

Frequently Used Commodity Codes for Non PO Based Invoices

When entering an AggieBuy Non-PO Based Invoice, department users have the option to include the commodity code. We are providing a list of the frequently used commodity codes based on Category and Object Code to assist the departments that may opt to assign commodity codes to their Non-PO invoices. Why would a department want to assign their own commodity code? If the department assigns the commodity code it will bypass the non-po commodity code assignment step and immediately check budget/encumber and reduce the number of days to approve the invoice for payment. This keeps the department from having to wait on FMO to assign the commodity code which could take up to 48 hours. If the commodity code is not on the below list, it is not recommended the department attempt to enter the commodity code.

Frequently Used Commodity Codes Sort on Object Code

Category	Commodity Code	Object Code
Office Supplies (includes paper goods & toner)	44120000	4010, 4011, 4020
Research Supplies	99900297	4013
Chemicals & Gases	12000000	4040
Medical Supplies	99900304	4045
General Dental Supplies	42152500	4045
Animal products and supplies	10110000	4055
Parts - Machinery and Equipment	99900295	4066
Shop & Industrial Supplies	99900354	4075
Telecommunications - Long Distance	83111502	5110
Telecommunications - Monthly Charge	83111500	5115
Telecommunication - Other Service Charges	83111503	5130
Maintenance & Repair of Equipment	99900288	5512
Temporary Support Services	80111600	5620
Advertising	82100000	5641
Freight/Delivery Services	78000000	5650
Lab Testing	99900308	5654
Medical & Lab Equipment	41100000	5751
Computers	43211500	5760/5787
Computer Software	43230000	5761
Purchase of Animals	10100000	5767
Rental of Rental of Goods, Tools, Equipment, Cylinders, Containers	99900097	5810/5813
Vehicle Rental	78111808	5840
Rental of Hotel (Hotel Direct Bill)	99900350	5842
Food - Catering	99900285	6338
Food - Other than Business Meals	99900284	6339
Food - Business Meal	99900036	6340
Alcohol	50202200	6341

Frequently Used Commodity Codes Sort on Category

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Alcohol	50202200	6341
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Telecommunications - Monthly Charge	83111500	5115
Temporary Support Services	80111600	5620
Vehicle Rental	78111808	5840

How to Assign the Commodity Code

When creating the Non-PO invoice and are ready to add line item payment information click on “Add Non-PO Item”.

Line Item Details

Add Non-PO Item

It opens the item entry page, then click on “Product Details” after entering the line item payment information.

Add Non-PO Item

PO Number

Press “+” to expand

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

254 characters remaining [expand](#) | [clear](#)

[Product Details](#)

Copy the appropriate commodity code from the list above and paste in the below field. Or manually enter.

Add Non-PO Item

PO Number

Product Description	Catalog No.	Quantity	Price Estimate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

254 characters remaining [expand](#) | [clear](#)

Input commodity code from list provided only when purchasing those items. Leave blank rest of time.

[Product Details](#)

Commodity Code