

## How to Use the New FlashCart Commodity Code Drop-Down Menu

- 1) Complete a cart in FlashCart for any item(s) you wish to purchase, using any form, or punchout or hosted catalog, and “Proceed to Checkout” to create a draft requisition.
- 2) When reviewing your draft requisition, note the highlighted area indicating the commodity code as a mandatory field that requires your completion:

The screenshot shows the FlashCart interface for a draft requisition. The 'Supplier / Line Item Details' section is highlighted with a red circle. The 'Commodity Code' field is highlighted in yellow with a 'Required field' error message. The 'Taxable' checkbox is checked. The 'Catalog No' is 'NA' and the 'Size / Packaging' is '1/EA'. The 'Unit Price' is '25.00', 'Quantity' is '100 EA', and 'Ext. Price' is '2,500.00 USD'. The 'Supplier subtotal' is '2,500.00', 'Shipping' is '0.00', 'Handling' is '0.00', and 'Supplier total' is '2,500.00 USD'. The 'Subtotal' is '2,500.00', 'Shipping' is '0.00', 'Handling' is '0.00', and 'Total' is '2,500.00 USD'.

- 3) To add a Commodity Code, click on the “edit” button in the top right-hand corner of the Supplier/Line Item Details section:

The screenshot shows the FlashCart interface for a draft requisition. The 'edit' button in the top right-hand corner of the 'Supplier / Line Item Details' section is highlighted with a red circle. The 'Commodity Code' field is highlighted in yellow with a 'Required field' error message. The 'Taxable' checkbox is checked. The 'Catalog No' is 'NA' and the 'Size / Packaging' is '1/EA'. The 'Unit Price' is '25.00', 'Quantity' is '100 EA', and 'Ext. Price' is '2,500.00 USD'. The 'Supplier subtotal' is '2,500.00', 'Shipping' is '0.00', 'Handling' is '0.00', and 'Supplier total' is '2,500.00 USD'. The 'Subtotal' is '2,500.00', 'Shipping' is '0.00', 'Handling' is '0.00', and 'Total' is '2,500.00 USD'.

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4) Click on the drop-down arrow in the Commodity Code area:

The screenshot shows the 'Edit Line' form for a product description '1 Test'. The 'Commodity Code' field is highlighted in yellow and has a red circle around the dropdown arrow. The dropdown menu is open, showing a list of commodity codes. The 'Save' button is visible at the bottom of the form.

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price   |
|---------------------|------------|------------------|------------|----------|--------------|
| 1 Test              | NA         | 1/EA             | 25.00      | 100 EA   | 2,500.00 USD |

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking. Subtotal 2,500.00

5) Choose a Commodity Code appropriate for the product or service you are ordering from the displayed drop-down list by clicking on it...

The screenshot shows the 'Edit Line' form with the 'Commodity Code' dropdown menu open. The dropdown menu is displaying a list of commodity codes, including '12000000 - Chemicals, Bio Chemicals, &...'. The 'Save' button is visible at the bottom of the form.

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price   |
|---------------------|------------|------------------|------------|----------|--------------|
| 1 Test              | NA         | 1/EA             | 25.00      | 100 EA   | 2,500.00 USD |

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking. Subtotal 2,500.00

6)...and then click "Save".

The screenshot shows the 'Edit Line' form with the 'Commodity Code' dropdown menu open. The 'Save' button is circled in red, indicating it should be clicked to save the changes.

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price   |
|---------------------|------------|------------------|------------|----------|--------------|
| 1 Test              | NA         | 1/EA             | 25.00      | 100 EA   | 2,500.00 USD |

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking. Subtotal 2,500.00

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- 7) Your order will have the chosen Commodity Code displayed, and you will be ready to place your order!

The screenshot displays the 'Summary - Draft Requisition' page in the procurement system. At the top, a navigation bar shows the user 'LAWRENCE MCWILLIAMS' and a total value of '2,500.00 USD'. A progress bar indicates the requisition is in the 'Final Review' stage. A yellow message box confirms that all required information is completed and the request is ready for submission. The main content area is divided into several sections: 'General' (Cart Name: 2017-11-13 lmcwilli 01), 'Shipping' (Ship To: Larry McWilliams, Kent State University), and 'Billing' (Bill To: LAWRENCE MCWILLIAMS). Below these are 'Delivery Options' (Best Carrier-Best Way) and 'Credit Card Info' (No credit card has been assigned). The 'Accounting Codes' section shows a table with columns for Chart, Index, Fund, Organization, Account, and Program. The 'Internal Notes and Attachments' section contains a note to all suppliers. The 'Supplier / Line Item Details' section shows the supplier 'We've Got Everything!' and a table of line items. The first line item is 'Test' with a quantity of 100 EA and a unit price of 25.00 USD. The 'Commodity Code' dropdown menu is open, showing '12000000 Chemicals, Bio Chemicals, & Gas Materials' selected and circled in red. The bottom of the page shows a summary table with 'Supplier subtotal' of 2,500.00 USD and a 'Total' of 2,500.00 USD.

| Chart                 | Index       | Fund        | Organization | Account              | Program               |
|-----------------------|-------------|-------------|--------------|----------------------|-----------------------|
| K                     | 100306      | 110118      | 100396       | 72024                | 6100                  |
| Kent State University | Procurement | Fd Bal-Kent | Procurement  | Equip/Furniture<2500 | Institutional Support |

| Product Description | Catalog No | Size / Packaging | Unit Price | Quantity | Ext. Price   |
|---------------------|------------|------------------|------------|----------|--------------|
| 1 Test              | NA         | 1/EA             | 25.00      | 100 EA   | 2,500.00 USD |

|                          |                     |
|--------------------------|---------------------|
| <b>Supplier subtotal</b> | <b>2,500.00</b>     |
| Shipping                 | 0.00                |
| Handling                 | 0.00                |
| <b>Supplier total</b>    | <b>2,500.00 USD</b> |

|                 |                     |
|-----------------|---------------------|
| <b>Subtotal</b> | <b>2,500.00</b>     |
| Shipping        | 0.00                |
| Handling        | 0.00                |
| <b>Total</b>    | <b>2,500.00 USD</b> |

Please contact Larry McWilliams in the Procurement Department at x29196 or via email to [lmcwilli@kent.edu](mailto:lmcwilli@kent.edu) with any questions about this new procedure.