

Commodity Categories and Subcategories Guideline - 6.1.G (10/18/04)

[Last Update: \(10/18/04\) ABachicha:kma - 6.1.G.0](#)

[Procedures - 6.1.G.1](#)

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Last Update: (10/18/04) ABachicha:kma - 6.1.G.0

This guideline was extensively revised to address administrative changes throughout the document.

Procedures - 6.1.G.1

Using a commodity category and subcategory enables Procurement to:

- assign the procurement to the appropriate Sandia Contracting Representative (SCR);
- accumulate data regarding the types of goods and services being purchased by Sandia;
- develop a framework for subsequent analysis to identify goods and services that are candidates for Ordering Agreements (OAs) or Just-in-Time (JIT) contracting;
- allow for a comparison of pricing changes in goods purchased;
- assist SCRs in negotiations by providing information about market trends relative to specific classes of products;

- identify contracts with special attributes as defined by the modifier(s);
 - assist SCRs in querying external databases to identify potential sources for goods and services; and
 - provide a means for querying external databases for price trends and suppliers. Extensive price trend data is available by product codes from the U.S. Department of Labor.
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Commodity Assignments - 6.1.G.2

The following steps outline the process of commodity category and subcategory.

Step	Who	Action
1	Requester	- Assigns commodity category and subcategory in Oracle. - Prepares and submits the Purchase Requisition (PR).
2	SCR	Reviews the commodity category and subcategory for correct SCR assignment (see "Note" below). - Reassigns or makes changes to PR, if applicable. - Places order/contract.

Note: See URL address: <http://cfo.sandia.gov/cgi-bin/ocategory.pl>

Send feedback on ideas and information on this page to the Process Expert, Adolph Bachicha.



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