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.

Add Non-Catalog Item

Existing Supplier

Pro/San Maintenance Supply Inc ✕ 🔍   Pro/San Maintenance Supply Inc [ep] ✳ ✕

Fulfillment Address ⌄   **Distribution Methods**

VN Purchasing Vendor 1 🏅 - PO Box 288, Durham, North Carolina 27702 United States

Item 585 items have been found containing '7300' in their Catalog No. View all in search results

Product Description ★	Item/Part Number ★	Quantity ★	Price Estimate	Enter Packaging/Unit of Measure (ie: 1/EA):
Floor Pads, Black 20" 5/CS	7300	10	59.95	CS - Case

228 characters remaining

Additional Details

Commodity Code [   ] 🔍   Manufacturer Name [   ]   Product Flags
                                                                                 ☐ 🔴 Controlled substa...

2. Type a description of the item that you are adding to your order in the Description contains…. text box. In this case, an case of Janitorial Floor pads are being added to the order. Then click Search.

Commodity Code Search ✕

[Code starts with...]   [floor pad]   [Filter]

                                             [Clear All Filters]

No results were found to match your search
Try modifying your search criteria or removing filters

[Close]

3. If the The search produced no results, try refining your search by using only part of the description. In this example the word 'floor' has been removed. Click Search. 64 results come up.

Commodity Code Search ✕

Code starts with...	pad	Filter
		Clear All Filters

Page [3] of 4   41-60 of 64 Results   20 Per Page ▾

Code ↑	Description	
44121621	Desk pads or its accessories	+
44121905	Ink or stamp pads	+
45101514	Pad printer	+
45101516	Pad printing cliche	+
46171501	Padlocks	+
46181505	Protective knee pads	+
47121608	Floor machine pads	+
47131602	Scouring pads	+
47131616	Cleaning pad holders	+

If there is a large list try to Find the item by using: Click: 'Ctrl' + 'F' Type: Floor. Click the blue + to select the code.

able=false&tmstmp=1697808278811

| 📁 Personal | 📁 Purchasing | 📁 UNCG Links | 📁 Senate | 📁 Jaggaer | 📁 IFEP | 🗓 Calendar - Allysa R... | 🔺 G |

floor   2/2   ∧ ∨ ✕

All ▾   Search (Alt+Q)   779.32 US

Commodity Code Search   ✕

45101514	Pad printer	+
45101516	Pad printing cliche	+
46171501	Padlocks	+
46181505	Protective knee pads	+
47121608	Floor machine pads	+
47131602	Scouring pads	+

4. Your code selection will populate in the field after you select it. Then Click save if you are done, or Save and Add Another if you have another item to add to this cart.

Punch-out or hosted order –

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

2. The field with the missing Commodity Code is displayed. Click the small penciel to edit this area

Pro/San Maintenance Supply Inc · 2 Items · 119.90 USD   ··· ☐

∧ SUPPLIER DETAILS 🖻 ✳

Contract   no value   PO Number   To Be Assigned

Item		Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Floor Pad		7300	CS	59.95	2 CS	ⓘ 119.90	··· ☐

∧ ITEM DETAILS 🖳   ✏

Contract: no value   Internal Note   no value
Commodity Code   no value   Internal Attachments   Add
                       ⊗ Required
                                                   External Note   no value
Restricted Item Flag   no value   Attachments for supplier Add

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

Edit Line 1: Item Details   ✕

1   Floor Pad   7300   CS   59.95   2 CS   119.90

Contract:
                                              Internal Note
Commodity Code *   [🔍]
                    ⊗ Required   1000 characters remaining   expand | clear

                                              External Note
Restricted Item Flag   No Value
                                              1000 characters remaining   expand | clear

                                                                          Save   Close