

Remember to use the Visual Assist  to search for information.

To	Do This
<p>Inquire on Commodity Codes</p>	<p>Navigation: Purchasing – Agencies > Commodity Codes > Commodity Code Search</p> <p>Start this instruction from the Commodity Code Search – Work With Item Master Browse window.</p> <ol style="list-style-type: none"> 1. Enter search criteria in the QBE line to narrow your search. <ul style="list-style-type: none"> • Entering a description or partial description, using a wildcard (" * ") before and after the search phrase (i.e., *fish*) above the Description field will provide a listing of Commodity Classifications.  Must use lower case when entering a description. <ul style="list-style-type: none"> – 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*). The asterisk is use to search globally for the extender to the classification code that further defines the item. • Entering *00 above the 2nd Item Number field will provide a listing of the 3-digit high level classification code for all items purchased. 2. Click Find. This example uses a search for the high level classification codes. 3. View the list of the Commodity Classifications. <ul style="list-style-type: none">  If you used the Description to obtain the list of corresponding classification codes, repeat Steps 1 - 3. 4. Click Close.