# Commodity Code Functionality

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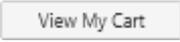
# Commodity Code Functionality

## Introduction

In this segment of our purchasing training we cover "Commodity Code Functionality in SDezBuy". The South Dakota Board of Regents has invested in a tool to make it easier for users to determine the commodity code selection on hosted and punchout catalog orders. When using one of the SDezBuy punchout or hosted catalogs, commodity codes will auto-populate each line in the cart for all those commodity codes that have currently been mapped. In addition, this tool allows the user to assign the same commodity code to all lines at one time.

It is important to note that **not all** commodity codes have been mapped for all items. The Purchasing Office will continue to make updates to the functionality so that the commodity code will auto-populate more and more items. There may also be a "miss-mapped" code from time to time. Users will be able to manually update a code for one or many in their shopping cart or on the requisition summary screen.

The approval routing process has not changed. Since the requisition routes to the appropriate approvers, one of which is the buyer, based on the commodity code used, it is important that users continue the process of changing all lines on the entire order to a single commodity code. In our demonstration, you will see how this can be done easily with this functionality.

One other thing that has changed due to our auto-populating of the commodity code is that there is no longer a commodity code value populated from the user's profile. That has been turned off to make this possible.

Here are the steps for this functionality to work:

1. **Shop** for the items using one of the catalogs in SDezBuy. A list of items will display.
2. Select the item by entering a quantity and clicking on the **Add to Cart** button. Submit the contents back to our SDezBuy application.
3. Click on the **cart summary** 408.64 USD and View My Cart in the banner at the top-right of the page, if not already viewing the cart.
4. The commodity code for each item will display, if the item has been mapped. If an item has not been mapped, it will still show as a required field.

This is a screenshot of a shopping cart from the Fastenal punchout catalog.  You will notice that there is one commodity code that has not auto-populated.  After proceeding to check-out, you will be able to change this with one step.  Notice also that the commodity codes are product-specific and so may have several different commodity codes in a single cart especially from suppliers such as Fastenal or Grainger as they have a broad range of products.



5.  Click on the **Proceed to Checkout** button.



6.  Click on the **Requisition Summary** tab or click on the Final Review button in the Progress Bar.  The screen will then show the line item details.  Scroll down to the line item details.

The goal is to make sure that all lines of the requisition are using the same commodity code. This will then route the purchase requisition (PR) to the correct approvers before the purchase order can be distributed to the supplier.

7.   Review the requisition lines for either the item that is the highest dollar amount. For this particular requisition, line item number 3 is the highest. The commodity code for line 3 shows as 71750. All lines of the requisition need to have the 71750 commodity code in the commodity code fields.

It is also appropriate to look for a **majority**. If the majority of the lines are of same/similar category, then choose the commodity code for that category and select it for all lines.

8.   Click in the **checkbox** next to Ext. Price in the header line of the line item details. This will select all lines. Note, if there is only one or a couple that need to be changed, you can click in the checkbox at the right of each line to select just those lines that need to be changed.



9.   Scroll up, if you need to, to reveal the **For selected line items** drop-down list.
10. Click on the drop-down arrow and select **Change Commodity Code**.

11. Click on the **Go** button to the right of the drop-down menu.  This will open up a text field where you will enter the commodity code.

For selected line items | Change Commodity Code | ▼ | **Go**

| PO Number | To Be Assigned | edit |
| Quote/Contract number | *no value* |
| | ⊗ Required field  ✎ |
| | View/edit by line item… |

12. Type the commodity code (again, of the highest dollar amount item) in the text field.
13. Click on the **Save** button.

**Change Commodity Code**                    ? X

**Save  Cancel**

Commodity Code | 71750 | 🔍

14. The commodity code which you typed will now be present in all lines on the PR.

| | Product Description | | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 12oz Can Touch N' Seal[REG] All Direction Dispensing Foam ◈ more info… | | 63800 | EA | 4.3547 | 12 EA | 52.26 USD | ☐ | edit |
| | Manufacturer Name | CONVENIENCE PRODUCTS | Commodity Code | 71750 | Internal note | | *no note* | | |
| | Manufacturer Part Number | 4004521212 | | Safety & Security Supplies | Internal Attachments | | | | |
| | Supplier Part Auxiliary ID | 4004521212 | | | Add Attachments | | | | |
| | more info… | | | | Note for supplier | | *no note* | | |
| | | | | | Attachments for supplier | | | | |
| | | | | | Add Attachments | | | | |
| 2 | 10.1oz Cartridge Clear Latex Liquid Nails[REG] Window/Door Caulk Sealant ◈ more info… | | 63909 | EA | 3.435 | 12 EA | 41.22 USD | ☐ | edit |
| | Manufacturer Name | Liquid Nails | Commodity Code | 71750 | Internal note | | *no note* | | |
| | Manufacturer Part Number | 407634 | | Safety & Security Supplies | Internal Attachments | | | | |
| | Supplier Part Auxiliary ID | 407634 | | | Add Attachments | | | | |
| | more info… | | | | Note for supplier | | *no note* | | |
| | | | | | Attachments for supplier | | | | |
| | | | | | Add Attachments | | | | |
| 3 | 6ft Green Snap Hook Tie Back 310lb WLL Shock Absorbing Lanyard ◈ more info… | | 1007376 | EA | 146.3775 | 4 EA | 585.51 USD | ☐ | edit |
| | Manufacturer Name | Honeywell Safety Products | Commodity Code | 71750 | Internal note | | *no note* | | |
| | Manufacturer Part Number | 9138/6FTGN | | Safety & Security Supplies | Internal Attachments | | | | |
| | Supplier Part Auxiliary ID | 9138/6FTGN | | | Add Attachments | | | | |
| | more info… | | | | Note for supplier | | *no note* | | |
| | | | | | Attachments for supplier | | | | |
| | | | | | Add Attachments | | | | |

15. Proceed with any other necessary changes to the PR before submitting to Banner.  You would use this same process for any hosted catalog orders.

NOTE: if you have equipment and supplies on the same purchase requisition, you must make sure that your Account Code(s) reflect this.