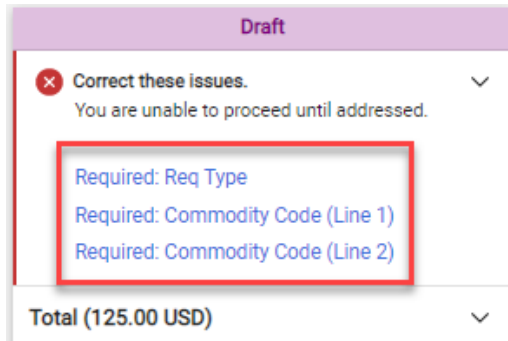



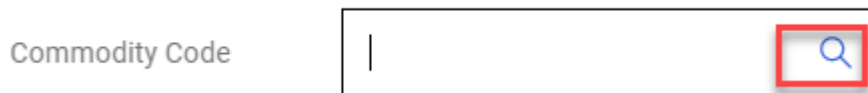
1. Non-Catalog Requisition

- 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.





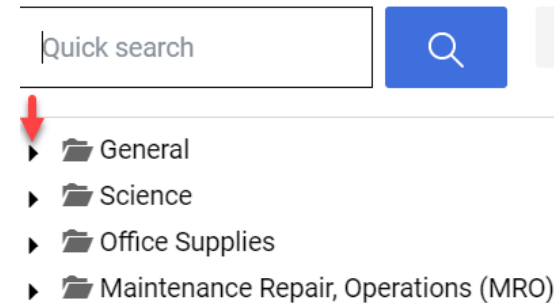
2. Select the Code

- 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.

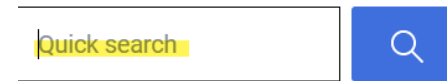


3. Search the Code List

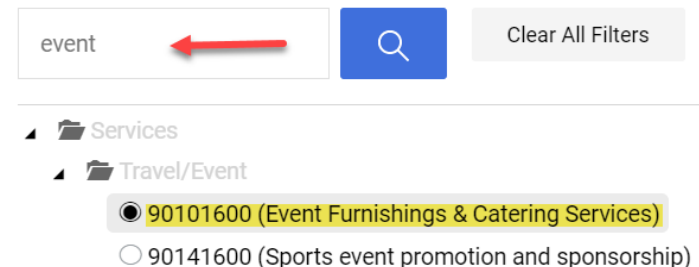
- When you click the Search icon,  the commodity code list appears.
- The list is divided into 14 categories. You can expand each folder to view the commodity codes. Click the arrow icon  to expand each folder



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



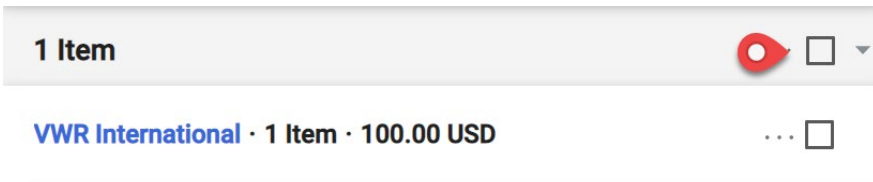
- Type in a word to search for the commodity code that describes your product or service.



Add Commodity Code at the Line Level

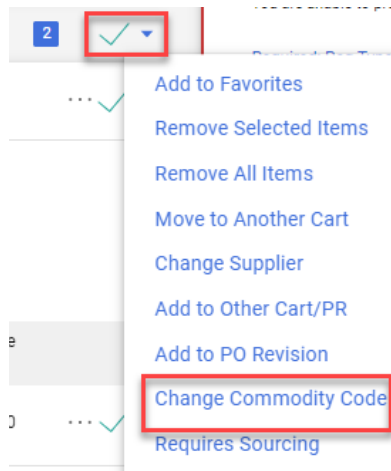
4. Assign to Multiple Lines

- 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**

