

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

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 <small>228 characters remaining</small>	7300	10	59.95	CS - Case <input type="button" value="v"/>

Additional Details

Commodity Code Manufacturer Name Product Flags Controlled substar

Manufacturer Part No.

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

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

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.

The screenshot shows the 'Commodity Code Search' interface. At the top, there is a search bar with the text 'Code starts with...' and a filter box containing the word 'pad'. Below the search bar are buttons for 'Filter' and 'Clear All Filters'. The interface displays navigation controls: 'Page 3 of 4', '41-60 of 64 Results', and '20 Per Page'. A table of results is shown with columns for 'Code' and 'Description'. The row for '47121608' is highlighted, with 'Floor machine pads' in the description and a blue plus sign in the right column. Red boxes highlight the search filter 'pad', the result count '41-60 of 64 Results', the page number '3', the '20 Per Page' dropdown, and the highlighted row.

Code ↑	Description	
44121621	Desk pads or its accessories	+
44121905	Ink or stamp pads	+
45101514	Pad printer	+
45101516	Pad printing cliché	+
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.

The screenshot shows a browser window with a search bar containing the word 'floor'. Below the search bar, the 'Commodity Code Search' interface is visible. The search results are filtered to show only items containing the word 'floor'. The row for '47121608' is highlighted, with 'Floor machine pads' in the description and a blue plus sign in the right column. Red boxes highlight the search filter 'pad', the result count '41-60 of 64 Results', the page number '3', the '20 Per Page' dropdown, and the highlighted row.

Code ↑	Description	
45101514	Pad printer	+
45101516	Pad printing cliché	+
46171501	Padlocks	+
46181505	Protective knee pads	+
47121608	Floor machine pads	+
47131602	Scouring pads	+

- 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.

Add Non-Catalog Item

Existing Supplier

Pro/San Maintenance Supply Inc

Fulfillment Address: VN Purchasing Vendor 1 - PO Box 288, Durham, North Carolina 27702 United States

Distribution Methods

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: 47121608 (Floor machine pads)

Manufacturer Name: [Empty]

Manufacturer Part No: [Empty]

Product Flags:

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

★ Required fields

Save Save And Add Another

Punch-out or hosted order –

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

Requisition • 178417612

Summary Taxes/S&H PO Preview Comments Attachments History

Accounting Codes

Chart	Index	Account	Activity
G	117042	201210	no value
g	Purchasing	Household - Janitorial Supplies	

Internal Notes and Attachments External Notes and Attachments

2 Items

Pro/San Maintenance Supply Inc • 2 Items • 119.90 USD

SUPPLIER DETAILS

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

Commodity Code: no value (Required)

Summary

Draft

Correct these issues. You are unable to proceed until addressed.

Required: Commodity Code (Line 1)

Total (119.90 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	119.90
Shipping	0.00
Handling	0.00
Total	119.90



What's next for my order?

Next Step: Purchasing Buyer Approval


Approvers: Kilar, Anthony; Logan, Michael; Riedel, Jim; Robinson, Allysa



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

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

^ SUPPLIER DETAILS  

Contract	no value	PO Number	To Be Assigned
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Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1 Floor Pad	7300	CS	59.95	<input type="text" value="2"/> CS	 119.90	... <input type="checkbox"/>

^ ITEM DETAILS  

Contract:	no value	Internal Note	no value
Commodity Code	no value ● Required	Internal Attachments	Add
Restricted Item Flag	no value	External Note	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	<input type="text" value="2"/> CS	119.90
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Contract:		Internal Note	<input type="text"/>
Commodity Code *	<input type="text"/> 	External Note	<input type="text"/>
Restricted Item Flag	No Value		

1000 characters remaining [expand](#) | [clear](#)

1000 characters remaining [expand](#) | [clear](#)