How to Select the Category Code
eProcurement - Special Request Requisitions
Updated July 2013

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 on the Line Details 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 Supply Chain 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)

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

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.

Then click the Look Up button.
Select the appropriate Category Code from the Search Results.

The Category box is now populated.