Supplier Selects Commodity Code for Non Catalog Item

In the Commodity Code Selection:

• Click on the right blue arrow to expand: Expand to Select the Service Provided.

• It is required to expand. Do NOT click on “Select” box to the right of SRVCS.

• Expanding provides a comprehensive selection of commodity codes.

• Select the correct commodity code for the service provided. If select an incorrect commodity code, the invoice is rejected.

• If select SRVCS folder, the invoice will be rejected. You must select a commodity code with a number ID.