



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.


| Size/Packaging | Unit Price | Quantity | Ext. Price |
|----------------|------------|-----------------------------------|------------|
| EA | 2.79 | <input type="text" value="4"/> EA | 11.16 |


Taxable 

Commodity Code - Click? for help 
Select Valid Commodity and Object Code




Object Code 

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."

Commodity Code Search 

Commodity Code 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.

| Size/Packaging | Unit Price | Quantity | Ext. Price | |
|----------------|------------|-----------------------------------|------------|------------------------------|
| EA | 2.79 | <input type="text" value="4"/> EA | 11.16 | ... <input type="checkbox"/> |

Taxable

Commodity Code - Click? for help
Emulsifiers, components and accessories. Including laboratory glassware, slides, tools, crucibles, storage containers, and pipettes.

Object Code

8040 - Laboratory Supplies

Once done, select Submit Requisition

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