

Commodity Codes:

Standard Operating Procedure (SOP)

1. Purpose

This SOP provides guidance for properly selecting and applying commodity codes on requisitions. Commodity codes classify goods and services, allowing purchases to be consistently tracked for budgeting, reporting, and compliance. They support spend analysis and ensure requisitions follow the appropriate approval workflows and contracts.

2. Scope

This procedure applies to all staff responsible for entering requisitions into the procurement system.

3. Procedure

1. Create a requisition following the standard requisition process.
 - In the requisition form, find the Commodity Code box.
2. Search for a Code
 - Click the magnifying glass icon next to the Commodity Code box.
 - In the "Description Contains" field, enter a keyword related to your purchase (e.g., office supplies).
3. Select the Correct Code
 - Review the list of results and choose the most applicable code for your purchase.
 - If a specific code has been advised (e.g., software or Sodexo), always select that code regardless of other options.
4. Apply the Code
 - Once selected, confirm that the commodity code populates the field on your requisition.
5. Finalize the Requisition
 - Complete the remaining requisition details.
 - Submit the requisition for approval through the standard workflow.