

Remember to use the Visual Assist  to search for information.

To	Do This
Inquire on Vendor-Commodity Codes Catalog	<p>Navigation: Purchasing – Agencies > Commodity Codes > Vendor Commodity Code Catalog</p> <p>Start this instruction from the Vendor-Commodity Code Catalog – Work With Supplier Catalogs window.</p> <ol style="list-style-type: none">1. Enter NIGP in the Catalog field in the header.  This narrows your search to only commodity codes.2. Enter the 5-digit commodity code in the QBE line above 2nd Item Number field.3. Click Find.  This will provide a listing of all vendors that have indicated they can provide the item.4. If you do not want to view the catalog information, skip to Step 9.5. Choose a Supplier to review their catalog information.6. Click Select. The Vendor-Commodity Code Catalog – Supplier Catalog Revisions window appears.7. Review the information.8. Click Cancel.9. Click Close.