

[Searching for Commodity Codes]

Use this instruction guide to search for and select the correct Commodity Code in myUF Market. Although enabled vendors in myUF Market supply the Commodity Code, for forms and Non-Catalog Item forms, the requestor will need to enter it. This guide is for use by requestors – use the security role UF_N_MKT_Requestor.

To access myUF Market as a requestor,

- ▶ Log on to <http://my.ufl.edu> using your Gator Link username and password
- ▶ Navigate to **eProcurement > myUF Market**

From within a form, click the **search...** link to begin searching for a Commodity Code

Service Request Information

Commodity Code search...

- Commodity Code Search

Code starts with...

Description contains...

Search

Search Tips

- ▶ Enter a **broad term** in the **Description contains...** field such as “conferences” or “maintenance”
- ▶ For example, instead of “pencils”, enter “supplies” and click the **Search** button
- ▶ For pencils, use the Commodity Code 44120000 for Office Supplies

41120000	Laboratory supplies and fixtures
42000000	Medical Equipment and Supplies and medical apparel
42120000	Veterinary equipment and supplies
42150000	Dental equipment and supplies
42152000	Dental imaging equipment and supplies
42260000	Postmortem and mortuary equipment and supplies
42300000	Medical training and education supplies
44000000	Office Equipment and Accessories and Supplies
44120000	Office Supplies

- ▶ Another example, for “gasoline” enter “fuel” – think in general terms
 - For this term, only two Commodity Codes are displayed
 - For “gasoline,” use 15000000 Fuels and Fuel Additives and Lubricants and Anti Corrosives
 - Remember, Commodity Codes are very general



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The screenshot shows the 'Commodity Code Search' interface. The search criteria are: 'Code starts with...' (empty) and 'Description contains...' (fuel). A yellow 'Search' button is visible. Below the search bar, the results are displayed in a table with 2 results. The first result is '15000000 Fuels and Fuel Additives and Lubricants and Anti corrosives' and the second is '15130000 Fuel for nuclear reactors'. A red circle highlights the word 'fuel' in the search criteria, with an arrow pointing to the first result.

Code ▲	Description ▲
15000000	Fuels and Fuel Additives and Lubricants and Anti corrosives
15130000	Fuel for nuclear reactors

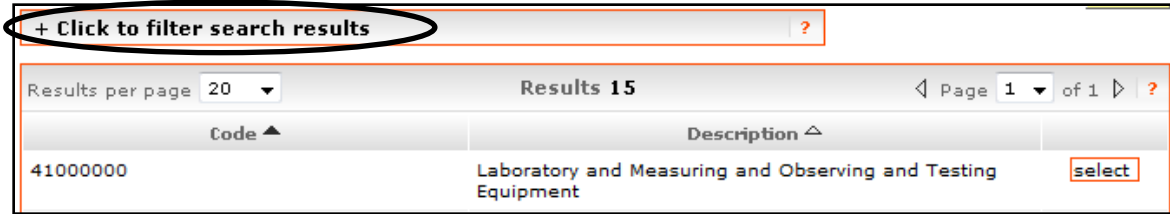
- ▶ Commodity Codes are listed by topic - use the **first two digits** to identify codes grouped together by topic
 - ▶ For example, if the Category Code for electron microscopes is 4111700, enter the first two digits, "41" in the **Code starts with...** field
 - ▶ The results will display 41000000 Laboratory and Measuring and Observing and Testing Equipment as the main topic and all subtopics below it

The screenshot shows the 'Commodity Code Search' interface with '41' entered in the 'Code starts with...' field. The results are displayed in a table with 15 results. The first result is '41000000 Laboratory and Measuring and Observing and Testing Equipment', which is circled in red. An arrow points from the circled code to the description. The other results are: 41100000 Laboratory and scientific equipment and accessories, 41103000 Laboratory cooling equipment, 41103007 Chilling units or cold water circulators, 41103300 Fluid mechanics equipment, 41103400 Controlled Environment Chambers and Accessories, 41103500 Fume hoods or controlled flow cabinets or stations, 41106005 Nucleic acid radioactive labeling kits, 41106202 Bacterial strains, 41106600 Lab Vectors, 41110000 Measuring and observing and testing instruments, 41111700 Electron microscopes, 41115307 Lasers and Laser Sources, 41115700 Chromatographic measuring instruments and accessories, and 41120000 Laboratory supplies and fixtures.

Code ▲	Description ▲
41000000	Laboratory and Measuring and Observing and Testing Equipment
41100000	Laboratory and scientific equipment and accessories
41103000	Laboratory cooling equipment
41103007	Chilling units or cold water circulators
41103300	Fluid mechanics equipment
41103400	Controlled Environment Chambers and Accessories
41103500	Fume hoods or controlled flow cabinets or stations
41106005	Nucleic acid radioactive labeling kits
41106202	Bacterial strains
41106600	Lab Vectors
41110000	Measuring and observing and testing instruments
41111700	Electron microscopes
41115307	Lasers and Laser Sources
41115700	Chromatographic measuring instruments and accessories
41120000	Laboratory supplies and fixtures

- ▶ For example, a centrifuge would fall under 41100000 Laboratory and Scientific Equipment and Accessories
- ▶ To open the search fields again, click the link + **Click to filter search results**

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Sample Topic Groupings

Topic Digits	Commodity Code	Description (Topic Headings) and Examples
10	10000000	Live Plant and Animal Material and Accessories and Supplies Examples: Animal Feed 10120000 and Live Animals 10100000
25	25000000	Commercial and Private Vehicles and Accessories Example: No subtopics – includes ALL vehicles and tires
27	27000000	MRO Supplies (Maintenance Repair and Operations) Example: Hand Tools 27110000
30	30000000	Building Construction Components and Supplies Example: Gaskets and Seals 31180000
43	43000000	Information Technology Broadcasting and Telecommunications Examples: Analytic and Scientific Software 43232605 Mobile Phones 43191501 and Computers 43211500
50	50000000	Food and Beverage Products Example: No subtopics
70	70000000	Farming, Fishing, Forestry and Wildlife Contracting Services Example: No subtopics
78	78000000	Transportation and Storage and Mail Services Example: Vehicle maintenance and repair services 78180000
83	83000000	Utilities and Related Services Example: Mobile Communications Services 83116000
94	94000000	Organizations, Clubs and Associations (Dues and Memberships)

- ▶ For a full list of Commodity Codes, go to <http://www.purchasing.ufl.edu/myufmarket>
- ▶ For more help, e-mail myufmarket@ufl.edu or contact Purchasing Services at 392-1331