



Onslow County Schools Purchasing Dept

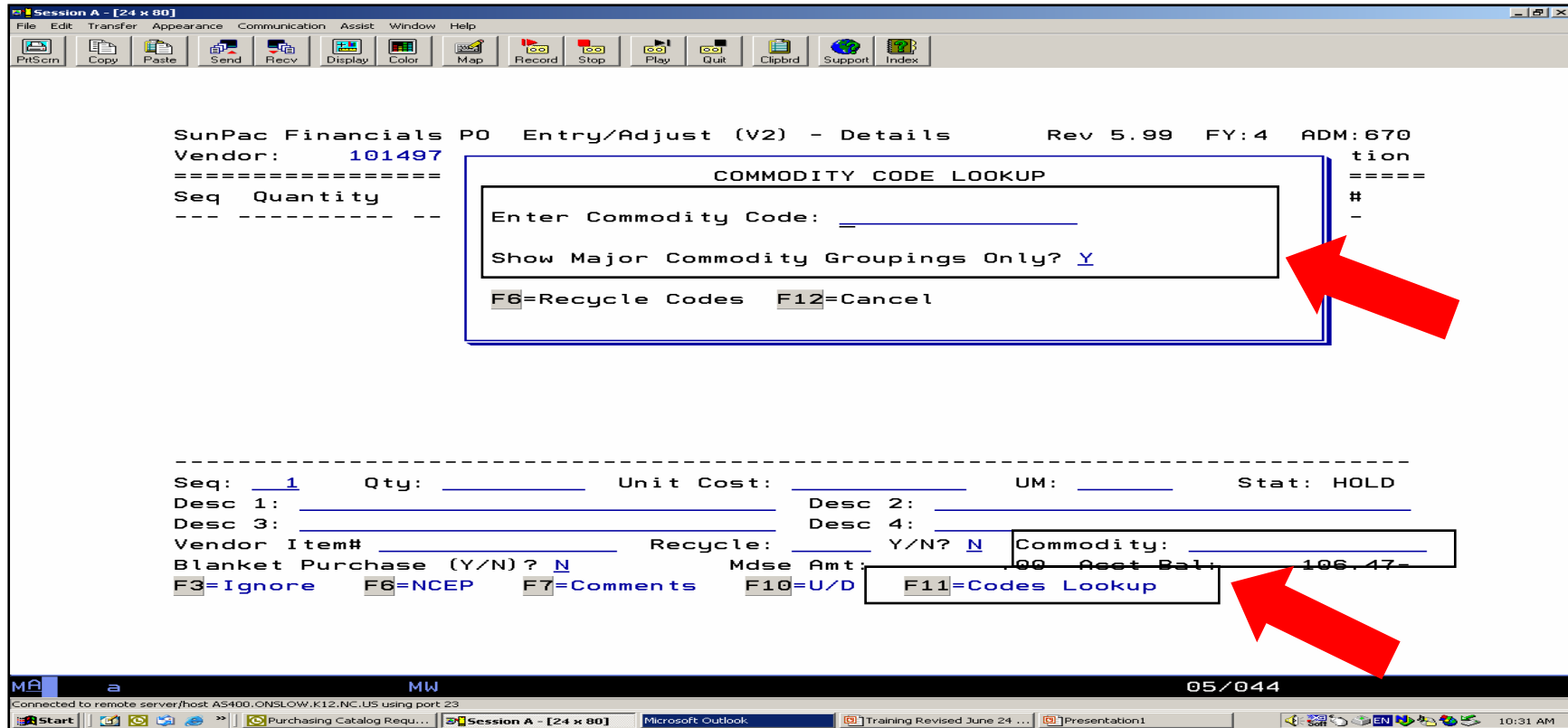
Online Purchasing Training

Commodity Code

COMMODITY CODE

F5 - PO DETAIL SECTION

1. Commodity Codes are required for all detail line items.
2. If you know the commodity code, type the five digit number “??-??” in the commodity line and Skip Steps 3-4.
NOTE: The “-” must be keyed in from the keyboard, not the numeric keypad.
3. If you know the 3-digit commodity code group, press “F11 Key” and **Skip to Step 4.e.** on the next page.
4. If you don’t know the 3-digit commodity code group, use your commodity code list attachment or use the following steps:
 - a. Press the “F11 Key” to get the Commodity Code Lookup “popup” Screen
 - b. Press “enter”



COMMODITY CODE

- c. This screen will show all the commodity code “Group” listing numbers (The “Group” numbers all end with “-00”)
- d. Press “F1 Key” to the scroll list to find the commodity code group
- e. Once you find the 3-digit commodity code group, write down the number and press “F12 Key”

Session A - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

SunPac Financials PO Entry/Adjust (V2) - Details Rev 5.99 FY:4 ADM:670

Vend
====
Seq


Seq Code Description

1	005-00	ABRASIVES
2	010-00	ACOUSTICAL TILE, INSULATING MATERIALS, AND SU
3	015-00	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT D
4	019-00	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUIT
5	020-00	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCES
6	022-00	AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS
7	025-00	AIR COMPRESSORS AND ACCESSORIES
8	031-00	AIR CONDITIONING, HEATING, AND VENTILATING: E
9	035-00	AIRCRAFT AND AIRPORT, EQUIPMENT, PARTS, AND S
10	037-00	AMUSEMENT, DECORATIONS, ENTERTAINMENT, TOYS,
11	040-00	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INC
12	045-00	APPLIANCES AND EQUIPMENT, HOUSEHOLD TYPE
13	050-00	ART EQUIPMENT AND SUPPLIES
14	052-00	ART OBJECTS

Seq:
Desc
Desc
Vend
Blan
F3=I

Enter Seq No:

F1=Next F2=Prev F12=Cancel



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COMMODITY CODE

- f. Type “the first 3 digits of the commodity code”
- g. On the “Show Major Commodity Groupings Only?” change the “Y” to “N” and press “enter”

SunPac Financials PO Entry/Adjust (V2) - Details Rev 5.99 FY:4 ADM:670
Vendor: 101497 tion
===== COMMODITY CODE LOOKUP =====
Seq Quantity #

Enter Commodity Code: 785
Show Major Commodity Groupings Only? N
F6=Recycle Codes F12=Cancel

Seq: 1 Qty: _____ Unit Cost: _____ UM: _____ Stat: HOLD
Desc 1: _____ Desc 2: _____
Desc 3: _____ Desc 4: _____
Vendor Item# _____ Recycle: _____ Y/N? N Commodity: _____
Blanket Purchase (Y/N)? N Mdse Amt: .00 Acct Bal: 106.47-
F3=Ignore F6=NCEP F7=Comments F10=U/D F11=Codes Lookup

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COMMODITY CODE

- h. Use the “F1 Key” and “F2 Key” to scroll the commodity codes to find the best one that fits the description of the line item.
- i. Use the “F12 Key” to Cancel lookup if you need to change the first 3 digits for another look up.

(See the Commodity Code Attachments)

SunPac Financials PO Entry/Adjust (V2) - Details Rev 5.99 FY:4 ADM:670

Vend
====
Seq

Seq	Code	Description
1	785-00	SCHOOL EQUIPMENT AND SUPPLIES
2	785-03	Anatomical Models (For Medical and Nursing In
3	785-05	Atlases, Charts, Globes, and Maps
4	785-15	Blackboards, Chalkboards and Dry Erase Boards
5	785-17	Blind Teaching and Training Equipment and Sup
6	785-20	Books: Class Register, Record, and Plan Books
7	785-25	Bulletin Boards: Changeable Letter, Cork, Mag
8	785-26	Bulletin Board Accessories
9	785-27	Carrels, Audiovisual
10	785-30	Chalk, Crayons, Erasable Markers, Water Color
11	785-43	Display Cabinets, Cases, Files, Racks, Stands
12	785-44	Displays, Educational: Kits, Models, Plaques,
13	785-45	Drawing Supplies, Schoolroom: Colored Pencils
14	785-46	Driver Training Materials

Seq:
Desc
Desc
Vend
Blan
F3=I

Enter Seq No: ___
F1=Next F2=Prev F12=Cancel

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COMMODITY CODE

j. Once you find the commodity code, type the “Sequence Number” and press “enter”

Session A - [24 x 80]

File Edit Transfer Appearance Communication Assist Window Help

PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

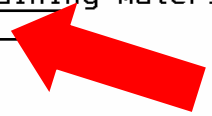
SunPac Financials P0 Entry/Adjust (V2) - Details Rev 5.99 FY:4 ADM:670

Vend
====
Seq

COMMODITY CODE LOOKUP =

Seq	Code	Description
1	785-00	SCHOOL EQUIPMENT AND SUPPLIES
2	785-03	Anatomical Models (For Medical and Nursing In
3	785-05	Atlases, Charts, Globes, and Maps
4	785-15	Blackboards, Chalkboards and Dry Erase Boards
5	785-17	Blind Teaching and Training Equipment and Sup
6	785-20	Books: Class Register, Record, and Plan Books
7	785-25	Bulletin Boards: Changeable Letter, Cork, Mag
8	785-26	Bulletin Board Accessories
9	785-27	Carrels, Audiovisual
10	785-30	Chalk, Crayons, Erasable Markers, Water Color
11	785-43	Display Cabinets, Cases, Files, Racks, Stands
12	785-44	Displays, Educational: Kits, Models, Plaques,
13	785-45	Drawing Supplies, Schoolroom: Colored Pencils
14	785-46	Driver Training Materials

Seq: Enter Seq No: 13
Desc
Vend F1=Next F2=Prev F12=Cancel
Blan
F3=I



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COMMODITY CODE

k. The commodity code will automatically be entered on the Commodity Code line

NOTE: If you cannot readily find the detailed commodity code, then use the group listing (785-00)

EXCEPTION:

Blanket Purchase Orders require a commodity code that best fits the group of Goods or Services listed

SERVICES: The “900” commodity code series is used to easily identify all types of services
(Example: 931-65 Installation of Playground Equipment)

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SunPac Financials PO Entry/Adjust (V2) - Details          Rev 5.99  FY:4  ADM:670
Vendor:      101497  PO# Auto PO# Line# 1 Batch ID: DAH061804  Addition
=====
Seq  Quantity  UM      Description                      Ext Cost  VendItem#
-----
-----

-----
Seq:  1      Qty:  _____  Unit Cost:  _____  UM:  _____  Stat: HOLD
Desc 1:  _____  Desc 2:  _____
Desc 3:  _____  Desc 4:  _____
Vendor Item#  _____  Recycle:  _____  Y/N? N  Commodity: 785-45
Blanket Purchase (Y/N)? N      Mdse Amt:  .00  Acct Bal:  106.47-
F3=Ignore  F6=NCEP  F7=Comments  F10=U/D  F11=Codes Lookup
```

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