

Helpful Hints for E-Procurement

When entering a requisition into E-Procurement, there are 5 areas which must agree as to whether the items being ordered are considered a 'service' or a 'good.'

1. The 'Item Description' (A detailed description helps us determine what type of order is being processed.) Be sure to specify what you are ordering.
2. The 'commodity code' - 'Service' commodity codes begin with 9 (9xx-xx). Other commodity codes are 'goods.'
3. 'Item Classification' - If it is a 'Service' this should be marked 'Service.' If it is a 'Good,' this should be marked 'Good.'
4. 'Blanket Order?' - If it is a 'service,' this should be 'Yes.' If it is a 'Good,' this should be 'No.'
5. Account object code - If using an object code for 'Goods,' i.e. 529001 = Purchase-New Texts (purchasing new texts is purchasing 'goods.') this will determine the requisition process. If the requisition is for a service, an account object code for services should be used.

If all 5 items indicate a 'service,' the requisition will be processed as a Blanket Order for 'service.' If all 5 items indicate 'goods,' the requisition will be processed as a Purchase order for 'Goods.'

The problem occurs when the requisitions are using a 'Goods' Commodity code, a 'Goods' account object code, the 'Item Classification' has been marked 'Service' and 'Blanket Order?' has been marked 'No' (indicating 'Goods'). At that point, the end user entering the requisition must be contacted to clarify what is being ordered and will need to adjust the requisition so the 5 items agree within that order.