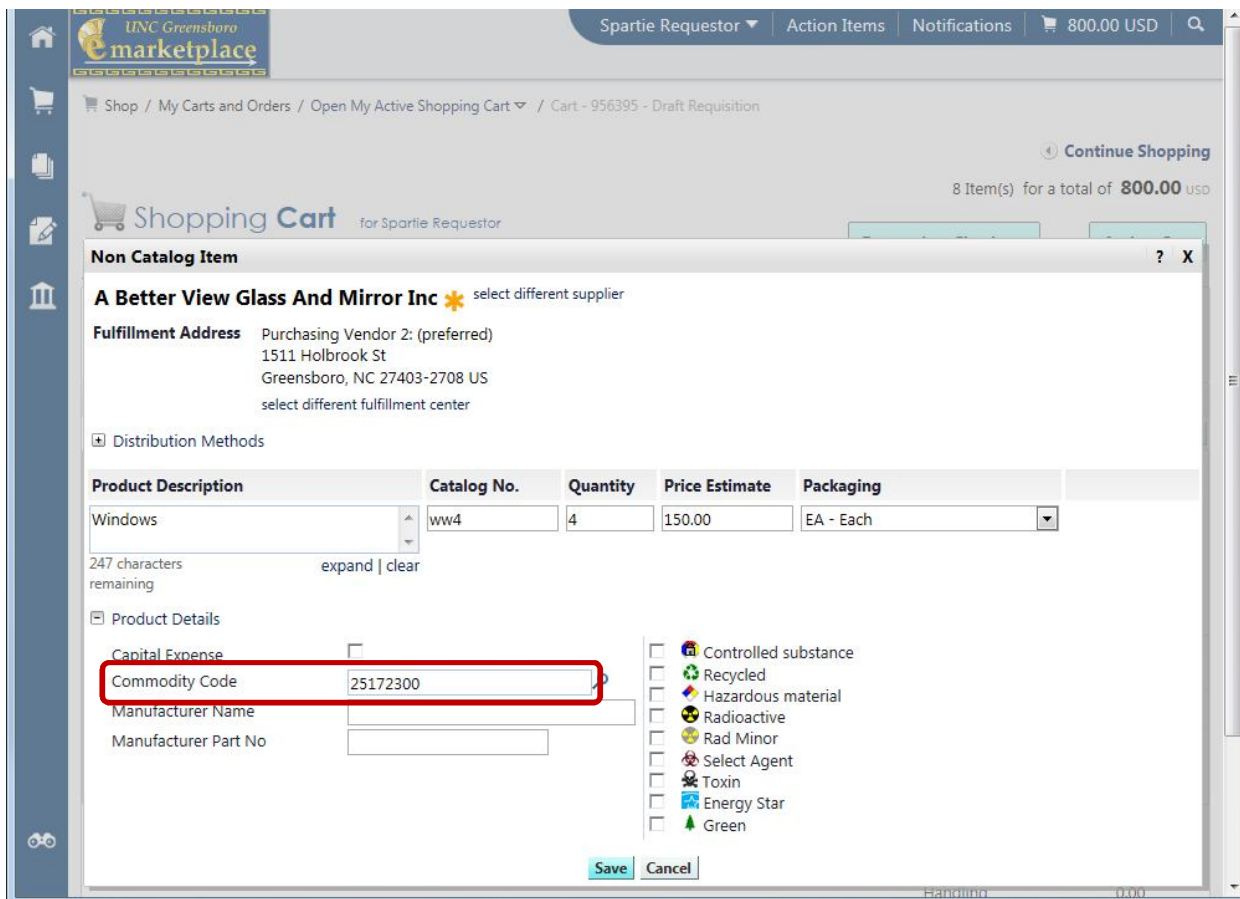
4. The search produced 3 pages of results. In this case, either of the first two results 'Vehicle windows and windshields' or 'Automotive windows' would be acceptable. Click the select link in line with the description you choose.



The screenshot shows a search results interface. At the top, there is a 'Close' button and a '+ Click to filter search results' button. Below that, it says 'Results per page 20' and 'Results 48'. The pagination shows 'Page 1 of 3'. The table has two columns: 'Code' and 'Description'. The first row is '25172300 Vehicle windows and windshields' with a 'select' button highlighted in a red box. The second row is '25172303 Automotive windows' with a 'select' button. Other rows include 'Window lift or regulator assembly', 'Aircraft windows', 'Hot cell lead glass windows', 'Radiation shielding windows', 'Window film', 'Doors and windows and glass', 'Door and window loop', and 'Windows'.

Code	Description	
25172300	Vehicle windows and windshields	select
25172303	Automotive windows	select
25172304	Window lift or regulator assembly	select
25202507	Aircraft windows	select
26141807	Hot cell lead glass windows	select
26142311	Radiation shielding windows	select
30141511	Window film	select
30170000	Doors and windows and glass	select
30171520	Door and window loop	select
30171600	Windows	select

5. You are returned to the non-catalog form with the commodity code you selected added to the Commodity Code textbox.



The screenshot shows a 'Non Catalog Item' form in a shopping cart. The supplier is 'A Better View Glass And Mirror Inc'. The fulfillment address is 'Purchasing Vendor 2: (preferred), 1511 Holbrook St, Greensboro, NC 27403-2708 US'. The product description is 'Windows', catalog number is 'ww4', quantity is '4', price estimate is '150.00', and packaging is 'EA - Each'. The 'Commodity Code' field is highlighted in red and contains the value '25172300'. There are also checkboxes for various product details like 'Capital Expense', 'Controlled substance', 'Recycled', etc. The 'Save' button is highlighted in green.

Non Catalog Item

A Better View Glass And Mirror Inc * select different supplier

Fulfillment Address Purchasing Vendor 2: (preferred)
1511 Holbrook St
Greensboro, NC 27403-2708 US
select different fulfillment center

Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Windows	ww4	4	150.00	EA - Each

247 characters remaining expand | clear

Product Details

Capital Expense

Commodity Code 25172300

Manufacturer Name

Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

[Save](#) [Cancel](#)

Punch-out or hosted order –

1. If you have a Required field: Commodity Code error, click the ' Required field: Commodity Code' link.

The screenshot shows the 'Shopping Cart' page for 'Spartie Requestor'. At the top, there is a navigation bar with 'Spartie Requestor', 'Action Items', 'Notifications', and a cart icon showing '189.98 USD'. Below the navigation, a yellow error message box states: 'Almost ready to go! The list below needs to be addressed before the cart can be submitted.' A red box highlights the message: 'Required field: Commodity Code (Line 1)'. Below the error message, there are buttons for 'Continue Shopping', 'Proceed to Checkout', and 'Assign Cart'. The cart details section shows '1 Item(s) for a total of 189.98 USD'. The 'Supplier / Line Item Details' section for 'Staples' shows a table with one item: 'Plantronics Savi Office W0100 Wireless Headset' with a unit price of 189.98 and a quantity of 1 EA. The 'Supplier subtotal' is 189.98 USD.

2. The field with the missing Commodity Code is displayed. Click the small magnifying glass.

The screenshot shows the 'Supplier / Line Item Details' section for 'Staples'. The 'Commodity Code' field is highlighted with a red box, and a small magnifying glass icon is visible next to it. The error message 'Required field' is also visible. The table below shows the item details for 'Plantronics Savi Office W0100 Wireless Headset' with a unit price of 189.98 and a quantity of 1 EA. The 'Supplier subtotal' is 189.98 USD.

3. Continue your search as you would beginning with Step 2 in the Non-Catalog instructions above.