Add Commodity Code at the Line Level

1. **Non-Catalog Requisition**
   - You need to assign a commodity code on each line of your non-catalog order.
   - You will see the required fields on the right side of the draft requisition.

2. **Select the Code**
   - You can simply click on **Required: Commodity Code (line 1)** link and a dialog box will open that particular line.
   - If you know the commodity code you need to use, enter the appropriate commodity code by typing it in the dialog box.
   - If you do not know the code, use the **Search icon** option to search all the commodity codes.

3. **Search the Code List**
   - When you click the Search icon, the commodity code list appears.
   - The list is divided into 14 categories. You can expand each folder to view the commodity codes. Click the arrow icon to expand each folder.

   - **Quick search**
     - General
     - Science
     - Office Supplies
     - Maintenance Repair, Operations (MRO)

   - You can also use the **Quick Search** feature at the top of the dialog box to narrow your list options.

   - Type in a word to search for the commodity code that describes your product or service.

For assistance, call Procurement Service Help Desk at 631-4289 or email at buy@nd.edu
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4. Assign to Multiple Lines
   • If you have the same type of product on multiple lines in your requisition, you can simply assign the same commodity code to the multiple lines at the same time.
   • Click in the box to the right above the first line item.

5. Select the Code
   • Choose Change Commodity Code from the menu options.
   • If you know the commodity code you need to use, enter the appropriate commodity code by typing it in the dialog box.
   • If you do not know the code, repeat the process outlined in step #3.
   • Click Save Changes