Job Aid:
### How to Assign Commodity Codes to Purchasers

This Job Aid shows how to:

- Assign and maintain commodity codes for purchasers in your organization.

Of Special Note:

The assignment of commodity codes by Organization Administrators to purchasers allows specific United Nations Standard Products and Services Code (UNSPSC) mapping to individual purchasers. Once enabled, documents containing these UNSPSC codes will be directly routed to the designated buyers in your organization. COMMBUYS reads the codes entered on the requisitions, purchase orders, and/or bids, and automatically routes them to assigned buyers. The operation is transparent to the user.
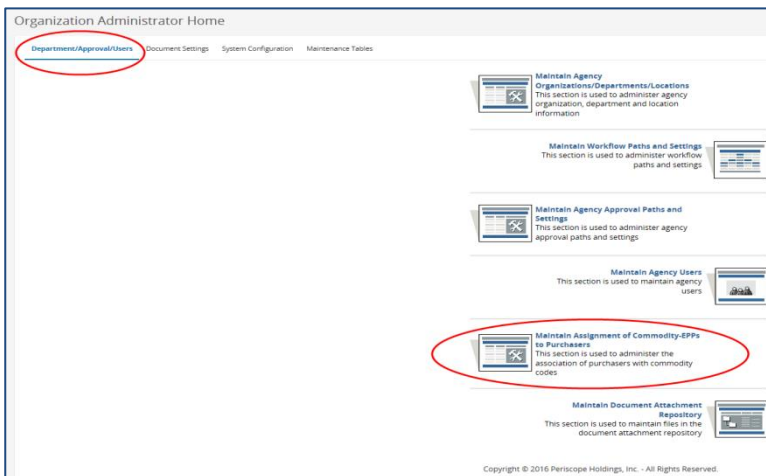
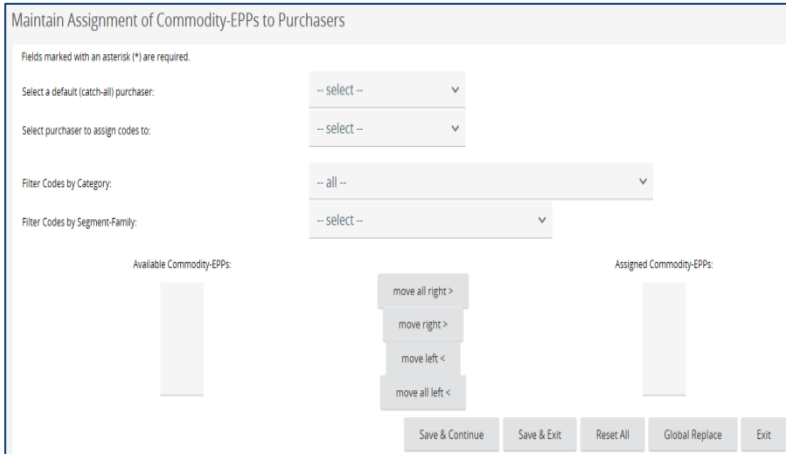| Screenshot	Directions
	Step 1: Clicking on the Maintaining Assignment Icon This image displays the home page of an Organization Administrator (OA) on the Department/Approval/Users tab, which is the default view upon logging in to COMMBUYS. Click on the **Maintain Assignment of Commodity-EPPs to Purchasers** icon.

Screenshot	Directions

Screenshot

Maintain Assignment of Commodity-EPPs to Purchasers

Fields marked with an asterisk (*) are required.

Select a default (catch-all) purchaser: -- select --

Select purchaser to assign codes to: -- select --

Filter Codes by Category: -- all --

Filter Codes by Segment-Family: -- select --

Available Commodity-EPPs:

move all right >
move right >
move left <
move all left <

Assigned Commodity-EPPs:

Save & Continue   Save & Exit   Reset All   Global Replace   Exit

Directions

Step 2: Selecting the Buyer

The **Maintain Assignment of Commodity-EPPs to Purchasers** page is where you select the buyer (purchaser) to whom you wish to assign commodity codes:

- **Default (Catch-all) Purchaser**: If no default purchaser is assigned at either the department or commodity levels, this user will catch all "black hole" documents.
- **Purchaser to assign codes to**: This is the buyer who will be assigned the selected UNSPSC codes.
- **Filter Codes by Category**: A dropdown menu to select UNSPSC codes based on category description.
- **Filter Codes by Segment-Family**: A dropdown menu to select UNSPSC codes based on segment family.
- **Available Commodity-EPPs**: This displays the codes available from the selected segment-family.
- **Assigned Commodity-EPPs**: This displays the codes assigned from the selected segment-family once moved right.

To select various commodity codes, double click them and they will move to the **Assigned Commodity-EPPs** (on the right side).

To remove the codes from the Assigned box, simply double click them on the right side and they will move back to the left side.
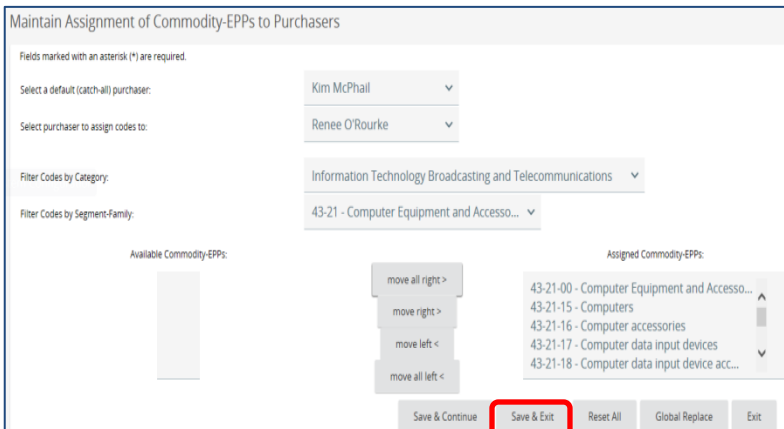
Step 4: Reviewing the Codes

Shown here is a sample of what a finished assignment could look like.

Click on the **Save and Exit** button.

Maintain Assignment of Commodity-EPPs to Purchasers

Fields marked with an asterisk (*) are required.

Select a default (catch-all) purchaser: Kim McPhail

Select purchaser to assign codes to: Renee O'Rourke

Filter Codes by Category: Information Technology Broadcasting and Telecommunications

Filter Codes by Segment-Family: 43-21 - Computer Equipment and Accesso...

Available Commodity-EPPs:

move all right >
move right >
move left <
move all left <

Assigned Commodity-EPPs:

43-21-00 - Computer Equipment and Accesso...
43-21-15 - Computers
43-21-16 - Computer accessories
43-21-17 - Computer data input devices
43-21-18 - Computer data input device acc...

Save & Continue   Save & Exit   Reset All   Global Replace   Exit