What Commodity Code do I use?

Problem

I don't know what commodity code to use.

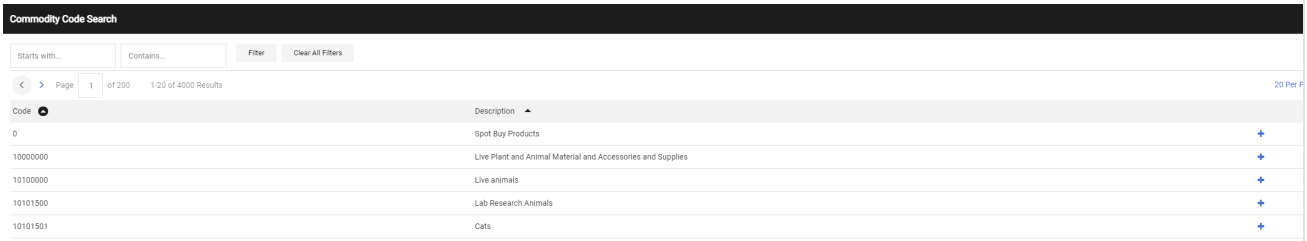
Solution

You can enter a commodity code form the shopping cart or the non-catalog item popup screen

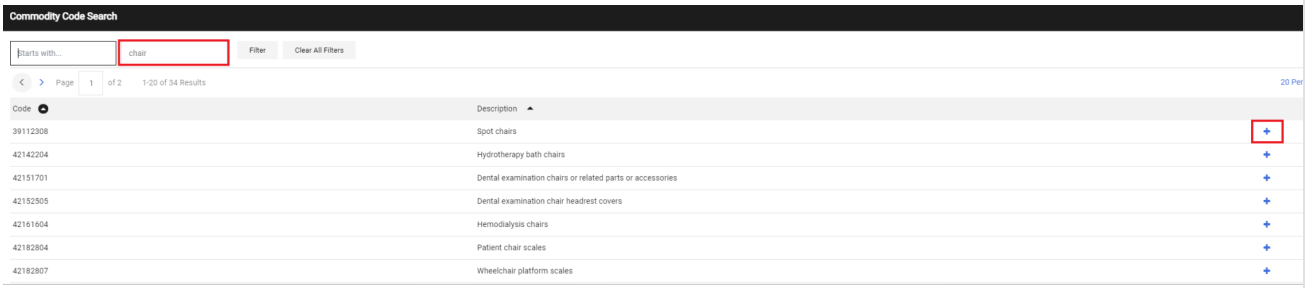
1. Select the **Magnifying Glass Icon** in the commodity code box



2. From the popup window, enter a keyword of the product or service in the **Contains.. box** and click **filter**



3. Select the appropriate description from the search results by clicking the **Plus Icon** (select)



4. You can also browse commonly used commodity codes **here.**

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