

How to Select the Category Code eProcurement - Special Request Requisitions Updated March 2007

The Category Code is a required field for all line items on Special Request requisitions. UTMB uses the PeopleSoft Category Code to store the State of Texas Commodity Code.

Notes:


- Do not select the Category Code from the Settings page.
- You do not select a category code on catalog and punchout “web” requisitions.
- Each Category Code is tied to a default Account Code. A cross-reference for Category Code to Account Code can be viewed on the Logistics website. The default Account Code can be modified by the end-user as appropriate.

Pathway: eProcurement > Create Requisition > Find Items > Special Request

Select any one of the Special Request requisition types (goods or services)

Request Type	Description
Special Request - Goods	Order goods not available in item catalogs
Special Request - Services	Fixed Cost Services
Special Request - Services	Variable Cost Services
Special Request - Services	Time and Materials

To the right of the **Category** field, click the Look-up icon:

*Category:	<input type="text"/>	
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To limit the number of Categories displayed, type information in one of the available search criteria fields (Category or Long Description). To search by Description, type a generic high-level description in the **Long Description “begins with”** field. Note: You may also use the “wildcard” (%) feature to locate the appropriate Category Code.

Look Up Category	
SetID:	UTMBG
Category:	begins with <input type="text"/>
Long Description:	begins with <input type="text" value="%pipette"/>


Then click the **Look Up** button.

Category:	begins with <input type="text"/>		
Long Description:	begins with <input type="text" value="%pipette"/>		
<input type="button" value="Look Up"/>	<input type="button" value="Clear"/>	<input type="button" value="Cancel"/>	Basic Lookup

Select the appropriate Category Code from the Search Results.

Search Results	
View All	First  1-2 of 2  Last
Category	Long Description
175-67	PIPETTERS AND DISPENSERS, SEMIAUTOMATIC (SINGLE ACTION, HAND-HELD)
175-66	PIPETTE SULLERS, VERTICAL TYPE

The **Category** box is now populated.

*Category:	<input type="text" value="175-67"/>	
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