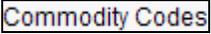


## Inquiring on Commodity Codes Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Purchasing - Agencies</b> link. 
3.	Click the <b>Commodity Codes</b> link. 
4.	Click the <b>Commodity Code Look-up</b> link. 
5.	Enter search criteria in the Query by Example (QBE) line to narrow your search.  o Entering a description or partial description, using a wildcard asterisk (*) before and after the search phrase (i.e., *FISH*) above the <b>Description</b> field will provide a listing of Commodity Classifications.
6.	Once you have viewed the items by name, you can search further by entering the first three digits of a classification code followed by an asterisk (i.e., 945*) above the <b>Item Number</b> field. The asterisk is used to search globally for the extender to the classification code that further defines the item.
7.	Entering *00 above the <b>Item Number</b> field will provide a listing of the 3-digit high level classification code for all items purchased.
8.	If searching for commodity codes (Item Numbers) for Inventory, enter an "S" in the <b>Line Type</b> and/or <b>Stocking Type</b> fields in the QBE line.
9.	Once QBE line is populated with the data to search for specific Commodity Codes, click the <b>Find</b> button. 
10.	When all searches are complete, click the <b>Close</b> button. 
11.	<b>End of Procedure.</b>