

Inquiring on Commodity Codes
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Inquiring on Commodity Codes

Inquiring on Commodity Codes Overview

All purchases must be identified within a specific category in the system. AS Materiel Division, State Purchasing Bureau, uses this category to evaluate purchases of items across state agencies, boards, and commissions.

The Commodity Codes that are used are the National Institute of Governmental Purchasing (NIGP) codes. They consist of a 3-digit classification code and a 2-digit code that further defines the item being purchased. The Commodity Codes are in the system and available to end-users.

For non-stock purchases, the 5-digit commodity code should be entered in the Inventory Number field on each detail line in a purchasing document. Additionally, the first three digits should be entered in the 3-Digit NIGP field on each detail line. The last two digits should be entered in the NIGP Sub field on each detail line.

For stock purchases, the 11-digit commodity code (Item Number) should be entered in the Inventory Number field on each detail line in a purchasing document. Additionally, the first three digits should be entered in the 3-Digit NIGP field on each detail line. The last two digits should be entered in the NIGP Sub field on each detail line.

In addition to identifying NIGP codes, the Commodity Code Look-up can be used to identify contracts already established by AS Materiel Division – State Purchasing Bureau. If a contract exists for an item or service, a purchase order must be generated from that specific contract. The contract number is listed in the Search Text column and the contract expiration date appears in the User Date column.

For more information on a specific contract, navigate to the Contract Search on the AS Materiel Division - State Purchasing Bureau website. The Search Text column is numeric and upper case. (Example: 12345 OC)

Inquiring on Commodity Codes Lesson

Procedure

The tasks in this documentation provide end users with the tools to enter data and collect data in the system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies.

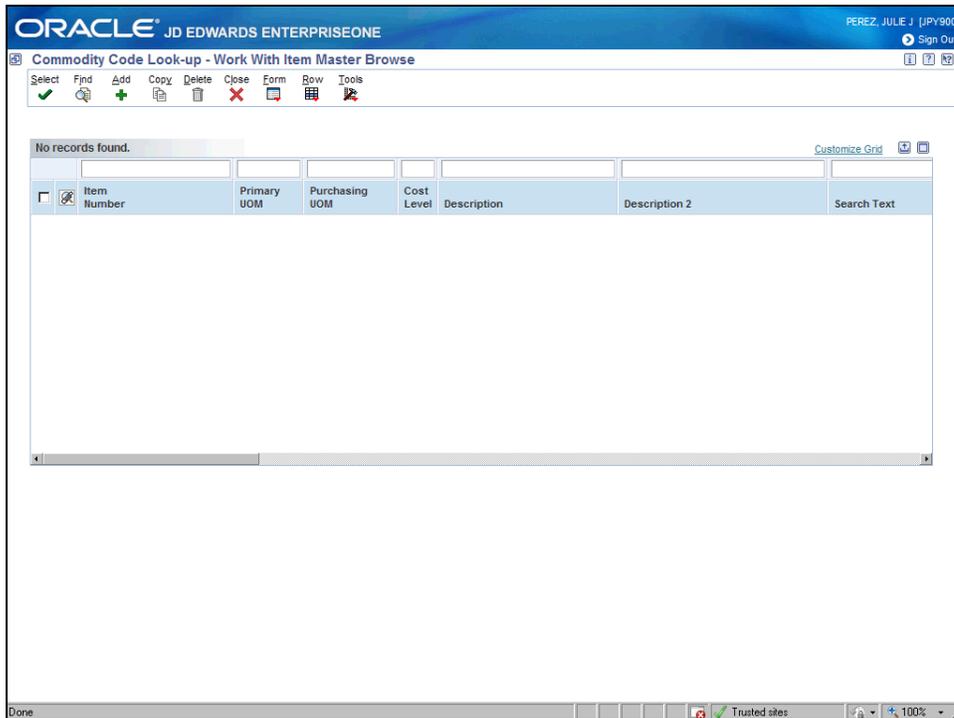
For further information concerning State Statutes and policies, please refer to both internal agency resources and Administrative Services website: <http://www.das.state.ne.us/>.

Step	Action
1.	Click the State of Nebraska link. State of Nebraska

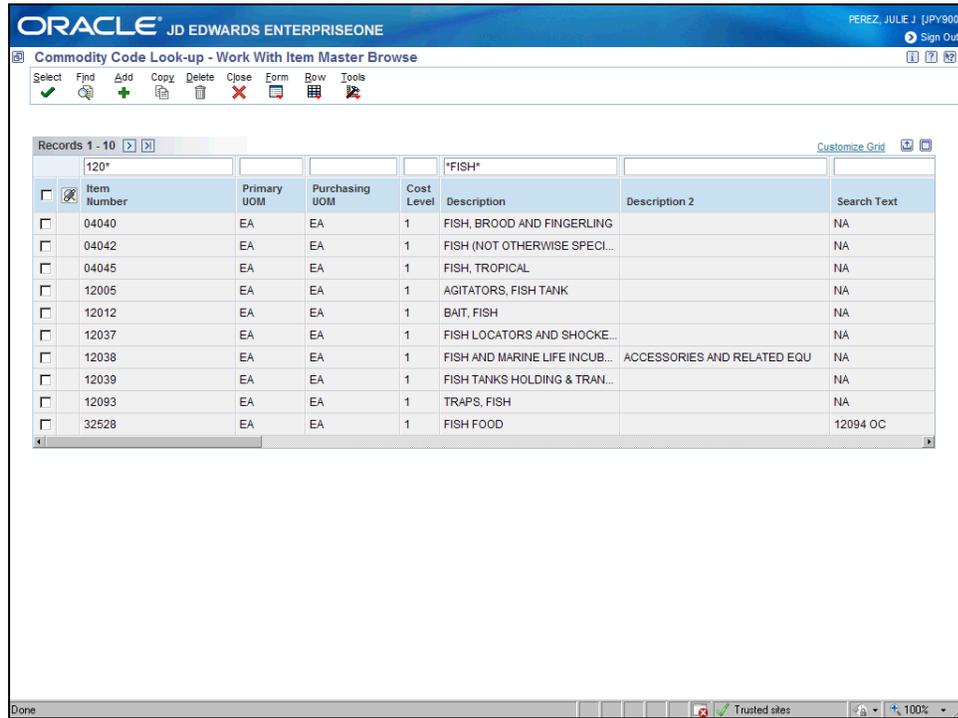
Training Guide

Inquiring on Commodity Codes

Step	Action
2.	Click the Purchasing - Agencies link. Purchasing - Agencies
3.	Click the Commodity Codes link. Commodity Codes
4.	Click the Commodity Code Look-up link. Commodity Code Look-up



Step	Action
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 Description 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 Item Number 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 Item Number 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 Line Type and/or Stocking Type fields in the QBE line.



Step	Action
9.	Once QBE line is populated with the data to search for specific Commodity Codes, click the Find button. 
10.	When all searches are complete, click the Close button. 
11.	End of Procedure.