Commodity Code Announcement

Department: Procurement/ Payables

Introduction of Commodity Codes

To support greater accuracy, transparency, and efficiency in our procurement processes, Purchasing Services is implementing **commodity codes** to be used on both high value and low value purchase orders.
The commodity code framework was created by the Ontario University Professional Procurement Management Association (OUPPMA). As the project is rolled out, all universities will be recording and reporting based on the same commodity framework. This represents a great stride forward in collaborative contracting and negotiation activities across the sector.
Beginning May 1st, you will see a new commodity code field in OneForm and the category field iProcurement will be updated. Every purchase order must include an appropriate commodity code describing goods or services being purchased. These standardized codes will help us:

- Create new Preferred Supplier arrangements
- Improve spend analysis and reporting
- Strengthen compliance with procurement policies
- Streamline approvals and processing
- Ensure consistent categorization across departments

It is critically important to select the commodity code that most closely describes the goods and\or services that are being purchased.

Training & Resources

When creating a purchase order, users will be prompted to select the correct commodity code from a predefined drop-down list of 81 categories. Live training sessions will be scheduled before implementation, and resources will be made available on the Purchasing Services portal.

Support

If you have questions or need help determining the appropriate commodity code, please contact Purchasing Services at purchasing.helpdesk@uguelph.ca [1]
Thank you for your cooperation as we implement this improvement. Your support helps us strengthen our overall purchasing practices and maintain a high standard of accuracy and accountability.

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Links
[1] mailto:purchasing.helpdesk@uguelph.ca