GATEWAY - Selecting Commodity and Object Code

It is required that both the Commodity Code and Object Code are entered.

Click on the Spyglass icon to search for the desired Commodity Code. If you need help, click “Commodity Code - Click? for help,” link.

This search can be performed in two ways, either by entering up to the first four digits of the commodity code, in the "Code starts with..." field or by entering a key word in "Description contains..." field and clicking "Search."

The search result window opens with a selection of Commodity Codes to choose from. Once you have found the proper Commodity Code click the plus sign.
After the Commodity Code is selected, it will be transferred to the Commodity Code field in the cart. Search for the list of compatible Object Codes. Click the plus sign to select the code.

Once done, select Submit Requisition