



*Prepare to Procure*  
October 29, 2012

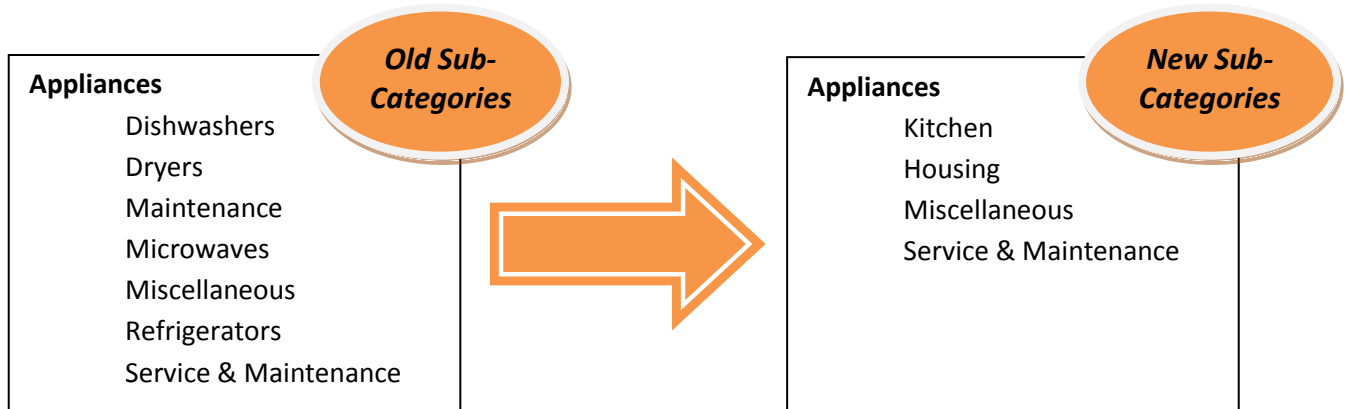
RIT Procurement Services  
475-2107

<http://finweb.rit.edu/purchasing/purchase@rit.edu>

### Commodity Categories and Subcategories

Over the next few weeks, the PSO will be revising the commodity categories and subcategories in the Oracle purchasing system. The revisions will provide the PSO with more accurate spend data which will be utilized to identify savings opportunities for the University. We will also be able to provide this data to departments to assist with their purchasing decisions.

To assist us with this process, please select the most accurate “category” and “subcategory” when creating your requisitions. This will ensure that the data in the purchasing system is accurate and useful for future analysis. It will also ensure that your requisition is efficiently routed to the appropriate buyer for processing. The example below reflects new the new subcategories for the appliance category.



If you have any questions about commodity categories and subcategories in the Oracle purchasing system, or if you need assistance choosing the correct category, please contact Becky Kiely, Senior Staff Specialist, at [rlkpur@rit.edu](mailto:rlkpur@rit.edu) or 475-2107.

