

Selecting a Commodity Code

Selecting a commodity code can be done a few ways please see below to find the easiest for you.

1. From the Create Contract Workspace (or even in Pricing terms), there will be Commodity Drop Down box with an arrow pointing down. Click on the arrow to see your most frequent selections or **Search for more...**

2. If you do not see your category, choose **Search for more**

Name	ID
TAINLESS STEEL CHAIN	24 IN.

3. The Choose Commodity Selector will pop up. If you click on the arrow, you can choose to search on the **Name** or the **ID**. If you know the digits of the NIGP code, you can search using ID. If not you can search key words in the Name.

Name	ID
▶ Aquatic Plants	5950700
▶ Artificial Plants, Shrubs, and Trees	2320200
▶ Bedding Plants and Cuttings	5951000
Crushing Plants, Elevators, Furnaces, Kilns, Furnills, and Stabilizing Material Plants	7651800
Dried Flowers and Plants	2322700
Dry Cleaning Plants, Petroleum Solvent	5000500
Dry Cleaning Plants, Synthetic Solvent	5001000
Grafts and Implants, Internal	4754200
Implants, Dental, All Types	2604100
INSECTICIDES FOR INDOOR PLANTS	4856046
▶ Plants, Herb	5955900
▶ Plants, Indoor	5956100
Plants, Non-Flowering	5955700
Power Plants (Hydro, Marine, Petrol, Solar, Steam, Wind, Thermal)	6905900

4. Enter either the ID Number or the Name and click **search** to get the next screen shown to the left.

5. From here, you can either make a selection by checking the box (you can pick multiple), or you can continue to search. Your search will either be by continuing with the name / ID search – OR – you can use the arrow to the left of the name to dig in to a deeper category. See example below.

Name	ID
▶ Artificial Plants, Shrubs, and Trees	2320200
▼ Bedding Plants and Cuttings	5951000
▶ ANNUALS	5951010
▶ PLANTS, BEDDING, BLOOMING	5951015
▶ POTTED PLANTS, STANDARD GRADE	5951017
▶ Crushing Plants, Elevators, Furnaces,	

6. Once you have found your category, be sure the box is checked and click on **Done**.

Note: Contracts can have an NIGP Code with three digits. Line Items or pricing terms must have seven digits.