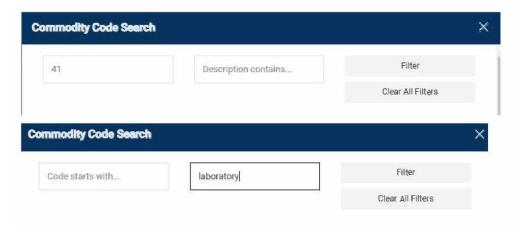
## **GATEWAY - Selecting Commodity and Object Code**

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

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

Size/Packaging	Unit Price	Quar	ntity	Ext. Price	
EA	2.79	4	EA	11.16	***
Taxable	✓				
Commodity Code - Click? help		0 Commodity and	d Object Coc	Q	
Object Code	Search			Q	

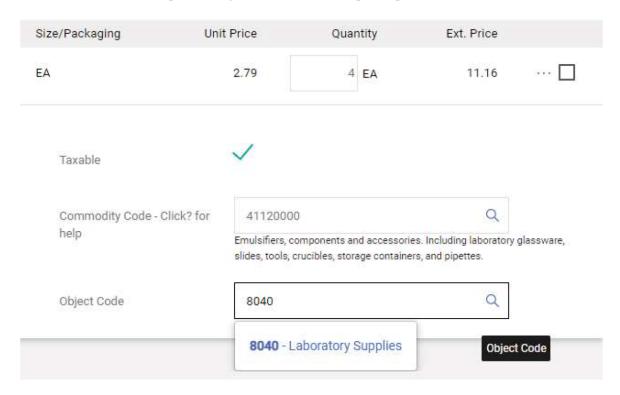
This search can be performed in two ways, either by entering up to the first four digits of the commodity code, in the "Code starts with..." field or by entering a key word in "Description contains..." field and clicking "Search."



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.

Code ↑	Description	
41000000	Laboratory & Measuring & Observing & Testing	+
	Equipment (Object Code 8020 8040 8120 9120 9610)	
41100000	Laboratory and scientific equipment. Including baths,	+
	tissue processing, refrigerators, freezers, glove boxes,	
	fume hoods, centrifuges, incubators, furnaces, pumps,	
	electrophoresis systems, tissue processors, DNA	
	processors, growth chambers, and washers.	
41120000	Emulsifiers, components and accessories. Including	+
	laboratory glassware, slides, tools, crucibles, storage	
	containers, and pipettes.	

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

