

Purchasing Commodity and Service Code List

ctcLink Commodity and Service Codes


Purpose: Provide query navigation to access the list of preloaded ctcLink PeopleSoft Commodity and Services Codes and link to review the National Institute of Governmental Purchasing (NIGP) Commodity and Service Codes.

Audience: Finance Purchasing Staff.

 You must have at least one of these local college managed security roles:

- ZD_DS_QUERY_VIEWER

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

 Note: the **QFS_PO_COMMODITY_CODES** query contains both the Comm Code item number and the associated GL Account number.

Purchasing Commodity and Service Code List

Navigation: Reporting Tools > Query > Query Viewer

1. Navigate to **Query Viewer**.
2. Enter the field Search by Query Name begins with **QFS_PO_COMMODITY_CODES**.
3. Select **Search**.
4. Select the link Run to **HTML** (for a preview of the query) or Run to **Excel** to open in an Excel Spreadsheet.
5. The results will display.
6. Select the desired format to download results.


 The following example uses the selection Run to **HTML** link. Notice there are many items available.

QFS_PO_COMMODITY_CODES- Commodity Codes

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1434 kb)

View All First 1-100 of 8643 Last

Row	SetID	Comm Code	Eff Date	Status	Descr	Short Desc	Account
1	WACTC	035-68	01/01/1901	A	Metal Crack Detection Dyes	035-68	5030070
2	WACTC	035-69	01/01/1901	A	Magnetometer (Security Screeni	035-69	5030070
3	WACTC	035-70	01/01/1901	A	Parts (Except Engine), Airplan	035-70	5030070
4	WACTC	035-71	01/01/1901	A	Oxygen Equipment, Aircraft	035-71	5030070
5	WACTC	035-72	01/01/1901	A	Parachutes and Drag Chutes	035-72	5030070
6	WACTC	045-15	01/01/1901	A	Bread Makers	045-15	5030010
7	WACTC	045-17	01/01/1901	A	Can Openers, Household	045-17	5030010
8	WACTC	045-18	01/01/1901	A	Cleaners and Sweepers, Hand-Op	045-18	5030010
9	WACTC	045-20	01/01/1901	A	Coffeemakers, All Types (House	045-20	5030010
10	WACTC	045-21	01/01/1901	A	Cooking and Food Preparation U	045-21	5030010
11	WACTC	045-22	01/01/1901	A	Cookware and Bakeware, Househo	045-22	5030010

 Example of a Purchase Requisition or Purchase Order Lines is listed below. Select the **Item Search** link or the **lookup tool** to locate desired commodity code. Once the item number is selected, the description field will auto-fill.

Add Items From ?

Catalog
Purchasing Kit

Item Search

Lines ?

Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract

Line	Item	Description
1	050-59	Paper, Art, Various


View Printable Version
View Approvals

Close Short All Lines

Save Notify Refresh

7. Process complete.

National Institute of Governmental Purchasing (NIGP) Commodity and Service Code List

 The National Institute of Governmental Purchasing (NIGP) Commodity and Service Codes are a 5 digit code in PeopleSoft. Specific codes have been preloaded for end users to search and utilize as needed for purchasing acquisition, tracking and monitoring.

The link below provides access to a pdf list to the National Institute of Governmental Purchasing (NIGP) Commodity/Services Codes. Some of the document formatting may be lost in the preview mode. To view document in its entirety, select the download icon (down arrow with a line underneath) on the right side of the document to download and/or edit the processing guide.

[National Institute of Governmental Purchasing Commodity/Services Code List](#)