📄 Inquiring on Commodity Codes/Commodity Contracts

Overview

All purchases must be identified within a specific category in NIS. 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.

⚠️ Descriptions on the Commodity Code search are in lower case. Therefore, the end user *must* use lower case letters when searching with the QBE (query-by-example) line.

In addition to identifying NIGP codes, the Commodity Code Look-up can be used to identify contracts already established by AS Materiel – 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 will be listed in the Search Text column and the contract expiration date will appear in the User Date column. For more information on a specific contract, navigate to the Contract Search on the DAS Materiel - State Purchasing Bureau website.

⚠️ The Search Text column is numeric and upper case. (Ex. 12345 OC)

This work instruction shows how to Inquire on Commodity Codes.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.state.ne.us/.

Navigation

Click Roles, Procurement.
(Citrix users – right click on the menu, choose View by Role, choose Procurement.)

Purchasing – Agencies > Commodity Codes > Commodity Code Look-up

or

Click Roles, Inventory.

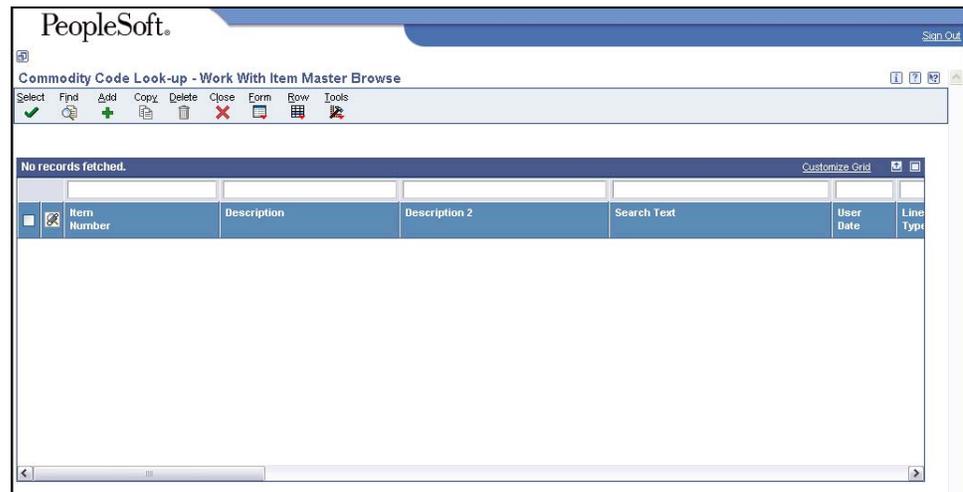Inventory > Inventory Purchase – Agencies > Commodity Codes > Commodity Code Look-up

Or

For CSI Click Roles, Procurement

Dist & Mfg – CSI > Purchasing > Commodity Codes > Commodity Code Look-up

Steps

Inquire on Commodity Codes

Start this instruction from the Commodity Code Look-up – Work with Item Master Browse window.

1. Enter search criteria in the QBE line to narrow your search.

    - 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 upper case when entering a description.

      – 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.
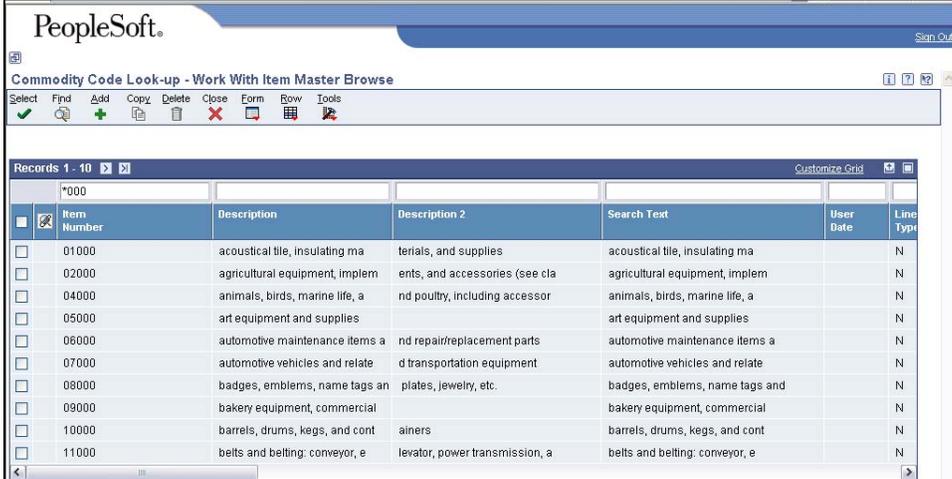
- Entering *OC* (for Commodity Contract) or *O4* (for Service Contracts above the Search Text field will provide a listing of all commodity codes that are on a Commodity or Service Contract.

  ⚠️ Must use upper case when entering a Search Text. (Ex. 12345 OC, not 12345 oc)

- Entering *00 above the Item Number field will provide a listing of the 3-digit high level classification code for all items purchased.

  ✏️ 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.

2. Click **Find**. This example uses a search for the high level classification codes.

3. View the list of the Commodity Classifications.

✏️ If you used the Description to obtain the list of corresponding classification codes, repeat Steps 1 - 3.

✏️ If searching for a contract, note the contract expiration date appears in the User Date field.

4. Click **Close**.