buyND+

A New Design for a New Decade

buyND+ Newsletter

As an active buyND user, you are receiving this email to keep you up-to-date on the buyND+ tool.

New Commodity Code List in buyND+ Coming February 27th

We are improving the commodity code list in buyND+. Updating the list will improve and simplify the process for you when creating requisitions in buyND+.

Procurement Services is dedicated to maintaining strong relationships with current and new suppliers. Using commodity codes allows us to track university spending more accurately, giving us the leverage to negotiate discounts with our suppliers, which results in cost savings for your department.

What are Commodity Codes?

Commodity codes are standard classification codes for products and services used to detail where money is spent within the university. Using these codes tells Procurement Services what kinds of items are purchased most, so we can build better contracts to serve your needs.

Why are we changing the current list?

In order to improve tracking the university spend, the commodity codes that you enter on each requisition will be expanding to include more commodities. The current code list has been used since 2004 in buyND+ and does not give us enough detail when reporting spending.

What does this mean for you?

The new commodity code list will make your purchasing in buyND+ **faster and easier**:
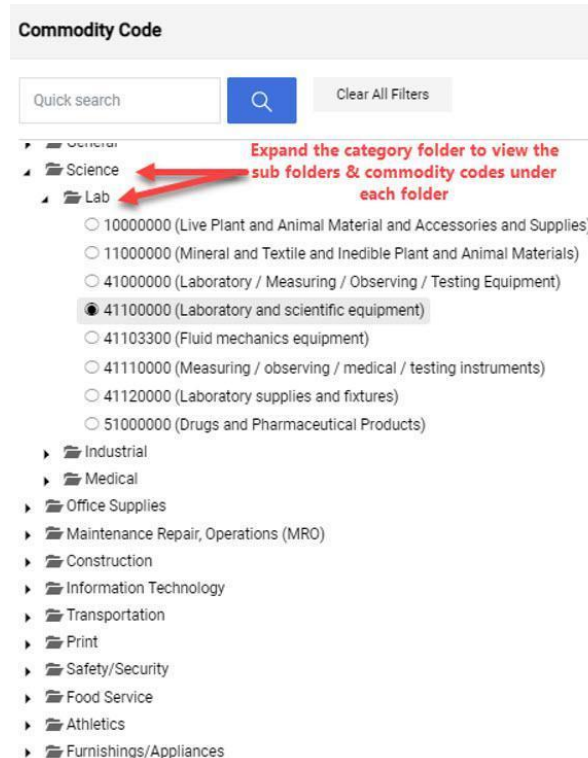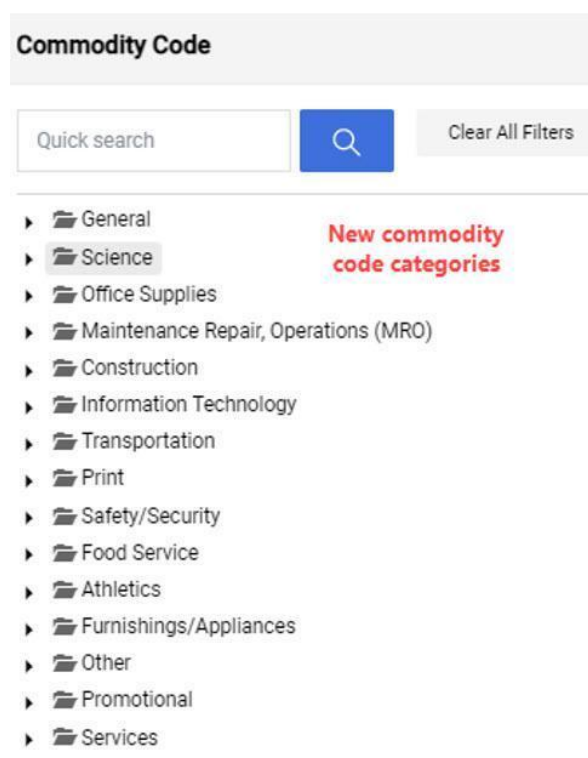
** **Punchout and Hosted catalog supplier orders**: You will no longer need to add a commodity code per line on your requisitions when using a punchout or hosted catalog supplier. The **commodity code will fill in automatically** in your requisitions.

** **Non-Catalog orders**: You will continue adding a commodity code per line on your requisitions when purchasing on a non-catalog form. However, the list will display in a hierarchy so you can choose the category folder, and the commodity codes will expand under that category for easy viewing.

** The new codes are organized in a hierarchy list to help you find the right code quickly.

** A commodity code search function now exists to help you filter to the correct code quickly.

New Commodity Code List in buyND+

More Information

Please visit our [website](#) to view a comparison chart that shows our current commodity codes and the new codes. You can also

view the quick reference guide explaining the process of adding codes to your non-catalog requisitions.

Tracking University spending is a top priority for Procurement Services and the University. We appreciate your assistance in properly identifying your purchases in buyND+.

UNIVERSITY OF
NOTRE DAME

Procurement Services
buy@nd.edu
574-631-4289