Overview
Commodity codes or category codes are a means to quickly retrieve data on various items or services ordered by purchasing. The commodity code system is based on the National Institute of Governmental Purchasing (NIGP) Commodity/Service Codes. Typically for CSUEB these consists of 5 numbers with items beginning with 9 denoting services and codes beginning with numbers other than 9 as commodities. Commodity codes are required for the creation of all purchase orders.
Create a Category

Navigate to Items > Define Controls > Item Categories

1. Enter SetID HW001 (Default)

2. If creating a new category, click the Add a New Value tab

3. Enter a Category

*Note: A Category is usually a five digit number that can be found in the NIGP (National Institute of Governmental Publishing) Commodity/Service Code Alphabetical Index.*

As an example for Ice Cream Containers, the correct code is 24520.

4. Click Add
The Category Definition page displays.

5. Enter Description

6. Enter Short Description (up to 10 letters)

Note: Use capital letters.

7. Enter USD for Currency

8. Enter the six digit Account code for the item


10. Click the Category Definition 2 tab

The Category Definition 2 page displays.

11. Open Matching Controls section (This is the area where tolerances are set.)
12. If this is a service, you will leave the tolerances set at zero. This allows for multiple payments on unit one for a Job or Lot.

13. If a commodity, enter the over and under tolerances.

Note: CSUEB practice had been an over of 10% and $100 with the same criteria for under.

14. Open Receiving Controls section
The Receiving Required area should default as Required for any code that does not begin with a 9. For a code begins with 9, it should default to Do Not. If it does not, correct it at this point. Never Select Optional.

15. Click Save
You will be given the warning message about not be allowed to over receive.

16. Click OK

This will take you to a screen that will ask about Item Catalogs. We do not use Item Catalogs.

17. Click No

18. Click Save

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).