Business Use: Commodity Codes are needed in a Requisition to identify the item ordered.

1. Click the search box (magnifying glass to the right of the field) to search for Commodity Code of item to be purchased.

2. Search by Commodity Code or Description. Choose your preference in Search Field.

3. This example is using the Description to search. The Value is the item to be searched. Click Search.

4. A list of commodity codes is shown by the value requested.

5. Click the commodity code or description needed to populate requisition.