

Creating Commodity Contracts

Overview

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 NIS are associated with the business unit, 9000, 9001, 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 DAS Materiel Division, State Purchasing Bureau. Using query by example, QBE, you can narrow your search for a specific Commodity Contract.