

Creating Commodity Contracts Overview
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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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Once an agency creates and approves a Purchase Requisition (OR) for a Commodity Contract, the document will route to AS Materiel Division, State Purchasing Bureau to be competitively bid and awarded. Once a Commodity Contract is awarded, it is available for use by agencies, boards, and commissions.

Commodity Contracts (OC) in the system are associated with one of the following the business units: 9000, 9001, or 9002. Each agency is responsible for generating a Purchase Order from the Commodity Contract. Because there has already been a formal bidding process, Purchase Orders (OG) do not route to AS Materiel Division, State Purchasing Bureau. Using query by example, QBE, you can narrow your search for a specific Commodity Contract.