

Commodity Codes are specific reference codes that classify goods or services being purchased. In the BANNER System, Native and Self-Serve, all commodity codes begin with the letters "CD," or "IT" if they are Information Technology related, and are followed by a series of numbers. They will all take on the following format, 'CD001-000,' IT002-000.' The purposes of the codes are so the University can keep better track of where funds are being spent, including departmental reports, and especially Information Technology orders. All orders must have a Commodity Code selected for each line item, and IT Commodities cannot be mixed with non-IT Commodity codes within the same requisition.

### Selecting Commodity Codes in Internet Native

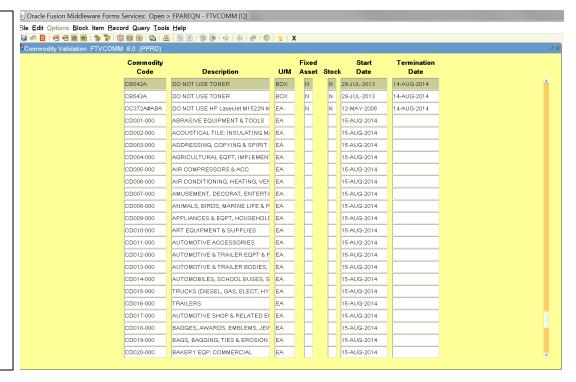
#### Step 1:

The first step is code lookup. To do this, click the down arrow beneath "Commodity" and a screen will appear with three options. Select the first option, "Commodity Validate" (FTVCOMM). Once selected, a list will appear that will contain the available commodity codes. End-users will need to choose the best possible fit from this list that classifies the goods or services.

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## Step 2:

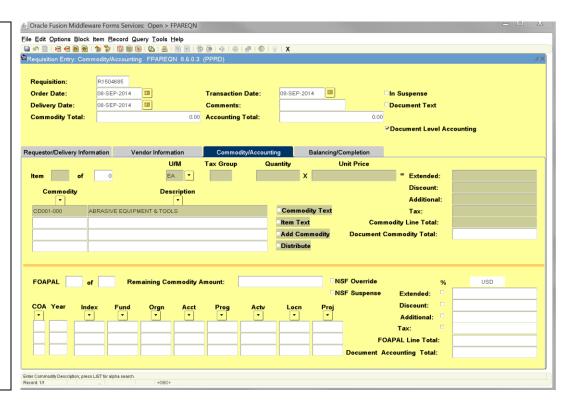
This list contains all the Commodity Codes you can choose from. However, it also contains inactive commodity codes that were inherent to BANNER and could not be removed. You should only select commodity codes beginning with the letters "CD" or "IT" as these are currently active choices. Another way to clarify is that all inactive codes have a Terminated Date' listed in the last column.





## Step 3:

You will need to detail your selection based on what you're purchasing. The Commodity Code description will autopopulate in the Description line. Here it says, "ABRASIVE EQUIPMENT & TOOLS." This is the broad description of the Commodity, and endusers should edit this by entering more specific details. For instance, the specific piece of equipment being purchased should be referenced.



# Selecting Commodity Codes in Self-Service

# Step 1:

The first step is code look-up. In the Code Lookup section, select 'Type' and choose 'Commodity.' Then click the "Execute Query" button. Once completed, this will generate a list of the available Commodity Codes to choose from.



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## Step 2:

This list contains all the Commodity Codes you can choose from. Endusers will need to choose the best possible fit from this list that classifies the goods or services.



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## Step 3:

You will need to detail your selection based on what you're purchasing. The Commodity Code description will auto-populate in the Description line. Here it says, "AUTOMOTIVE & TRAILER EQPT." This is the broad description of the Commodity, and end-users should edit this by entering more specific details. For instance, the specific piece of equipment being purchased should be referenced.

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