

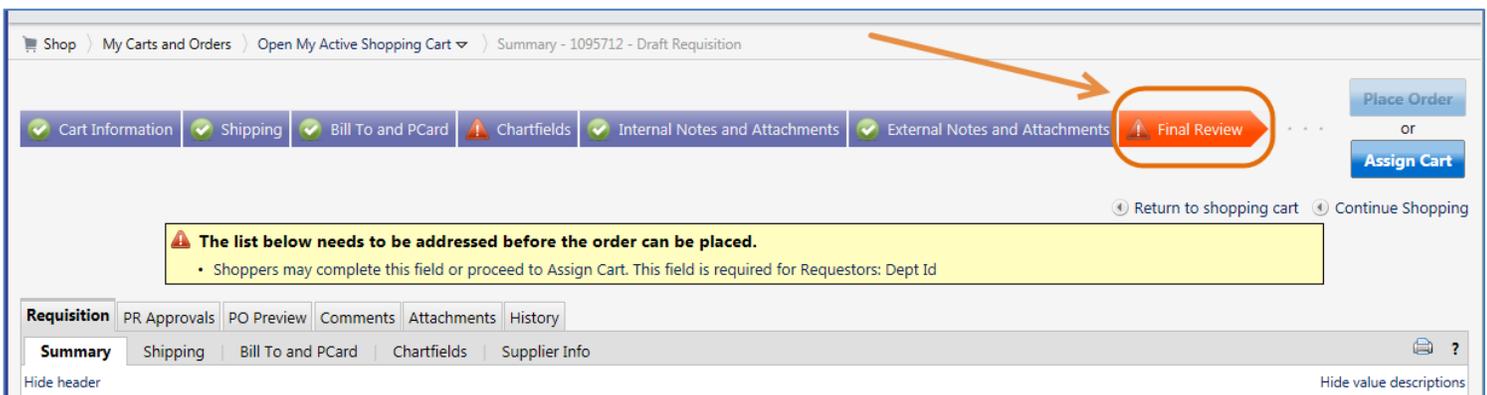
Searching for Commodity Codes

Overview

Use this instruction guide to search for and select the correct Commodity Code in myUF Marketplace. Although enabled vendors in myUF Marketplace supply the Commodity Code, for forms and Non-Catalog Item forms, the requestor will need to enter it. This guide is for use by requestors--use the security role UF_N_MKT_Requestor.

To access myUF Marketplace as a requestor:

- a. Log on to **http://my.ufl.edu** using your Gator Link username and password.
 - b. Click **Nav bar > Main Menu > My Self Service > myUF Marketplace**.
1. From within a Draft Requisition, click the **Final Review** tab in the arrow shaped ribbon at the top of the page. For help see the "Completing a Requisition in myUF Marketplace" instruction guide.



2. Scroll to the bottom of the review screen and under the Product Description section of the Final Review; click the **edit** button next to the item that you would like to search for its commodity code.

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | |
|---|--------------|------------------|---|-------------|------------------|--------------------------------------|
| 1 Sunscreen Pk50 more info... Manufacturer Name: NORTH BY HONEYWELL Manufacturer Part Number: 122000X More Information URL: http://www.grainger.com/Grainger/it... UNSPSC: 42-17-19-17 more info... | 2AZ93 | EA | 30.60 | 1 EA | 30.60 USD | <input type="checkbox"/> edit |
| Commodity Code: 42170000 Emergency and field medical services products | | | Internal Note: no note | | | |
| | | | Internal Attachments: add attachment... | | | |
| | | | External Note: no note | | | |
| | | | Attachments for supplier: add attachment... | | | |

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- In the edit screen, click the **magnifying glass** icon next to Commodity Code to search for commodity codes.

| Edit Line | | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price |
|---|------------------------------|---|------------------|---|----------|------------|
| 1 | Sunscreen Pk50 more info... | 2AZ93 | EA | 30.60 | 1 EA | 30.60 USD |
| Manufacturer Name: NORTH BY HONEYWELL Manufacturer Part Number: 122000X More Information URL: http://www.grainger.com/Grainger/it... UNSPSC: 42-17-19-17 more info... | | Commodity Code: 42170000 Emergency and field medical services products | | Select price or contract... Internal Note: <input type="text"/> expand clear External Note: <input type="text"/> expand clear | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | | | | |

- The following search screen will appear:

[-] **Commodity Code Search** ?

Code starts with...

Description contains...

Search Tips

- Enter a broad term in the **Description contains...** field such as "conferences" or "maintenance".
 - For example, instead of "pencils", enter "supplies" and click the **Search** button.
 - For pencils, use the Commodity Code 44120000 for Office Supplies.
- Another example; for "gasoline" enter "fuel" – think in general terms.
 - For this term, only two Commodity Codes are displayed.
 - For "gasoline," use 15000000 Fuels and Fuel Additives and Lubricants and Anti Corrosives.
 - Remember, Commodity Codes are very general.

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Close

+ Click to filter search results ?

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| Code | Description | |
|----------|---|--------|
| 15000000 | Fuels and Fuel Additives and Lubricants and Anti corrosives | select |
| 15130000 | Fuel for nuclear reactors | select |

3. Commodity Codes are listed by topic--use the **first two digits** to identify codes grouped together by topic.
 - a. For example, if the Category Code for electron microscopes is 41111700, enter the first two digits, "41" in the **Code starts with...** field.
 - b. The results will display 41000000 Laboratory and Measuring and Observing and Testing Equipment as the main topic and all subtopics below it.
 - c. For example, a centrifuge would fall under 41100000 Laboratory and Scientific Equipment and Accessories.

4. To open the search fields again, click the link **+ Click to filter search results**.

Close

+ Click to filter search results ?

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| Code | Description | |
|----------|--|--------|
| 41000000 | Laboratory and Measuring and Observing and Testing Equipment | select |
| 41100000 | Laboratory and scientific equipment and accessories | select |
| 41103000 | Laboratory cooling equipment | select |
| 41103007 | Chilling units or cold water circulators | select |
| 41103300 | Fluid mechanics equipment | select |
| 41103400 | Controlled Environment Chambers and Accessories | select |
| 41103500 | Fume hoods or controlled flow cabinets or stations | select |
| 41106005 | Nucleic acid radioactive labeling kits | select |
| 41106202 | Bacterial strains | select |
| 41106600 | Lab Vectors | select |
| 41110000 | Measuring and observing and testing instruments | select |
| 41111700 | Electron microscopes | select |
| 41115307 | Lasers and Laser Sources | select |
| 41115700 | Chromatographic measuring instruments and accessories | select |
| 41120000 | Laboratory supplies and fixtures | select |

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Sample Topic Groupings

| Topic Digits | Commodity Code | Description (Topic Headings) and Examples |
|--------------|----------------|---|
|--------------|----------------|---|

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| | | |
|----|----------|--|
| 10 | 10000000 | Live Plant and Animal Material and Accessories and Supplies Examples: Animal Feed 10120000 and Live Animals 10100000 |
| 25 | 25000000 | Commercial and Private Vehicles and Accessories Example: No subtopics – includes ALL vehicles and tires |
| 27 | 27000000 | MRO Supplies (Maintenance Repair and Operations) Example: Hand Tools 27110000 |
| 30 | 30000000 | Building Construction Components and Supplies Example: Gaskets and Seals 31180000 |
| 43 | 43000000 | Information Technology Broadcasting and Telecommunications Examples: Analytic and Scientific Software 43232605 Mobile Phones 43191501 and Computers 43211500 |
| 50 | 50000000 | Food and Beverage Products Example: No subtopics |
| 70 | 70000000 | Farming, Fishing, Forestry and Wildlife Contracting Services Example: No subtopics |
| 78 | 78000000 | Transportation and Storage and Mail Services Example: Vehicle maintenance and repair services 78180000 |
| 83 | 83000000 | Utilities and Related Services Example: Mobile Communications Services 83116000 |
| 94 | 94000000 | Organizations, Clubs and Associations (Dues and Memberships) |

For a full list of Commodity Codes, go to
<http://purchasing.ufl.edu/departments/myufMarketplace/default.asp>.

For more help, e-mail procurement@ufl.edu or contact the Procurement Services Help Desk at 392-1335