

OFFICE OF CONTRACTING AND PROCUREMENT

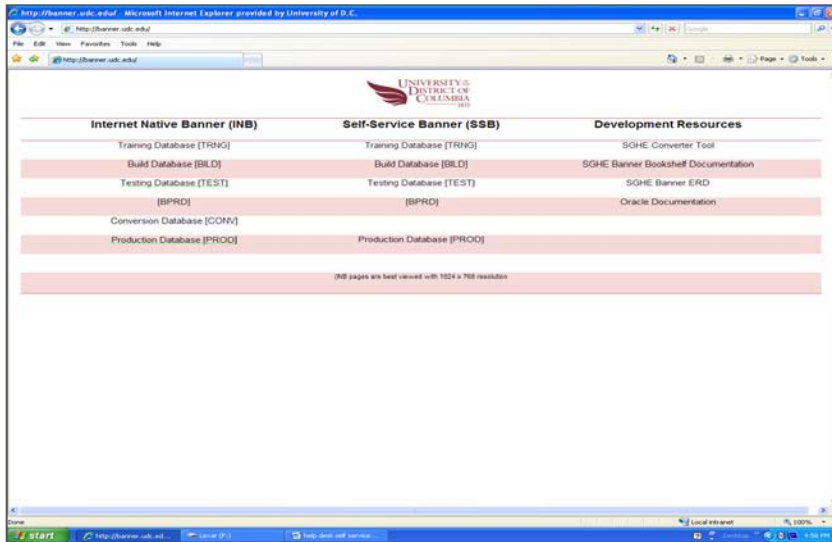


SELF SERVICE BANNER (SSB) ACCESS CREATING REQUISITION

HOW TO ACCESS SELF SERVICE BANNER (SSB) AND CREATE A REQUISITION

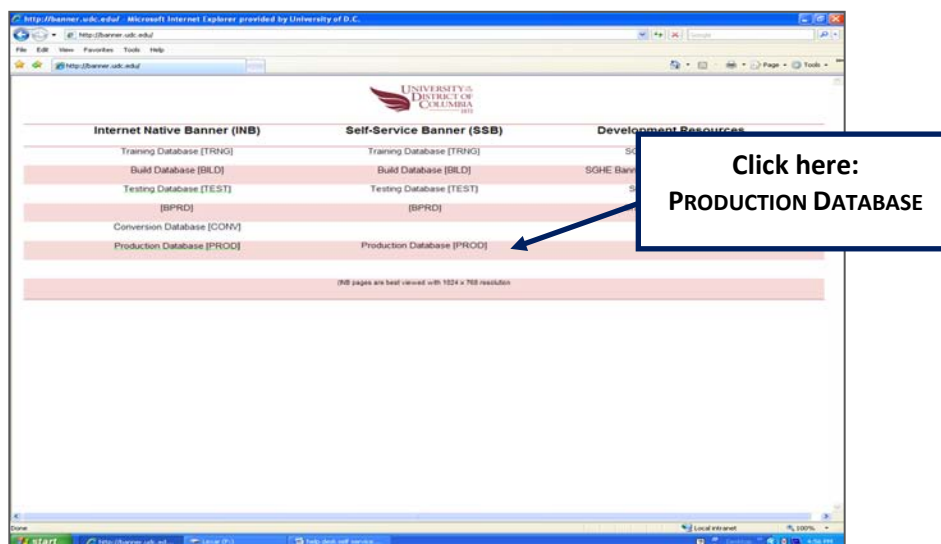
Step 1.

Type <http://banner.udc.edu/> in your internet browser, press enter. You will be directed to Banner service page.



Step 2.

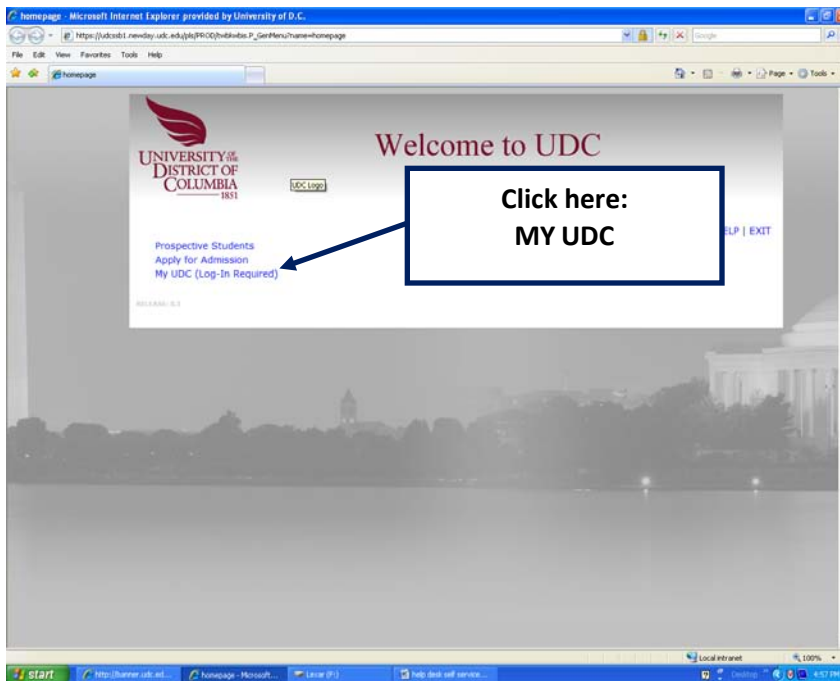
- a) In the second column under **Self Service Banner (SSB)** click on the **Production Database [PROD]**. (Please note that you should have received a login via email. If not please contact the help desk for login information)



Step 3.

You will be directed to **SSB Production** home page

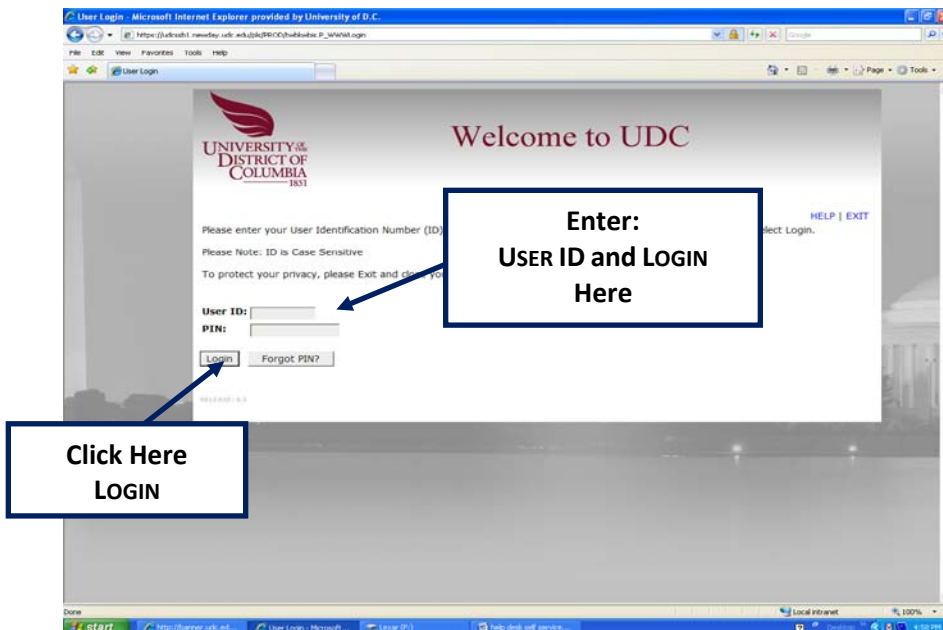
- a) Click on **MY UDC**



Step 4.

The **User Login** page will appear

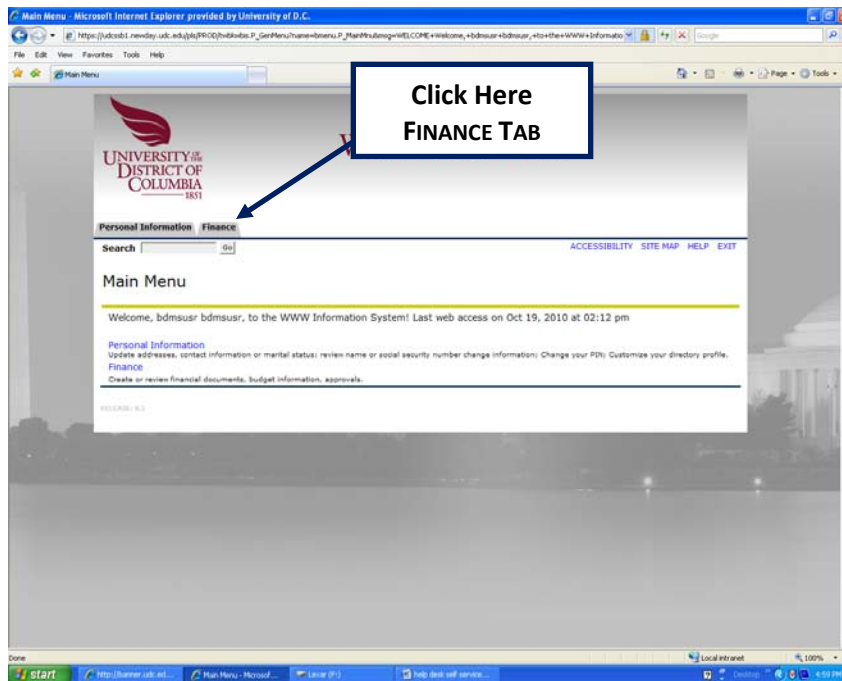
- a) Enter your **User ID**
- b) Enter your **Pin** number
- c) Click **Login**



Step 5.

You will be directed to **Main Menu**

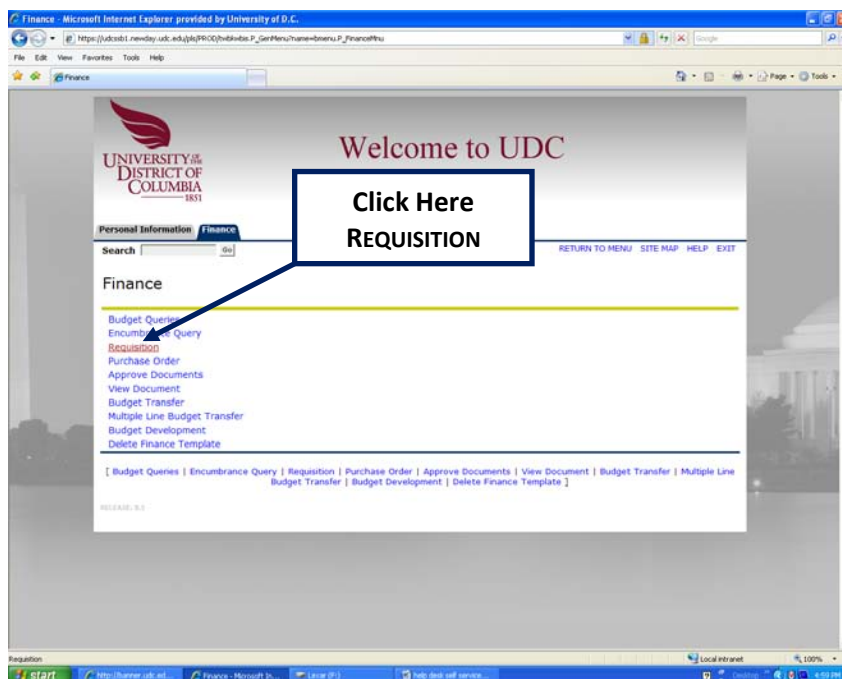
- a) Click on the **Finance Tab**



Step 6.

The **Finance** page will appear:

- a) Click on the **Requisition**

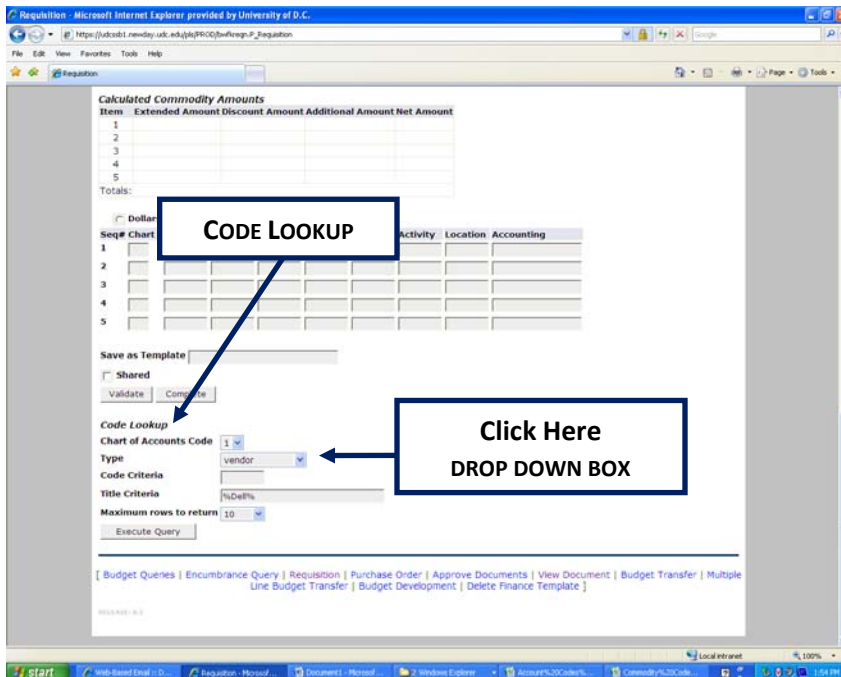


NOTE: There are five (5) fields needed to complete requisitions, the Vendor code, Org code, Ship code, Commodity code, and the Index code.

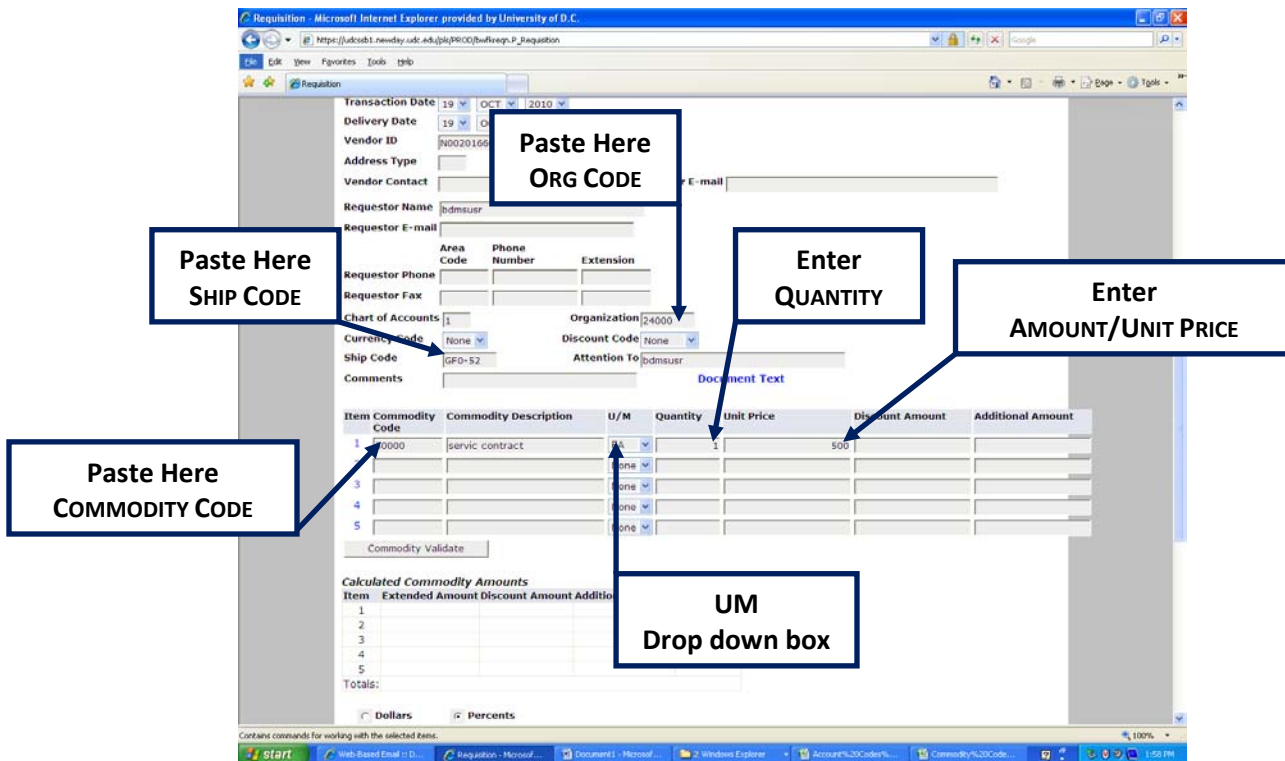
Step 7.

The **Requisition** page will appear. To look up a code you must:

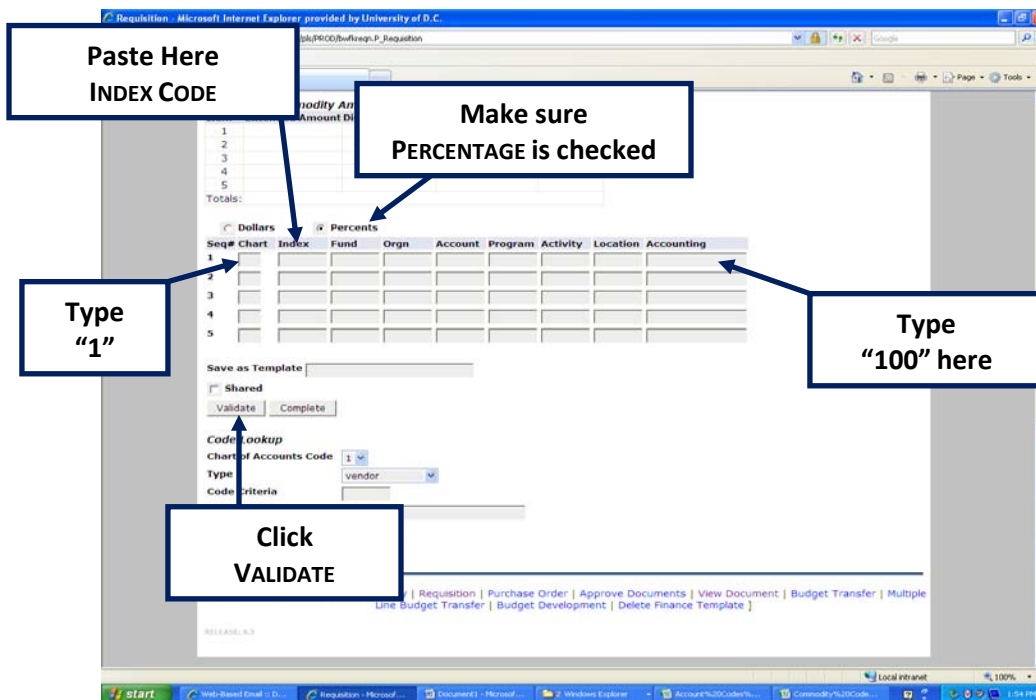
- a) Scroll down to the bottom of the **Requisition** page
- b) Go to **Code Lookup**
- c) Click on the **Type** drop down box
- d) Select desired lookup name (*Org code, Ship code, Commodity code, or Index code*) See **Step 8** for vendor lookup



- e) Scroll to the top of the **Requisition** page and copy and paste the **Ship code**, **Commodity code** and **Index code** in the correct fields on the top of the **Requisition** page
- f) Enter the **UM (unit of measure; Example: each (EA))**. Use the drop down box for the appropriate **UM**.
- g) Enter the **quantity**
- h) Enter **Amount** (*No dollar/cent symbols, commas, or decimals needed unless odd dollar amount Example: 19.99*)
- i) Click Commodity Validate



- j) Scroll to the bottom of the **Requisition** page and paste **Index** code
- k) In the **Chart** field type the number “1” (the Chart will always be number “1”)
- l) Type **100** in the **Accounting** field
- m) **Percentage** should always be checked
- n) Click **Validate**



Step 8.

Vendor code lookup:

- Scroll down to the bottom of the **Requisition** page
- Go to **Code Lookup**
- Click on the **Type** drop down box
- Select **Vendor**
- Go to the **Title Criteria** field enter the **%vendor name%** (No spaces between the %. Make sure that the vendor's first letter of the name is capitalized) **Example: %Dell%**
- Copy the **Vendor's** code (Usually it a code starting with an "N" followed by eight (8) digits. **Example: N0000012**)
- Click **Vendor Validate**

Click Here
VENDOR VALIDATE

Paste Here
VENDOR ID/CODE

| Item | Commodity Code | Commodity Description | U/M | Quantity | Unit Price | Discount Amount | Additional Amount |
|------|----------------|-----------------------|------|----------|------------|-----------------|-------------------|
| 1 | 50000 | servic contract | EA | 1 | 500 | | |
| 2 | | | None | | | | |
| 3 | | | None | | | | |
| 4 | | | None | | | | |
| 5 | | | None | | | | |

Commodity Validate

Calculated Commodity Amounts

| Item | Extended Amount | Discount Amount | Additional Amount | Net Amount |
|---------|-----------------|-----------------|-------------------|------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| Totals: | | | | |

Dollars Percents

NOTE: The vendor code, ship code, org. code, and index code will never change for your department. Write them down somewhere so you won't have to look them up the next time you create a requisition.

Step 9.

On the Requisition page at the top you will see a **green check mark** which indicates your “**Document Validated with no errors**”

The screenshot shows the 'Requisition' page in a Microsoft Internet Explorer browser. At the top, there is a 'Welcome to UDC' banner with the University of the District of Columbia logo. Below the banner, there are tabs for 'Personal Information' and 'Finance'. A search bar is present. The main content area is titled 'Requisition' and contains instructions for creating or retrieving a requisition. A green checkmark icon is visible next to the text 'Document Validated with no errors', which is circled in blue. Below this, there are fields for 'Transaction Date' (19 OCT 2010), 'Delivery Date' (19 OCT 2010), 'Vendor ID' (N00201660), 'Address Type' (BU), 'Address Sequence' (1), 'Vendor Contact' (Jan Walker), 'Vendor Name' (Dell Computer Corp.), 'Vendor Address' (Dell Marketing L.P., PO Box 643561, Pittsburgh PA 15264), and 'Fax Number' (512-283-5932). A 'Vendor Validate' button is also present.

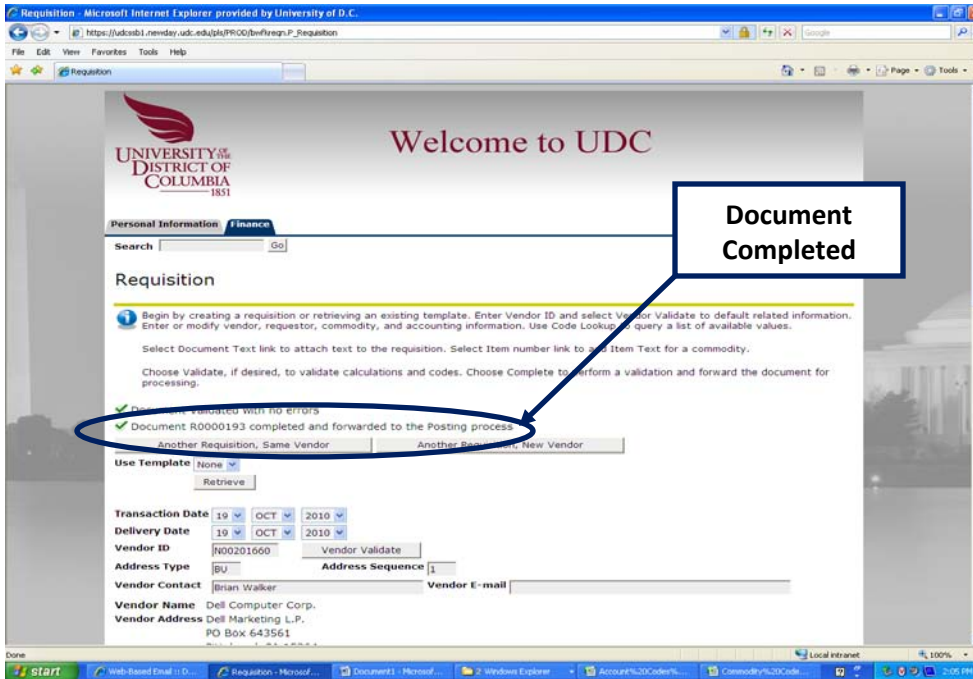
To complete your requisition, scroll to the bottom of the page

a) Press **Complete**.

The screenshot shows the bottom portion of the 'Requisition' page. It features a table titled 'Calculated Commodity Amounts' with columns for 'Item', 'Extended Amount', 'Discount Amount', 'Additional Amount', and 'Net Amount'. Below the table, there are 'Totals:' and radio buttons for 'Dollars' and 'Percents'. A table with columns 'Seq#', 'Chart', 'Index', 'Fund', 'Location', and 'Accounting' is also visible. A blue box with the text 'Click COMPLETE' has an arrow pointing to the 'Complete' button. Other buttons include 'Validate', 'Save as Template', 'Code Lookup', and 'Execute Query'. The footer contains a list of links: '[Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development | Delete Finance Template]'.

A second green arrow will appear on the requisition page indicating that the “Document R000000 completed and forwarded to the Posting process”.

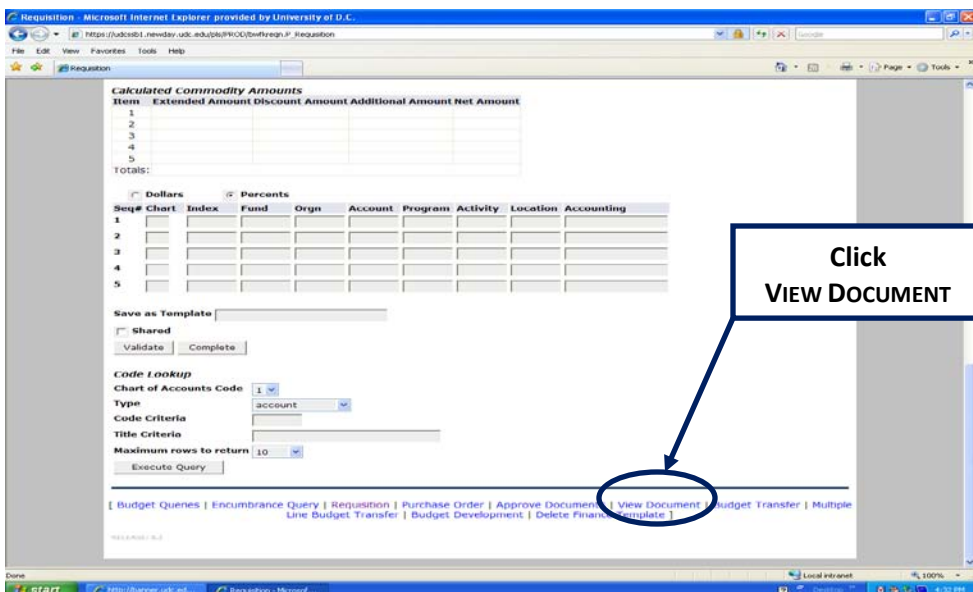
NOTE: Please copy down your requisition number, for printing purposes.



TO VIEW DOCUMENT / PRINT REQUISITION

Step 10.

- a) Scroll to the bottom of the Requisition page screen and click **View Document**



Step 11.

You will be directed to the **View Document** criteria screen

- a) In the **Choose type** drop down box select **Requisition**
- b) In the **Document Number** field type your requisition number
- c) Under the **Display Accounting Information** select **Yes**
- d) Under the **Display Document/Line Item Text** select **Printable**
- e) Under the **Display Commodity Text** select **Printable**
- f) Click **View Document**

The screenshot shows the 'View Document' criteria screen in a Microsoft Internet Explorer browser. The page header includes the UDC logo and the text 'Welcome to UDC'. The main content area contains several sections with annotations:

- Document Number:** A text input field with the annotation 'Type REQUISITION NUMBER here' pointing to it.
- Choose type:** A dropdown menu set to 'Requisition' with the annotation 'CHOOSE REQUISITION' pointing to it.
- Display Accounting Information:** A section with radio buttons for 'Yes' and 'No'. The 'Yes' button is selected, with the annotation 'Select YES' pointing to it.
- Display Document/Line Item Text:** A section with radio buttons for 'All', 'Printable', and 'None'. The 'Printable' button is selected, with the annotation 'Select PRINTABLE' pointing to it.
- Display Commodity Text:** A section with radio buttons for 'All', 'Printable', and 'None'. The 'Printable' button is selected, with the annotation 'Select PRINTABLE' pointing to it.
- View document:** A button at the bottom of the form with the annotation 'Click VIEW DOCUMENT' pointing to it.

The browser's address bar shows the URL: https://ukcweb1.newday.udc.edu/ah/PROC/befindoc_P_ViewDoc. The browser title is 'View Document - Microsoft Internet Explorer provided by University of D.C.'. The taskbar at the bottom shows several open applications, including 'Document1 - Microsoft...', 'Windows Explorer', and 'Commodity%20Code...'.

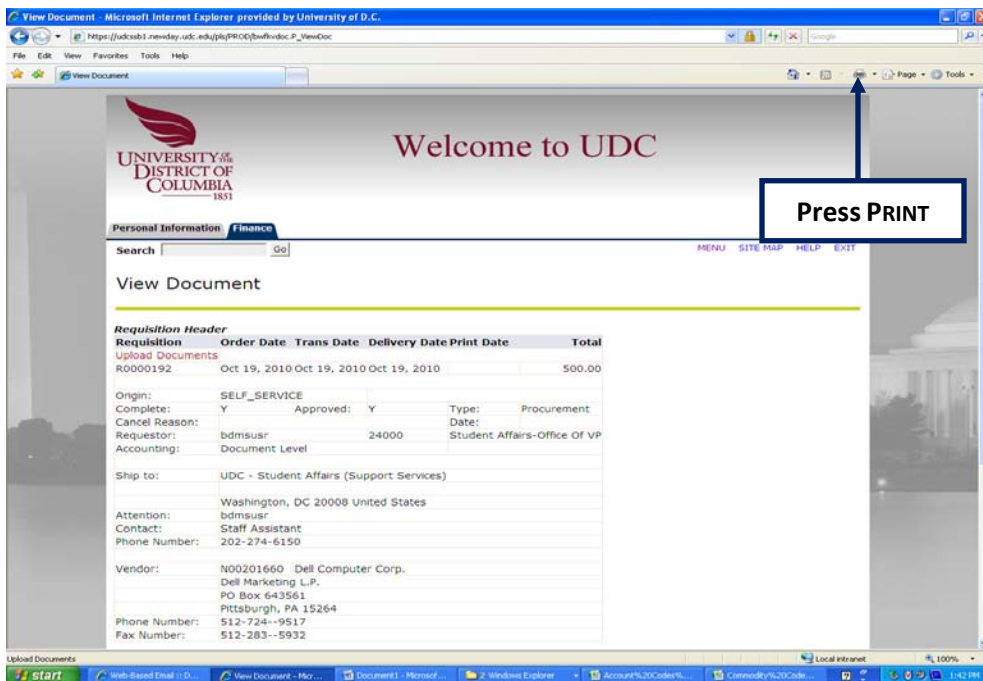
HOW TO VIEW DOCUMENT / PRINT REQUISITION

You will be directed to the **View Document** screen. This screen shows you how your requisition will look when it's printed. In this screen you can either **Print** the requisition or attached **Documents** to the requisition (see **Step 13**).

Step 12.

To print your document

- a) Press **Print** (use the printer icon at the top of the screen)

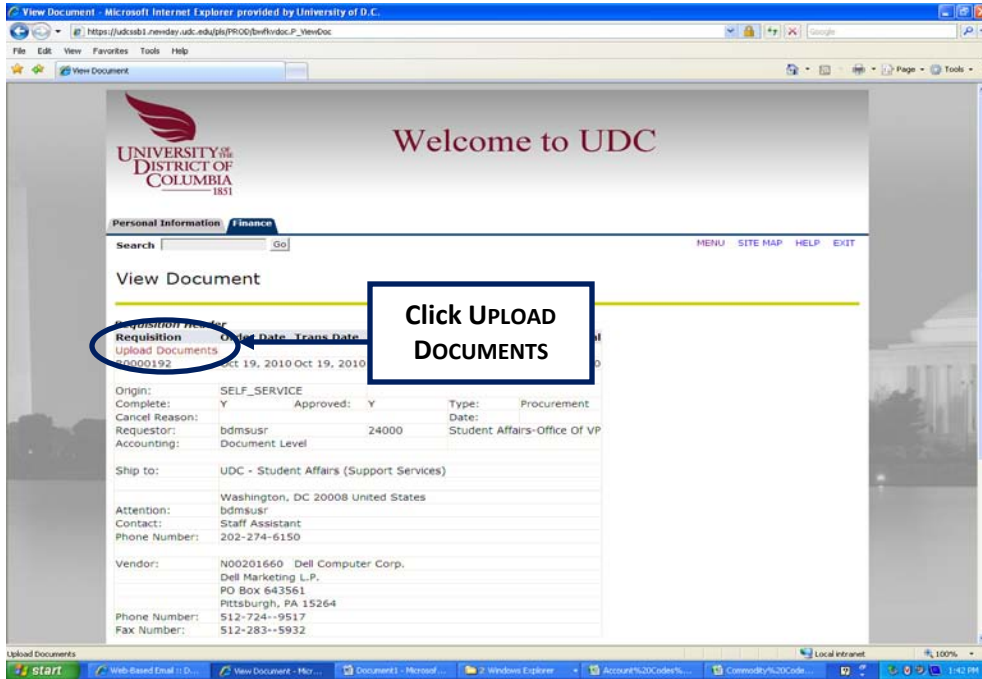


HOW TO ATTACH DOCUMENTS TO YOUR REQUISITION

Step 13.

To attach documents to your requisition:

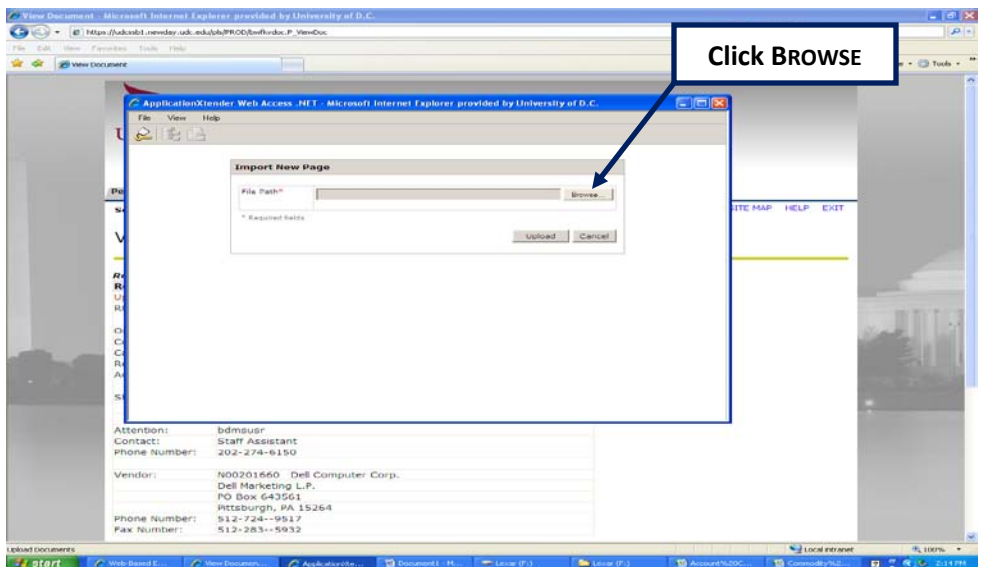
- a) Click **Upload Document**



Step 14.

An Application Xtender Web Access box will appear.

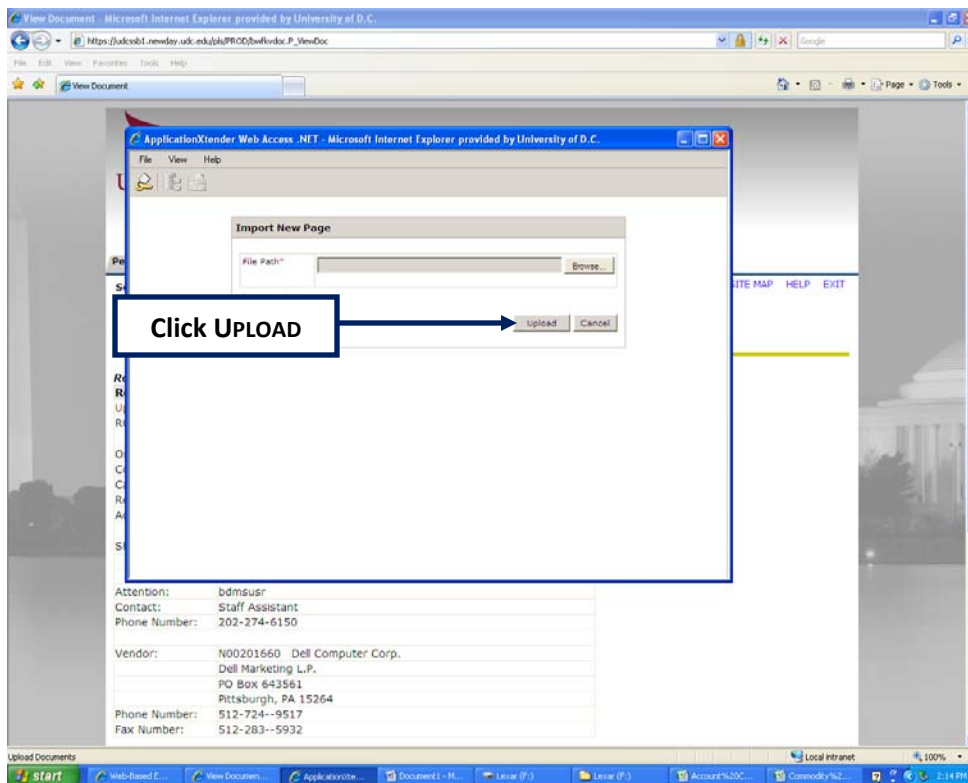
- a) Click **Browse**



Step 15.

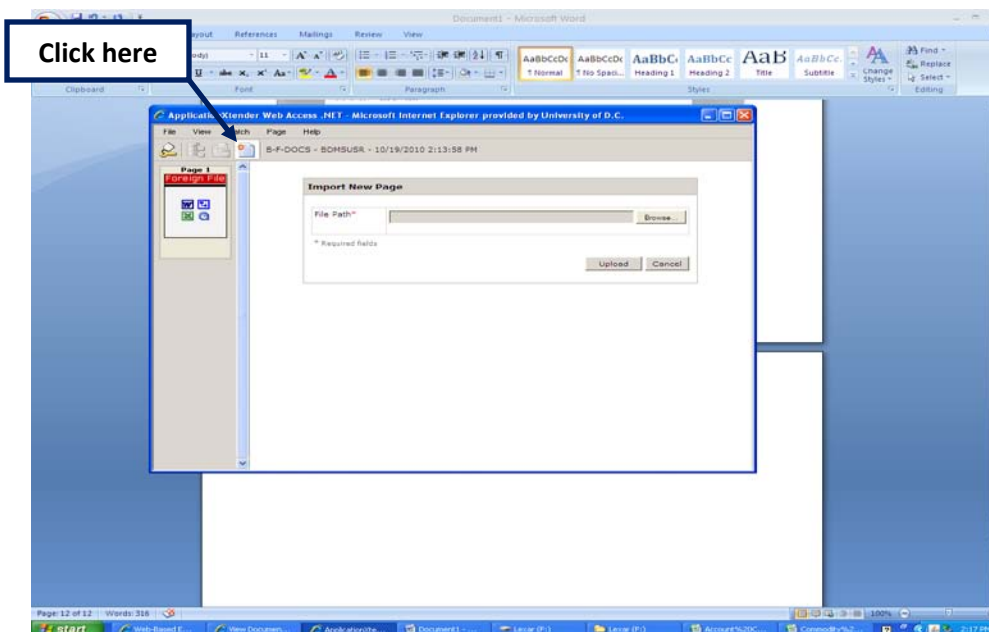
After you choose the file:

- a) Click **Upload**



Step 16.

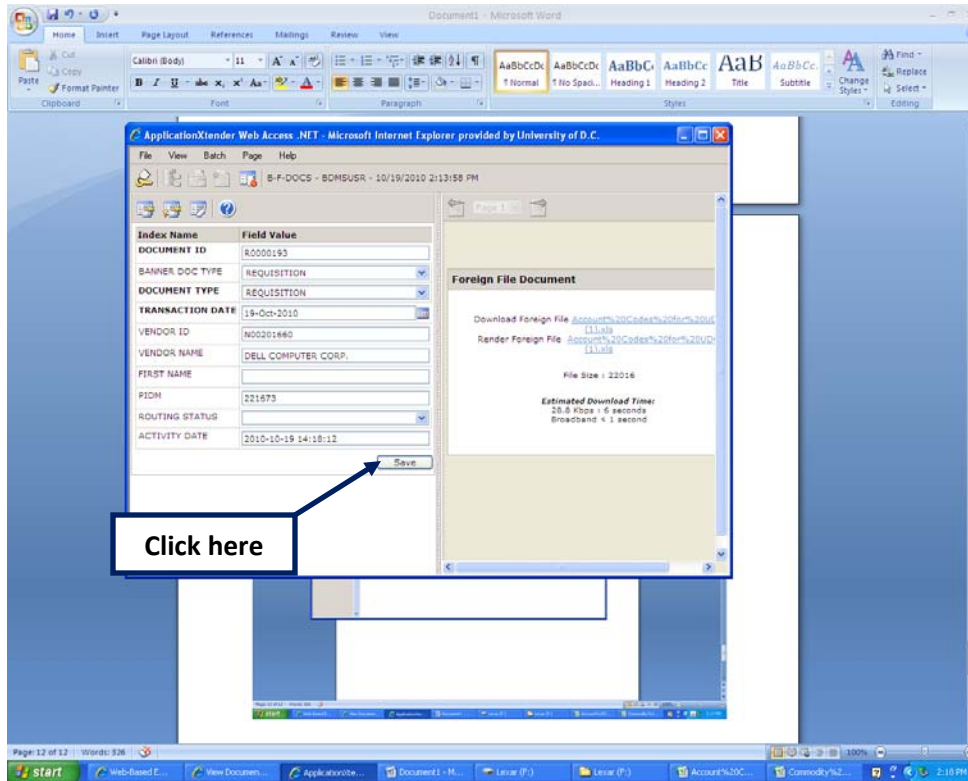
- a) Click the icon that looks like a piece of paper with a red dot



Step 17.

A new screen will appear:

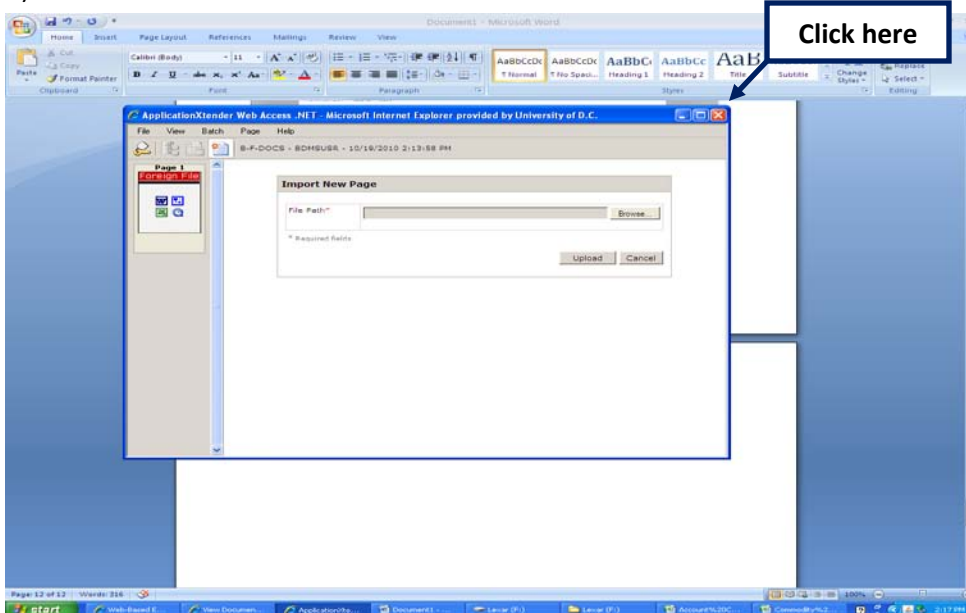
- a) Click **Save** to complete the attachment



Step 18.




A new screen will appear:

- a) Click the **X** to exit out




TROUBLE SHOOTING


Error Messages

-  **Ship Code is not valid**
-  **Organization Code is not valid**
-  **Index Code is not valid**

Answer: Please copy and paste these codes in correct fields

-  **Chart of sequence 1 is required**

Answer: You need to enter “1” in the chart field

-  **Query returned no records.**

Answer: If you are doing a lookup for vendor then the vendor needs to be added. If you are looking up your Organization and it 2 words use only one word.

-  **Sequence 1 accounting information is incomplete**

Answer: This means that your FOPAL account is not entered. Please choose an account number from the list provided and enter in the account field



ACCOUNTING CODES

| ACCOUNT | DESCRIPTION | ENTRY | STATUS |
|---------|-------------------------------------|-------|--------|
| 709115 | Trash and waste removal | Y | A |
| 711105 | Employee recruitment travel | Y | A |
| 711110 | Lodging | Y | A |
| 711115 | Meals and food - external | Y | A |
| 711120 | Meals and food - internal | Y | A |
| 711125 | Meetings and travel | Y | A |
| 711130 | Transportation | Y | A |
| 711135 | Workshop and conf registration | Y | A |
| 711195 | Travel Advance | Y | A |
| 711305 | Vehicle supplies, maint and repair | Y | A |
| 711310 | Audio visual equip maint and repair | Y | A |
| 711315 | Equipment maint and repair | Y | A |
| 711505 | Audit contracted services | Y | A |
| 711510 | Contracting and consulting services | Y | A |
| 711515 | Legal fees | Y | A |
| 711705 | Advertising services | Y | A |
| 711805 | US postage | Y | A |
| 711810 | Overnight delivery service | Y | A |
| 711815 | Bulk rate postage/shipping | Y | A |
| 711820 | Freight and shipping | Y | A |
| 711825 | Postage - interdepartmental chgs | Y | A |
| 711830 | Mail house services | Y | A |
| 713105 | Bank charges and fees | Y | A |
| 713110 | Billing and collection services | Y | A |
| 713115 | Contracted temporary help | Y | A |
| 713120 | Copyright charges and fees | Y | A |
| 713125 | Equip and software maint contract | Y | A |
| 713130 | Food services contract | Y | A |
| 713135 | Honoraria | Y | A |
| 713140 | Insurance services | Y | A |
| 713145 | Interlibrary loan services | Y | A |
| 713150 | Investment expenses | Y | A |
| 713155 | Photography | Y | A |
| 713160 | Student credentialing | Y | A |
| 715105 | Security | Y | A |
| 717105 | Buildings -capitalized | Y | A |
| 717110 | Library holdings -capitalized | Y | A |
| 717115 | Furniture and fixture -capitalized | Y | A |



ACCOUNTING CODES

| ACCOUNT | DESCRIPTION | ENTRY | STATUS |
|---------|-------------------------------------|-------|--------|
| 717120 | Equip and machinery -capitalized | Y | A |
| 717125 | Land imp & infrastruct -capitalized | Y | A |
| 717130 | Land -capitalized | Y | A |
| 717135 | Constr in prog (CIP) -capitalized | Y | A |
| 717305 | Telephone equipment | Y | A |
| 717310 | Office furniture | Y | A |
| 717315 | Instructional equipment | Y | A |
| 717320 | Computer equipment and supplies | Y | A |
| 717325 | Computer software | Y | A |
| 717330 | Equipment - less than \$5,000 | Y | A |
| 719105 | Bad debt write-off | Y | A |
| 719110 | Tuition disc - institutional aid | Y | A |
| 719115 | Perkins loans | Y | A |
| 721105 | Depreciation expense | Y | A |
| 723105 | Debt service | Y | A |
| 723305 | Interest on loans | Y | A |
| 725105 | Subsidies and transfers | Y | A |



COMMODITY CODES

| Commodity Code | Commodity Description |
|----------------|--|
| 311056 | Purification System, Compressed Breathing Air. Mus |
| 375232 | Card Cases, Notecases, And Notepad Holders (Imprin |
| 409100 | Specialty Items For Shows And Entertainment (Perch |
| 457875 | Vacuum Cleaners And Attachments, Upright, Househol |
| 751985 | Washer And Steam Cleaner Combination, High Pressur |
| 806558 | Pens And Pencils, Specialty, Assorted, Logo And/Or |
| 1002100 | Freight And Cargo Containers (Shipping) (See Class |
| 1203200 | Chiller, Water, Large Flow Capacity (To Chill Hatc |
| 1207474 | Pumps And Parts, Sewage, Marine (Thomas Sewage Pum |
| 1250532 | Adhesive, Padding, For Use On Recycled Carbonless |
| 1502300 | Doors And Parts, Automatic, Drive-Through Type, Et |
| 1656044 | Ovens, Baking/Finishing, Commercial, Conveyorized, |
| 1956020 | Stopwatches, Digital, Liquid Crystal Display, Poly |
| 2001044 | Jackets, Baseball, 100% Nylon Satin Shell, 100% Po |
| 2001064 | Pants, Wind, 100% Nylon, Lined, Zipper Ankle, W/Re |
| 2001065 | Pants And Shorts, Athletic, 65% Polyester/35%Combe |
| 2001072 | Shirts, Athletic Tank Style, 100% Nylon, Micro Mes |
| 2001075 | Shirts, Athletic, Tank Top, 100% Cotton, 5.6 Oz., |
| 2001082 | Shorts, Gym, 50/50 Poly/Cotton, Elastic Waistband, |
| 2001087 | Sweatshirts, Long Sleeve, Hooded, 50% Polyester Or |
| 2001096 | Sweatshirts, Hooded, W/Steel Zipper, 50/50, Heavyw |
| 2007420 | Caps, Baseball Style, Adjustable, W/Silkscreen Log |
| 2007655 | Pants, Pull-On, 100% Cotton Or Poly/Cotton Blend, |
| 2008648 | Jackets And/Or Vests, Uniform, Men'S And Women'S, |
| 2018635 | Briefs, Women'S, 100% Preshrunk Cotton, Wide Elast |
| 2041392 | Panels, Patch, Including Parts And Accessories For |
| 2043535 | Disk Drives, Hard Drives, Esdi (Enhanced Small Dev |
| 2045454 | Microcomputer Parts, Accessories And Optional Equi |
| 2046059 | Optional Features And Accessories, Computer Monito |
| 2047560 | Printers, Computer, Dot Matrix, W/6 Ft. Min. Print |
| 2047660 | Printers, Inkjet, W/ 6 Ft. Min. Printer Cables, Br |
| 2047760 | Printers, Laser, W/6 Ft. Min. Printer Cables, Bran |
| 2067439 | Printers, Laser, For Mainframe Systems, Brand And |
| 2067800 | Printers, Mainframe Computer (Not Otherwise Classi |
| 2068400 | Scanners, Document: Handheld, Desktop, And High Vo |
| 2068600 | Scanners And Readers, Optical Character: Bar Code, |
| 2068900 | Storage Devices, Electronic (Disk Drive Compatible |
| 2072025 | Braces, Monitor (For Pcs, Crts, Desk Top Printers, |



COMMODITY CODES

| | |
|---------|--|
| 2072529 | Cleaners, Computer, Compressed Gas, Environmental |
| 2077237 | Cartridges, Ink, For Hewlett Packard Portable Desk |
| 2077239 | Cartridges, Ink, For Ibm Lexmark 4079 Color Printe |
| 2077242 | Cartridge Kits, Refillable, Snap And Save Starter |
| 2077248 | Labels, Laser Printer, For File Folders, Permanent |
| 2077290 | Toner, Cartridges, Laser Printers, Brand Listed Or |
| 2077294 | Toner Cartridges, Xerox Laser Printers, (Xerox Or |
| 2077550 | Panel, Projection, For Use With Overhead Projector |
| 2077984 | Toner Cartridges, Laser Jet Printer, Remanufacture |
| 2078727 | Cartridges, Magnetic Tape, For Computer Data Stora |
| 2082010 | Software, Microcomputer, Business, Agenda, Ibm Com |
| 2083720 | Software, Microcomputer, Database, Apple Compatibl |
| 2083744 | Software, Microcomputer, Database, Ibm Compatible, |
| 2083750 | Software, Relational Desktop Database Management S |
| 2083919 | Software, Microcomputer, Desktop Publishing, Apple |
| 2084037 | Software, Microcomputer, Driver Support, For Ibm C |
| 2085021 | Software, Microcomputer, Graphics, Apple Compatibl |
| 2086676 | Software, Training And Testing Courses, For Profes |
| 2093148 | Software, Mainframe, Plot Server, Latest Version O |
| 2094400 | Educational: Foreign Languages, Math, Science, Soc |
| 2095400 | Internet And Web Site Software For Main Frame Comp |
| 2096450 | Software, Mainframe, Personnel, Job Scheduling, La |
| 2200700 | Clinometers And Inclometers (For Slope And Tilt |
| 2203400 | Logging Devices, Electronic (Long-Range Data Colle |
| 2409152 | Pans, Hot Food, Impact Resistant, High Temp Ultem |
| 2508000 | Tests, Answer Sheets, Scoring Keys, Etc. (For Edp |
| 2877800 | Teaching And Demonstration Units: Electronic Kits, |
| 3100632 | Envelope, Clasp, Kraft, Plain Unglazed, Gummed Fla |
| 3103003 | Envelopes, Air Mail, White Wove, Red And Blue Bord |
| 3103023 | Envelopes, Catalog, Plain, Brown Kraft, Open End, |
| 3103046 | Envelopes, Kraft, Plain, Permanent Self Sealing Fl |
| 3103050 | Envelopes, Inter-Departmental, Side Opening, No St |
| 3103056 | Envelopes, Plain, Regular Full Make Ready Flap, Wh |
| 3103067 | Envelopes, White Wove, Plain, Commercial, Regular |
| 3103086 | Envelopes, White Kraft, Catalog, Plain, Center Sea |
| 3106014 | Envelopes, Recycled, Brown Kraft, Open, W/Clasp, P |
| 3106043 | Envelopes, Recycled, String And Button, Manila, Pl |
| 3106720 | Envelopes, Mailing, Brown Kraft, Open Side, Gummed |
| 3402835 | Extinguishers, Fire, Carbon Dioxide, For Class B A |



COMMODITY CODES

| | |
|---------|--|
| 3655600 | Recycled Floor Maintenance Machines, Accessories A |
| 3658078 | Vacuum Cleaners And Accessories, Upright, Commerci |
| 3937736 | Soft Drinks, Carbonated Beverage, 12 Oz. Cans, Pul |
| 4205679 | Stools, Step, Plastic |
| 4206435 | Connectors, Chair, For Ganging Individual Componen |
| 4250316 | Bookcases, Fully Laminated Slab End, Contemporary |
| 4250660 | Chairs, Executive, Metal, High Back, Heavy Utility |
| 4250668 | Chairs, Managerial, High Back, Posture Back Contro |
| 4250675 | Chairs, Management, Posture Back Control W/Forward |
| 4251426 | Credenza, Wood, Contemporary, Three Cabinet Style. |
| 4251429 | Credenza, Wood, Traditional, Two Cabinet Style W/K |
| 4251743 | Desk/Workstation, Data Processing, With Crt Viewin |
| 4251889 | Table, Printer, Wood, Printer Slot, Paper Catch Sh |
| 4252195 | Table, Conference, Wood, Traditional, Round, 4 Pro |
| 4254088 | Overfile, To Fit Over A Lateral File Cabinet, Inte |
| 4254925 | Hutch, Fits Over Desk, Laminated Finish, Includes |
| 4256022 | Chairs, Ergonomic, Managerial And Secretarial, Pos |
| 4450339 | Mattocks, Std. Pattern, Adze Eye, Forged Steel, Bl |
| 4501620 | Casters And Wheels, Office Chairs, Traditional Sty |
| 4503211 | Flashlights, Battery Type, Without Batteries Excep |
| 4505512 | Cabinets, Key System, W/Keys, And Parts And Access |
| 4506200 | Pads, Equipment Foundation, All Types (Including R |
| 4507031 | Gloves, Examination, For High Risk Situations, Pow |
| 4857676 | Socks, Absorbent, Recycled, Treated Paper Filler I |
| 5250531 | Cases, Document, Folding, Brown Patterned Finish, |
| 5250540 | Envelopes, Permalife, Acid Free, For Pamphlets, Do |
| 5258055 | Library Supplies, Miscellaneous (Brand Listed Or E |
| 5303040 | Desk Folders (Note Pad Holders), Vinyl, W/Pocket A |
| 5303930 | Binders, Business Card Holder, 3 Ring, W/Tab Divid |
| 5452600 | Industrial Type Steam And High Pressure Water Clea |
| 5576375 | Signs, Destination, Transit Bus (Brand Listed Or E |
| 5752500 | Computer Output Microfilm/Microfiche (Com) Units: |
| 5754915 | Accessories, Equipment And Supplies, Microfilm, Fo |
| 5783100 | Display And Showroom Equipment And Supplies (Incl |
| 6001500 | Calculators, Electronic, Display/Printing Type, Pr |
| 6001650 | Calculators, Electronic, Display/Printing Type, No |
| 6001665 | Calculators, Pocket/Handheld, Battery/Electric, Di |
| 6001768 | Calculators, Overhead Projector, W/Viewscreen Whic |
| 6001941 | Calculators, Electronic, Display/Printing, Brand L |



COMMODITY CODES

| | |
|---------|--|
| 6002278 | Toner, Cartridge, Calculators, Electronic, Printin |
| 6004000 | Copy Machines, Coated Or Treated Paper Type, Inclu |
| 6006125 | Fax Machine, Accessories, And Supplies, Muratec Or |
| 6006169 | Supplies, Fax Machine (Electrophotographic Cartrid |
| 6007240 | Fax Machine/Copier/Scanner/Color Printer Combinati |
| 6008045 | Ink Cartridges, Rollers, Ribbon Cassettes And Spoo |
| 6008046 | Ink Cartridge, Foam Pad, Pre-Inked, Cartridge, For |
| 6009700 | Vacuum Machines (Specifically Designed For Office |
| 6053012 | Lettering System, Portable, Produces Adhesive Stri |
| 6055551 | Trimmers, Paper, Blade Type, Self Sharpening, Meta |
| 6056010 | Sharpeners, Pencil, Battery Operated, Automatic St |
| 6056023 | Sharpeners, Pencil, Electric, Automatic Pencil Sto |
| 6056743 | Paper Punches, Two Holes, Fixed Heads, Adjustable |
| 6108465 | Ribbons, Correctable, Black, Cartridge Type, For U |
| 6150917 | Binders, Full Clear Vinyl Overlay Covers; Outside |
| 6150972 | Binders, Memo Books, 6 Ring, Loose Leaf, Black Vin |
| 6151142 | Sheets, Binder Filler, 16 Lb. Sulphite Bond, W/Rou |
| 6151400 | Boards: Calendar, Schedule, Dispatch, Manning, Etc |
| 6151556 | Books, Planners, Organizers, Calendar, Time Text, |
| 6151570 | Books, Stenographers, Note, No. 4 Sulphite, 16 Lb. |
| 6151580 | Books, Time, Roll, Register, Stiff Cover, Good Gra |
| 6151972 | Calendars, Wall, Eraseable, For Water Soluable Mar |
| 6152342 | Mats, Chair, Vinyl, Gripper Back, For Low To Mediu |
| 6152541 | Clipboards, Storage, W/Writing Plate, Hinged Cover |
| 6152542 | Clipboard, W/Suction Cup For Mounting, Plastic, BI |
| 6152940 | Correction Fluid, All Purpose (For Paper, Typewrit |
| 6153113 | Covers, Portfolio, Brief And Report, Med. Wt. Pape |
| 6153143 | Covers, Report, Medium Weight Paper, Fasteners For |
| 6153144 | Covers, Report, Heavy Weight Coated Textured Paper |
| 6153145 | Covers, Report, Heavy Weight, Deep Linen Weave Pap |
| 6153354 | Racks, Gathering, 7 In. Width, Metal, Collapsible, |
| 6153376 | Trays, Telephone And Telephone Book (Wooden Book N |
| 6153702 | Boxes, File, Heavy Duty, 200 Lb., B Flute, Mullen |
| 6153711 | Cases, Card File, Drawer Style, Fiberboard, Metal |
| 6153965 | Tabs, Folder, Converts File Folders, Pockets, Or E |
| 6154115 | Envelope, Filing & Wallet, Leather-Like (LI), Red |
| 6154122 | Files & Wallets, Expanding, Five-Piece Constructio |
| 6154130 | Pockets, File, End Tab, One Piece Construction, Ma |
| 6154504 | Backs, File, Self Adhesive, Letter & Legal Size, 1 |



COMMODITY CODES

| | |
|---------|---|
| 6154522 | Folders, Classification, Pressboard, 2 In. Expansi |
| 6154526 | Folders, File, Colored Stock, Double Top, Standard |
| 6154529 | Folders, File, Double Top, Legal Size, Manila, Sta |
| 6154539 | Folders, File, End Tab, Manila, Double Edge, Shelf |
| 6154554 | Folders, File, 18 Point Kraft, Plain Tabs, Double |
| 6154562 | Folders, File, Not Letter Or Legal Size, Single To |
| 6154573 | Folders, File, Single Top, Letter Size, Manila, St |
| 6154742 | Guides, Files, Card, "Out", Top Tab, 11 Point Mani |
| 6154748 | Guides, Posting Machine, No. 2-2 System, Indexed A |
| 6155130 | Labels, Folder, File, Self-Adhesive, Duplicate Cop |
| 6155150 | Protector, Label, Laminating Film, Mylar, Self Adh |
| 6155572 | Trays, Letter, Plastic, Stackable (No Stacking Pos |
| 6156238 | Pads, Note, Adhesive, Adheres Securely And Removes |
| 6156275 | Tablets, Writing, Notebook Filler Paper, Margin Ru |
| 6157210 | Planner/Organizer, Complete Set, Dated, Original M |
| 6157211 | Planner/Organizer, Complete Set, Dated, Contains S |
| 6157230 | Refills And Accessories, Planner/Organizer Origina |
| 6157311 | Binders, Recycled, 3 Ring, Loose Leaf, Polyethylen |
| 6157318 | Binders, Recycled, Three Ring, Vinyl Over Chipboar |
| 6157320 | Binders, Recycled, Three Ring, Full Clear Vinyl Ov |
| 6157339 | Dispensers, Recycled, Flag Tape, Post-It Flag, Con |
| 6157344 | Folders, File, Recycled, Hanging And Interior Fold |
| 6157359 | Pads, Note Or Figure Pads, Min. 10% Post Consumer |
| 6157360 | Pads, Post-It-Note, Recycled, 100% Post-Ind. Conte |
| 6157361 | Pads, Post-It Note, 100% Recycled, For Use As Refi |
| 6157362 | Pads, Memo, 100% Recycled W/Min. 10 % Post Consume |
| 6157363 | Pads, Note, 100% Recycled, Adhesive That Adheres T |
| 6157365 | Paper, Adding Machine, Recycled, Lint Free, Carbon |
| 6157369 | File Pockets, Recycled, 2-Ply Straight Cut Tab, 1 |
| 6157370 | File Pockets, Recycled, Drop-Front, Straight Cut T |
| 6157372 | File Pockets, Recycled, Pre-Indexed, Expanding Acc |
| 6157395 | Wastebaskets, Recycled, Plastic, Min. 10% Post Con |
| 6157531 | Rubber Bands, Highest Quality, First Line, 1 Piece |
| 6157532 | Rubber Bands, 1 Lb/Box, Highest Quality, First Lin |
| 6157737 | Inks, Cartridge Type For Line Daters, Number Stamp |
| 6158281 | Copysset, Manifold Paper, 9 Lb. Paper W/One Time Ca |
| 6158884 | Tape, Transparent, With Dispenser, Scotch Brand Or |
| 6159342 | Flags And Dispensers, Tape, Removable, Clear W/Col |
| 6202066 | Erasers, Pencil Type, Wood Cased, Can Be Sharpened |



COMMODITY CODES

| | |
|---------|---|
| 6206048 | Pencils, Wood Cased, Black Lead, W/Eraser, Large D |
| 6207937 | Pens, Fountain, Non-Refillable, Disposable, Plasti |
| 6208012 | Pens, Retractable, Refillable, 14k Gold, Twist-Cap |
| 6208021 | Pens, Ball Point, Retractable, Refillable, All Pla |
| 6208024 | Pens, Ball Point, Retractable, Refillable, Multico |
| 6208026 | Pens, Ball Point, Retractable, Non-Refillable, Pla |
| 6208030 | Pen, Ball Point, Non-Retractable, Refillable, Plas |
| 6208037 | Pen, Ball Point, Non-Retractable, Non-Refillable, |
| 6208048 | Pens, Roller Ball. Gel Ink, General Use, Soft Rubb |
| 6208051 | Pens, Roller Ball, Non-Retractable, Non-Refillable |
| 6208055 | Pen, Roller Ball, Metal Pipe Tip, Ink Reservoir, PI |
| 6208062 | Pens And Refills, Gel Type, Refillable, Visible In |
| 6208083 | Pens, Ball Point On One End And A Fluorescent Yell |
| 6208540 | Pens, Executive Magnus, Roller Ball Pen With Black |
| 6208660 | Marker, Dry/Wet Erase, For Non-Porous Surfaces, No |
| 6209016 | Markers, Audio Visual Transparency Marker, Broad T |
| 6209020 | Markers, Highlighter, Broad Tip, Chisel Tip, 3 Way |
| 6209031 | Markers, Highlighters, Flat Angular Point, Permane |
| 6209050 | Pens, Free Ink Highlighters: Fluorescent Non-Pigme |
| 6209073 | Markers, Pen, Paint, Permanent, Oil-Based Paint, S |
| 6402566 | Boxes, Cardboard, Corrugated, Mailing/Shipping, He |
| 6402570 | Boxes, Cardboard Shipping (And/Or Storage), Foam P |
| 6452145 | Paper, Bond, No. 4, Sulphite, Dual Purpose, 20 Lb. |
| 6453329 | Paper, Bond, Dual Purpose, Recycled, For Engineeri |
| 6453333 | Paper, Copy, Virgin Stock, Premium Grade No. 4 Sul |
| 6453385 | Paper, Dual Purpose, Recycled, Compatible With The |
| 6456880 | Paper, Parchment, Recycled, Text And Cover, Imitat |
| 6557143 | Paper For Color Print Processing (Kodak Ektachrome |
| 6557145 | Paper For Color Print Processing (Kodak Ektachrome |
| 6652100 | Bag Sealing Equipment, Including Tape And Accessor |
| 7000823 | Bindery Equipment, Machines, Accessories, And Supp |
| 7151264 | Reference Books, Secretarial And General Office In |
| 7154500 | Laboratory Books, Research And Related Materials (|
| 7158800 | Textbooks: College Level (Includes Student And Tea |
| 7159000 | Video Cassettes, Disks, Tapes, Etc. (For Computer |
| 7258400 | Wide Area Telecommunications Services (Wats); Auto |
| 7404558 | Parts And Accessories, Scotsman Ice Machine (Scots |
| 7850300 | Anatomical Models (For Medical And Nursing Instruc |
| 7851533 | Boards, Dry Erase, Radius-Edged, Vinyl Frame, 10 I |



COMMODITY CODES

| | |
|---------|--|
| 7851546 | Markerboards, Erasable, (White) Radium Corner Boar |
| 7852507 | Boards, Bulletin, Combination Mark 'N Wipe. Half I |
| 7852510 | Boards, Bulletin, Natural Tan Cork Face Of At Leas |
| 7853019 | Crayons, Wax, Standard Round Size, (Approx. 3-1/2 |
| 7855727 | Erasers, Markerboard, For Dry Erase Marker Boards |
| 7857376 | Notebooks, Wire Bound, Stiff Cover, Assorted Color |
| 7858647 | Notebooks, Wire Bound, Recycled Paper, Stiff Cover |
| 7859200 | Training Aids, Materials, And Equipment For The In |
| 8000562 | Shoes, Basketball, 3/4 In. Ultra Hide Leathr Upper |
| 8000568 | Shoes, Gym And Outdoor, Cross-Training, W/2 Velcro |
| 8003258 | Thongs, Men'S, Full Cut, Wide, Full Length Zori, S |
| 8014578 | Tape, Adhesive, For Use With Letter Machines, High |
| 8031800 | Electronic Sound Equipment (Not Otherwise Classifi |
| 8033900 | Microphones And Related Equipment (Not Wireless Sy |
| 8051500 | Athletic Awards (For Service Type See Class 080): |
| 8201400 | Boiler Parts And Accessories (Not Otherwise Listed |
| 8406033 | Monitor/Receiver, Color, Consumer Grade, On Screen |
| 8406900 | Video Camera-Recorders, Accessories And Parts (Tel |
| 8407075 | Video Camera, S-Vhs Camcorder, Professional Grade, |
| 8951025 | Welder, Electric Arc, Mig, Automatic Wire Feed, El |
| 9068400 | Telecommunications Systems (Telephone, Radio, Etc. |
| 9071400 | Architectural Services, Non-Licensed (Not Otherwis |
| 9072800 | Communications Systems; Tv; Microwave; Telephone; |
| 9090300 | Administration Of Contracts: Summary Of Work, Qual |
| 9092400 | Building Construction, Commercial And Institutiona |
| 9094800 | Furnishings: Artwork, Cabinets, Furniture, Window |
| 9103644 | Maintenance Of The Pneumatic And Electric Hvac Tem |
| 9105200 | Maintenance Services, Building (Not Otherwise Clas |
| 9107000 | Sludge Removal, Building (To Include Grease Trap C |
| 9107500 | Wall And Ceiling Repair And Replacement (Including |
| 9108146 | Window Washing Services, Office Buildins, Multi-St |
| 9155848 | Labeling And Mailing Services, Including Affixing |
| 9155852 | Mailing Services To Include Affixing Address Label |
| 9155920 | Express Air Mail Delivery Service, Next Day, For L |
| 9182930 | Consulting Services Related To The Implementation |
| 9200700 | Applications Software For Microcomputer Systems: B |
| 9203120 | Installation And Maintenance Of Automated Library |
| 9203700 | Networking Services (Including Installation, Secur |
| 9204520 | Maintenance And License Agreement Services, Microc |



COMMODITY CODES

| | |
|---------|--|
| 9204577 | Support And Update Services, Microcomputer Softwar |
| 9204800 | Storage Services, Data Media |
| 9248600 | Vocational Training, All Types (Including Vocatio |
| 9293100 | Construction Equipment Maintenance And Repair (Not |
| 9294100 | Engines And Motors, Industrial, Maintenance And Re |
| 9314500 | Furniture Installation And Reconfiguration Service |
| 9314635 | Refinishing 42 In. And 48 In. Diameter Round Table |
| 9360800 | Air Compressors And Accessories, Maintenance And R |
| 9362300 | Door Automatic Operator Installation, Maintenance |
| 9366000 | Printing Plant And Bindery Equipment Maintenance A |
| 9366240 | Maintenance, Installation, And Removal Services, P |
| 9367700 | Substation/High Voltage (Electrical) Maintenance A |
| 9390000 | Equipment Maintenance, Reconditioning, And Repair |
| 9394800 | Library Machines And Supplies, Maintenance And Rep |
| 9412500 | Boiler Maintenance And Repair, Steam (Including Te |
| 9461000 | Accounting And Billing Services (Including Payroll |
| 9535200 | Insurance And Insurance Services (Not Otherwise Cl |
| 9610200 | Administrative Services, All Kinds (Incl. Clerica |
| 9611500 | Concessions, Catering, Vending: Mobile And Station |
| 9612600 | Crating And Packing Services For Transportation (I |
| 9613065 | Employment Agency Services. The Contractor Shall P |
| 9620500 | Amusement And Entertainment Services (Incl. Perfor |
| 9621700 | Bus And Taxi Services, Limousines And Vans (Includ |
| 9622400 | Courier/Delivery Services (Including Air Courier S |
| 9623352 | Engraving, Plastic Name Plates And Signs, With Or |
| 9626034 | Decorating Services For Holidays, Parties, Or Even |
| 9660732 | Printing Of Business Cards, Three Color, Special F |
| 9660734 | Printing, Business Cards, Three Color, White Smoot |
| 9664224 | Imprinting, Plain Envelopes W/ Return Address, Fir |
| 9666400 | Offset Printing, Books & Magazines (Quan. < 100,00 |
| 9667600 | Print-On-Demand Printing Services (Including Print |
| 9673700 | Electrical And Electronic Products (Incl. Computer |
| 9675500 | Paint, Varnish, Lacquer And Related Products Produ |
| 9845700 | Power Supplies Rental Or Lease: Surge Protectors, |
| 9885232 | Fertilizing (Incl. Weed And Insect Control For Law |
| 500000 | Purchased services and contracts |