

## Commodity Code Search

### When Do I Need to Search for a Commodity Code?

For all items, commodity code is a required field. If you are purchasing an item from a catalog, the commodity code is pre-populated, and you will not have to search for a code. If you are using a form or using the Non-Catalog Item form, you will need to manually search for or enter a commodity code.

You can manually type in a commodity code if you know it. However since there are over 42,000 codes typically you will have to search for a code.

To search for a code, click the Search icon next to the Commodity Code field.



Commodity Code  

[Click here to search for a commodity code](#)

### How Do I Search for a Commodity Code?

Once you click on the Search icon next to the Commodity Code field, you will get a search box just like the one pictured below. Type a description of the item or service you are purchasing in the “Description Contains” box, and click Search.



**Commodity Code Search** ?

Code starts with...

Description contains...

[Search](#)

### What If I Can't Find What I'm Looking For, or Don't Get Any Results?

When searching for a commodity code “less is more”. Generally it is better to only use one word because if you use multiple words and it is not exactly like that in the system you will not get any results. Commodity codes will provide great reporting information for the institution and your departments on what items are being ordered.

If you do not get any results or you get too many results you can select the Click to filter search results box to narrow or expand your search results.



[Click to filter search results](#) ?

You can search by entering the item in the description contains box and enter the first two digits of the commodity code in the Code starts with box.

**Commodity Code Search** ?

Code starts with...

Description contains...

[Search](#)

[+ Click to filter search results](#) ?

Results Per Page  **Results 10** Page 1 of 1 ?

Code	Description	
42292900	Suture and surgical tissue closure instruments and related products	<a href="#">select</a>
42292904	Surgical suture or wire passers or related products	<a href="#">select</a>
42312200	Suture and related products	<a href="#">select</a>
42312201	Suture	<a href="#">select</a>
42312203	Suture buttons or bridges or related accessories	<a href="#">select</a>
42312204	Suture boots and anchors and capturing device	<a href="#">select</a>
42312205	Suture carts or racks	<a href="#">select</a>
42312206	Suture needles	<a href="#">select</a>
42312207	Suture removal kits or trays or packs or sets	<a href="#">select</a>
42312208	Suture removers	<a href="#">select</a>

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Select the word *select* or the **Code value** then the commodity code field should be populated

[Product Details](#)

Commodity Code  [🔍](#)

**NOTE:** If you do not see the exact name then pick the item that is in the same family of the item

## Hints and Tips

- You may not be able to find a code directly for the item being purchased, but you should be able to find a code for the *item's use*. For example, if you trying to purchase a “MGMT Pyro Kit (48)” you will not find a code for that exact description. However, you will find a code for “Diagnostic” or for “Assays”, either of which would be applicable in this case.
- Using the “Code Starts with ....” box is helpful in filtering your results, or finding the correct code. If you are searching for a code for lawyer services, you will not find “lawyer”, but you will find “law”. However, just searching on ‘law’ will give you over a hundred results, most of which have nothing to do with lawyers or legal services. Legal services, however, are part of the codes for Professional Services, which start with “80”. Putting 80 in the “Code Starts with ....” box will reduce your search results to a manageable level. Use the table below to know which code to put in the “Code Starts with ....” box.
- Close is generally good enough. Please do not take an hour to search for a commodity (or even 10 minutes). Try using an alternative word to find a commodity code that is close to what you are buying.
- Make sure that purchased services are using a code relating to services, not goods. Services will start with a code beginning in in 7, 8 or 9. Commodity codes for goods start with 1 through 6.

Commodity Code starts with ...
10-Live Plant and Animals
12-Chemicals including Reagents and Gases
14-Paper Materials and Products
15-Fuels and Fuel Additives
22-Building and Construction Machinery and Accessories
23-Industrial Manufacturing and Processing Machinery and Accessories
24-Material Handling and Storage Accessories and Supplies
25-Commercial and Private Vehicles and their Accessories
26-Power Generation and Distribution Machinery and Accessories
27-MRO Supplies
30-Structures and Building Components and Supplies
32-Electronic Components and Supplies
39-Electrical Systems and Lighting and Components and Accessories and Supplies
40-Distribution and Conditioning Systems and Equipment and Components
41-Lab Equipment & Supplies
42-Medical Equipment and Accessories and Supplies
43-Information Technology Broadcasting and Telecommunications
44-Office Products and Supplies
45-Printing, Photographic and A/V Equipment and Supplies
46-Security and Safety Equipment and Supplies
47-Cleaning Equipment and Supplies
49-Sports and Recreational Equipment and Supplies and Accessories
50-Food Beverage and Tobacco Products
51-Drugs and Pharmaceutical Products
55-Published Products incl. Signage & Accessories
56-Furniture and Furnishings
60-Musical Instruments and Arts & Crafts
72-Building and Construction and Maintenance Services
73-Industrial Production and Manufacturing Services
76-Industrial Cleaning Services
77-Environmental Services
78-Transportation and Storage and Mail Services
80-Management and Business Professionals and Administrative Services
81-Engineering and Research and Technology Based Services
82-Editorial and Design and Graphic and Fine Art Services
83-Public Utilities and Public Sector Related Services
84-Financial and Insurance Services
85-Healthcare Services
86-Education and Training Services
90-Travel and Food and Lodging and Entertainment Services
91-Personal and Domestic Services
92-National Defense and Public Order and Security and Safety Services