Supplier Selects Commodity Code for Non Catalog Item

MOTIVA
ENTERPRISES LLC

Commodity Code

In the Commodity Code Selection:

- Click on the right blue arrow to **expand** : Expand to Select the Service Provided

- It is **required** to **expand**. Do **NOT** click on "Select" box to the right of SRVCS

- **Expanding** provides a **comprehensive selection of** commodity codes

- Select the **correct commodity code** for the service provided. If select an **incorrect commodity code**, the invoice is **rejected**.

- If select SRVCS folder, the invoice will be rejected. You must **select a commodity code with a number ID.**

Expand

Choose Value for Commodity Code

Name ↑	ID	
▶ EXPAND TO SELECT A MATERIAL GROUP	MATKL	Select
▶ EXPAND TO SELECT THE SERVICE PROVIDED	SRVCS	Select
☒ OBSOLETE - DO NOT USE	ZZZZZZ	Select

Do not expand

Done

Choose Value for Commodity Code

Name ↑	ID	
▶ EXPAND TO SELECT A MATERIAL GROUP	MATKL	Select
▼ EXPAND TO SELECT THE SERVICE PROVIDED	SRVCS	Select
US, ADDITIVES	5158358	Select
US, ADMINISTRATIVE LABOR	5158359	Select
US, ADVERTISING, TELEVISION COMMERCIALS PRODUCTION SERVICE	5158335	Select
US, ADVERTISING PRINT / INTERNET FEE	5158336	Select
US, AIR FREIGHT SERVICES	5162691	Select
US, AMINES	5161712	Select
US, APP SERVICE PROVIDER		Select

Select Service with Number ID

Done