

## Commodity Codes For Use in iProcurement & OneForm

Purchasing Services has simplified the required commodity codes when entering requisitions from the current list of hundreds of codes down to 81 simplified codes.

This update will allow aggregation of spend information to support leverage of our purchasing power in negotiation with Suppliers. It will also provide robust and more accurate reporting, both internally and for mandatory government requirements.

When creating requisitions in both iProcurement and OneForm it is critical to select the correct commodity code.

Use this guide as a reference when choosing commodity codes in your requisitions. Questions and comment should be directed to the Purchasing HelpDesk at [purchasing.helpdesk@uoguelph.ca](mailto:purchasing.helpdesk@uoguelph.ca)

Commodity Code Description	Commodity Code	Examples	Use Case
Plant & Animal Accessories & Supplies	PAAS01	Animal Feed	Use Plant & Animal Accessories & Supplies when purchasing things like animal feed, livestock care equipment, plant growth supplements, & veterinary supplies.
	PAAS02	Livestock Supplies	
	PAAS03	Plant Supplies	
	PAAS04	Fertilizers & plant food	
	PAAS05	Veterinary equipment & supplies	
Live Animals	LALA01	Livestock	Use Live Animals when purchasing things like livestock for breeding, laboratory animals for research, or therapy & assistance animals.
	LALA02	Research Animals	
	LALA03	Laboratory animals	
Gas Material	GMGM01	Nitrogen Gas	Use Gas Material when purchasing things like argon for welding, industrial hydrogen, calibration gases, & medical-grade oxygen.
	GMGM02	Refrigerant Gas	
	GMGM03	Propane	
	GMGM04	Specialty Gases - Helium	
Mineral & Textile Materials	MATM01	Base Metals	Use Mineral & Textile Materials when purchasing things like raw jute for manufacturing, granite slabs for countertops, earth & stone, or fabric.
	MATM02	Earth & Stone	
	MATM03	Clays	
	MATM04	Fabrics & Leather Materials	
Radioactive	RARA01	Radiation Measurement Devices	Use Radioactive when purchasing things like nuclear medicine supplies, radiological testing devices, isotopes for research, & neutron shielding materials.
	RARA02	Radiopharmaceuticals	
	RARA03	Decontamination Services	
Resins, Rosins, Rubbers, & Foam	RRRF01	Resins	Use Resins, Rosins, Rubbers, & Foam when purchasing things like polyurethane foam, silicone rubber, epoxy resins, & industrial-grade rosins for research or industrial use.
	RRRF02	Silicones	
	RRRF03	Latex	
	RRRF04	Wax	

Chemicals including Biochemicals	CIBC01	Adenosine Triphosphate	Use Chemicals including Biochemicals when purchasing things like laboratory reagents, industrial solvents, & biochemical markers.
	CIBC02	Enzymes	
	CIBC03	Reagents	
	CIBC04	Peptides	
Heavy Machinery	HMHM01	Material Handng Eqmt, Forklifts	Use Heavy Machinery when purchasing things like excavators, bulldozers, cranes, & industrial loaders for construction & industrial operations.
	HMHM02	Mining Equipment	
	HMHM03	Bulldozers	
Vehicles	VEVE01	Commercial Vehicles	Use Vehicles when purchasing things like commercial trucks, passenger vehicles, & cube vans.
	VEVE02	Motorcycles	
	VEVE03	Passenger Vehicles	
	VEVE04	Boats	
General Maintenance Supplies & Tools	GMST01	Plumbing Supplies	Use General Maintenance Supplies & Tools when purchasing things like h& tools, power drills, fasteners, adhesives, & trades supplies for routine repairs & maintenance.
	GMST02	Electrical Supplies	
	GMST03	Mechanical Supplies	
	GMST04	Power Tools	
	GMST05	Screwdrivers & Hand Tools	
Building Equipment & Supplies	BEAS01	Concrete & Cement	Use Building Equipment & Supplies when purchasing things like cement, bricks, roofing materials, insulation, & drywall for construction projects or renting equipment like scissor lifts.
	BEAS02	Primers & Sealers	
	BEAS03	Insulation	
	BEAS04	Flooring Materials	
	BEAS05	Scissor Lift Rental	
Lab & Scientific Equipment	LASE01	Microscopes	Use Lab & Scientific Equipment when purchasing things like microscopes, centrifuges, spectrometers & lab-grade incubators for research & scientific experiments.
	LASE02	Centrifuges	
	LASE03	Spectrometers	
	LASE04	Stability Chambers	
	LASE05	Automated Pipetting Systems	
	LASE06	Sterilization Equipment	
Laboratory Supplies	LSLS01	Laboratory Glassware	Use Laboratory Supplies when purchasing things like test tubes, beakers, gloves, petri dishes, & chemical storage containers for scientific applications.
	LSLS02	Lab Coats	
	LSLS03	Safety Goggles	
	LSLS04	Beakers	
	LSLS05	Laboratory Apparatus	
Medical/Health Care Equipment	MHCE01	Heart Rate Monitors	Use Medical/Health Care Equipment when purchasing things like diagnostic machines, surgical instruments, patient monitors, & wheelchairs for healthcare facilities.
	MHCE02	Surgical Instruments	
	MHCE03	Ultrasound Devices	
	MHCE04	Patient Monitoring Equipment	

Medical/Health Care Supplies	MHCS01	Respiratory Supplies	Use Medical/Health Care Supplies when purchasing things like bandages, syringes, IV bags, antiseptics, & disposable gloves for patient care.
	MHCS02	Sterile Instruments	
	MHCS03	Oxygen Masks	
	MHCS04	Surgical gloves	
	MHCS05	Disposable syringes	
Cellular Phones & Services	CPAS01	Smartphones	Use Cellular Phones & Services when purchasing things like mobile phones, data plans, SIM cards, & wireless accessories for communication needs.
	CPAS02	Repair Services	
	CPAS03	Mobile Data Services	
Computer Equipment & Accessories	CEAA01	Desktops & Laptops	Use Computer Equipment & Accessories when purchasing things like desktops, laptops, monitors, keyboards, & external drives for office or personal use.
	CEAA02	Motherboards	
	CEAA03	External Hard Drives	
	CEAA04	Keyboards	
	CEAA05	Privacy Screens	
	CEAA06	Docking Stations	
Office Equipment & Office Supplies	OEOS01	Document Scanner	Use Office Equipment & Office Supplies when purchasing things like printers, shredders, stationery, filing cabinets for workplace operations.
	OEOS02	Office Storage Shelves	
	OEOS03	Bulletin Boards	
	OEOS04	Pens	
	OEOS05	Filing Supplies	
	OEOS06	Staplers & Staples	
	OEOS07	Tape	
Printing Supplies	PSPS01	Toner Cartridges	Use Printing Supplies when purchasing things like toner cartridges, ink refills, & specialty paper for office or professional printing needs.
	PSPS02	Printing Ink	
	PSPS03	Laminating Supplies	
Printing Equipment	PEPE01	Multifunction Printer	Use Printing Equipment when purchasing/leasing things like MFDs, printers, copiers, 3D printers, & printing presses for small or large-scale production.
	PEPE02	Laser Printer	
	PEPE03	Inkjet Printer	
	PEPE04	Photocopiers	
	PEPE05	Leased MFDs/Printers	
Audio Visual Equipment & Supplies	AVES01	Streaming & Broadcasting Tools	Use Audio Visual Equipment & Supplies when purchasing things like projectors, microphones, speakers, cameras, & video conferencing tools for events or media production.
	AVES02	Projection Equipment	
	AVES03	Stage Lighting	
	AVES04	Smart Home Devices	
	AVES05	VR Headsets	
	AVES06	Home Entertainment	
Security Surveillance & Detection	SSAD01	Monitoring Services	Use Security Surveillance & Detection when purchasing things like CCTV cameras, motion detectors, alarm systems, & metal detectors for safety & monitoring.
	SSAD02	Detection Systems	
	SSAD03	Surveillance Cameras	

Safety Gear	SGSG01	Workplace Safety: Safety Signs	Use Safety Gear when purchasing things like hard hats, safety goggles, gloves, harnesses, & protective clothing & PPE for workplace safety.
	SGSG02	High Vis Clothing, Reflective Vests, Jackets Etc.	
	SGSG03	Fire Extinguishers	
	SGSG04	PPE	
Fire Protection & Prevention Services	FPPS01	Fire Control Monitoring	Use Fire Protection/Prevention Services when procuring things like fire extinguishers, smoke detectors, sprinkler systems, & fire alarm maintenance for fire safety.
	FPPS02	Fire Inspection	
	FPPS03	Fire Testing Maintenance	
Janitorial Equipment	JEJE01	Cleaning Tools: Mops, Brooms, Etc..	Use Janitorial Equipment when purchasing things like floor buffers, vacuum cleaners, mop buckets, & pressure washers for cleaning operations.
	JEJE02	Waste Bins	
	JEJE03	Supply Closets	
Janitorial Supplies	JSJS01	Disinfectants	Use Janitorial Supplies when purchasing things like cleaning chemicals, paper towels, trash bags, disinfectants, & sponges for maintenance
	JSJS02	H& Sanitizer	
	JSJS03	Aerosol Sprays	
Food Services Equipment & Supplies	FSES01	Walk-In Refrigerators	Use Food Services Equipment & Supplies when purchasing things like ovens, refrigerators, dishwashers, food processors, beverage dispensers, napkins & takeout containers.
	FSES02	Appliances	
	FSES03	Food Preparation Equipment	
	FSES04	Food Storage Containers	
	FSES05	Napkins	
	FSES06	Takeout Containers	
Athletics & Recreation Equipment	AARE01	Sporting Goods	Use Athletics & Recreation Equipment when purchasing things like sports balls, gym mats, exercise machines, & outdoor recreation gear for fitness & leisure activities.
	AARE02	Athletic Equipment	
	AARE03	Hiking Gear	
	AARE04	Kayaks	
	AARE05	Camping Storage Containers	
Gifts & Promotional Items	GAPI01	Awards & Trophies	Use Gifts & Promotional Items when purchasing things like branded merchandise, gift cards, trophies, & custom stationery for events & marketing.
	GAPI02	Event Giveaways	
	GAPI03	Retirement Gifts	
	GAPI04	Employee Recognition	
	GAPI05	Promotional Items	
Controlled Drug Substance & Pharmaceuticals	CDSP01	Prescription Medications	Use Controlled Drug Substance & Pharma when purchasing things like prescription medications, vaccines, controlled substances, & pharmaceutical-grade ingredients for healthcare & research.
	CDSP02	Veterinary Drugs	
	CDSP03	Medical Use Narcotics	
	CDSP04	Research Chemicals	
	CDSP05	Regulated Chemicals	
	CDSP06	Pharmaceuticals	

Apparel	ACAC01	Clothing	Use Apparel when purchasing things like uniforms, corporate attire, casual wear, & safety clothing for workplace or event needs.
	ACAC02	Uniforms	
	ACAC03	Outerwear	
	ACAC04	Accessories (Caps, Belts, Etc....)	
	ACAC05	Footwear	
Published Products	PPPP01	Books	Use Published Products when purchasing things like books, magazines, journals, & educational materials for academic or professional use.
	PPPP02	Research Publications	
	PPPP03	Newspapers	
	PPPP04	Audiobooks	
	PPPP05	Government Publications	
Signage	SSSS01	Parking Signs	Use Signage when purchasing things like indoor signs, outdoor billboards, digital displays, & safety signs for branding or informational purposes.
	SSSS02	Street Signs	
	SSSS03	Interior Building Signs	
	SSSS04	Billboard signs	
	SSSS05	Custom Signs	
Furniture & Furnishings	FAFF01	Office Furniture	Use Furniture & Furnishings when purchasing things like office desks, chairs, conference tables, sofas, & decorative items for interiors.
	FAFF02	Classroom Desks	
	FAFF03	Décor	
	FAFF04	Residence Furniture	
Musical Instruments, Parts, Service & Accessories	MIPS01	Keyboard Instruments	Use Musical Instruments, Parts, Service & Accessories when purchasing things like instruments, instrument cases, piano tuning, sheet music, & music stands.
	MIPS02	String Instruments	
	MIPS03	Piano Tuning	
	MIPS04	Sheet Music	
	MIPS05	Instrument Cases	
	MIPS06	Music Stands	
Landscaping Supplies /Groundskeeping Services	LSGS01	Lawn Care	Use Landscaping Supplies /Groundskeeping Services when purchasing things like mulch, soil, plants, gardening tools, or hiring services for lawn maintenance & landscape design.
	LSGS02	Seasonal Services	
	LSGS03	Garden Maintenance	
	LSGS04	Grass & turf	
	LSGS05	Mulch	
Construction & Renovation Services	CARS01	Residential Construction	Use Construction & Renovation Services when procuring services like building repairs, new construction, remodeling, & structural upgrades for facilities.
	CARS02	Office Renovations	
	CARS03	Demolition	
	CARS04	Building Upkeep	
General Maintenance & Repair Services	GMRS01	Electrical Services	Use General Maintenance & Repair Services when hiring services for plumbing, electrical repairs, HVAC servicing, & general upkeep of buildings.
	GMRS02	Plumbing Repairs	
	GMRS03	HVAC Maintenance	
	GMRS04	Furniture Installation	
	GMRS05	Tenant Services	

Pest Control	PCPC01	Office Building Pest Control	Use Pest Control when purchasing services for extermination, termite treatment, rodent control, & pest prevention.
	PCPC02	Residential Pest Control Services	
	PCPC03	Commercial Pest Control Services	
Telecommunications Equipment & Supplies	TEAS01	Wi-Fi Access Points	Use Telecommunications Equipment & Supplies when purchasing things like telephones, routers, modems, ethernet cables & connectors & networking hardware for communication infrastructure.
	TEAS02	Network Switches	
	TEAS03	Routers	
	TEAS04	Ethernet Cables & Connectors	
Machinery Maintenance & Repair	MMAR01	Calibration Services	Use Machinery Maintenance & Repair when hiring services for equipment diagnostics, part replacements, routine machinery upkeep, & repair of heavy or industrial machinery.
	MMAR02	Equipment Transportation	
	MMAR03	Equipment Upgrades	
Cleaning & Janitorial Services	CAJS01	Daily Office Cleaning	Use Cleaning & Janitorial Services when hiring professionals for office cleaning, floor waxing, window washing, or for items like leased laundry equipment
	CAJS02	Exterior Building Cleaning	
	CAJS03	Mold Remediation	
	CAJS04	Leased Laundry Equipment	
Toxic & Hazardous Material Management	THMM01	Hazardous Waste Disposal	Use Toxic & Hazardous Material Management when procuring services for safe disposal, containment, or cleanup of chemicals, hazardous waste, or toxic materials.
	THMM02	Spill Containment	
	THMM03	Battery Recycling	
Environmental Services & Waste Management	ESWS01	Waste Removal - Non-hazardous	Use Environmental Services & Waste Management when hiring services for recycling, landfill operations or waste removal.
	ESWS02	Air Quality Services	
	ESWS03	Soil Remediation	
	ESWS04	Habitat Restoration	
	ESWS05	Biological Treatment Systems	
	ESWS06	Water Quality Testing	
	ESWS07	Septic tank Pumping	
Shipping & Handling	SAHS01	Postal Services	Use Shipping & Handling when purchasing services for freight delivery, parcel shipping, packaging, & customs processing.
	SAHS02	Logistics Services	
	SAHS03	Postal Equipment	
	SAHS04	Same-Day Delivery	
	SAHS05	International Shipping	
	SAHS06	Specialized Courier Services	
	SAHS07	Bulk Packaging	
	SAHS08	Shipping Labels	
	SAHS09	Shipping	

Vehicle Rentals/Leases	VRLV01	Car Rental	Use Vehicle Rentals/Leases when procuring short-term or long-term vehicle rentals, fleet leases, or specialty vehicle hires for business operations.
	VRLV02	Passenger Vehicle Rentals	
	VRLV03	Truck Rentals	
	VRLV04	School Bus Leases	
Transportation Services	TSTS01	Logistics Services	Use Transportation Services when hiring buses, shuttles, courier services, or freight carriers for people or goods transportation.
	TSTS02	Air Cargo Services	
	TSTS03	Ride Sharing Services	
Vehicle Care & Expenses	VCAE01	Maintenance Services	Use Vehicle Care & Expenses when purchasing things like fuel, tire replacements, oil changes, & vehicle cleaning services for maintenance.
	VCAE02	Vehicle Accessories	
	VCAE03	Repair Services	
Professional Consulting Services	PCSP01	Risk Management	Use Professional Consulting Services when hiring expertise for strategic planning, business analysis, technology consulting, or process improvements.
	PCSP02	Social Media Management	
	PCSP03	Crisis Management	
Human Resources Services	HRSH01	Employee Benefits	Use Human Resources Services when procuring services for recruitment, employee training, payroll management, or performance evaluations.
	HRSH02	Compensation Services	
Moving & Relocation Services	MARS01	Residential Moving	Use Moving & Relocation Services when hiring services for office relocations, employee moving assistance.
	MARS02	Employee Relocation	
	MARS03	Vehicle Transportation	
Legal Services	LSSL01	Property Transactions	Use Legal Services when hiring counsel for contracts, litigation, compliance reviews, or intellectual property management.
	LSSL02	Intellectual Property	
	LSSL03	Lease Negotiation	
Facilities Rental & L& Purchase	FRLP01	Retail Space	Use Facilities Rental & Land Purchase when procuring event spaces, office leases, or purchasing land for organizational needs
	FRLP02	Entertainment Venues	
	FRLP03	Office Space	
	FRLP04	Residential L&	
	FRLP05	Commercial L&	
	FRLP06	Government L&	
Marketing Services	MSMS01	Market Research	Use Marketing Services when hiring expertise for advertising, social media management, content creation, or market research
	MSMS02	Marketing Strategy	
	MSMS03	Marketing Analytics	
Sponsorships	SPOS01	Event Sponsorships	Use Sponsorships when funding events, programs, or partnerships to promote br& visibility or community engagement.
	SPOS02	Community Sponsorships	
	SPOS03	Br& Partnerships	

Memberships, Dues, & Access Fees	MDAF01	Professional Conferences Fees	Use Memberships, Dues, & Access Fees when subscribing to professional organizations, industry associations, or accessing exclusive platforms.
	MDAF02	Technology Conferences Fees	
	MDAF03	Product Expos Fees	
	MDAF04	Gym Memberships	
	MDAF05	Recreational Membership	
	MDAF06	Club Memberships	
Administrative Services	ASAS01	Board Advisory Services	Use Administrative Services when procuring support for data entry, office management, scheduling, or document preparation.
	ASAS02	Reception & Secretarial Services	
	ASAS03	Document Preparation Services	
	ASAS04	Record Management Services	
Engineering & Architectural Services	EAAS01	L&scape Architecture	Use Engineering & Architectural Services when hiring expertise for construction planning, structural design, & surveying.
	EAAS02	Road & Bridge Design	
	EAAS03	Structural Analysis	
	EAAS04	Surveying	
Laboratory Maintenance	LMLM01	Equipment Sterilization	Use Laboratory Maintenance when hiring services for equipment calibration, fume hood cleaning, or laboratory infrastructure repairs.
	LMLM02	Equipment Calibration	
	LMLM03	Decontamination Services	
Computer Hardware Maintenance	CHMC01	Repair Services	Use Computer Hardware Maintenance when hiring services for server repairs, hardware upgrades, device troubleshooting, & preventive maintenance.
	CHMC02	Upgrades	
	CHMC03	Annual Maintenance Contracts	
Software License Fees	SLFS01	Operating Systems	Use Software License Fees when purchasing access to licensed software, annual renewals, or enterprise software subscriptions.
	SLFS02	Office Software	
	SLFS03	Aws Subscriptions	
Film, Media, Audio Production & Editorial Services	FAES01	Feature Films Production	Use Film, Media, Audio Production & Editorial Services when hiring professionals for video editing, podcast production, graphic design, or content editing.
	FAES02	Documentaries Production	
	FAES03	Post-Production Editing	
	FAES04	Music Recording Services	
	FAES05	Podcast Production	
	FAES06	Maintenance Of Av Equipment	
	FAES07	Editorial Services	
	FAES08	Graphic Design	
	FAES09	Web Design	
Advertising	AAAA01	Radio & Tv Commercials	Use Advertising when procuring services for online ads, print campaigns, outdoor signage, or promotional marketing.
	AAAA02	Online Display Ads	
	AAAA03	Blog Posts & Articles	



Published Product Subscriptions	PPSP01	Magazines	Use Published Product Subscriptions when subscribing to journals, magazines, digital content platforms, or educational resources.
	PPSP02	Periodicals	
	PPSP03	Medical Journals	
Writing & Translation Services	WATS01	Translation Services	Use Writing & Translation Services when hiring expertise for technical writing, content creation, document translation, or editing.
	WATS02	Transcription Services	
	WATS03	Technical Writing	
	WATS04	Speechwriting	
Printing & Reproduction Services	PARS01	Copying Services	Use Printing & Reproduction Services when procuring services for large-scale printing, document duplication, or 3D reproduction.
	PARS02	3D Printing Services	
	PARS03	Digital Printing Services	
Utilities	UUUU01	Energy Services	Use Utilities when paying for electricity, water, gas for facilities.
	UUUU02	Renewable Energy	
	UUUU03	Water Supply	
	UUUU04	Stormwater Management Services	
Telecommunications Services	TCTC01	Web Hosting	Use Telecommunications Services when subscribing to internet plans, phone services, or communication network setups.
	TCTC02	Unified Communications	
	TCTC03	Cloud-Based Telecommunication Services	
Financial Services	FSFS01	Bookkeeping Services	Use Financial Services when hiring expertise for accounting, tax preparation, investment management, or financial planning.
	FSFS02	Financial Statement Preparation	
	FSFS03	Tax Preparation & Filing	
Auditing & Risk Management	AARS01	External Audits Of Financial Statements	Use Auditing & Risk Management when hiring services for compliance checks, internal audits, fraud investigations, or risk assessments.
	AARS02	Data Integrity & Privacy Assessments	
	AARS03	Risk Management Audits	
Insurance	INSI01	Health Insurance	Use Insurance when purchasing coverage for property, liability, or specialized risks.
	INSI02	Auto Insurance	
	INSI03	Life Insurance	
Medical/Health Care Services	MEDS01	Primary Care	Use Medical/Health Care Services when procuring services for patient care, diagnostic testing, therapy sessions, or telemedicine.
	MEDS02	Emergency Services	
	MEDS03	Vaccinations	
Laboratory Services	LABS01	Genetic Testing	Use Laboratory Services when hiring services for blood tests, analytical chemistry, microbiology testing, or sample processing.
	LABS02	Toxicology	
	LABS03	Environmental Testing & Analysis	
	LABS04	Forensic Services	

Training & Development Service	TADS01	E-Learning Solutions	Use Training & Development Service when procuring employee workshops, certification programs, leadership training, or skill development courses.
	TADS02	Tutoring Services	
	TADS03	Online Courses	
Student Services	STUS01	Career Services	Use Student Services when procuring resources for tutoring, career counseling, wellness programs, student recruitment or extracurricular support.
	STUS02	Counseling Services	
	STUS03	Financial Aid Services	
	STUS04	Student Recruitment	
	STUS05	Student Recruitment Commissions	
Travel Expenses	TETE01	Lodging	Use Travel Expenses when managing costs for airfare, lodging, ground transportation, & per diems for business travel.
	TETE02	Transportation	
	TETE03	Air Travel	
	TETE04	Hotel Accommodations	
Catering & Food Services	CFSC01	Event Catering	Use Catering / Food Services when hiring services for event catering, meal delivery, buffet setups, or corporate dining.
	CFSC02	Corporate Catering	
	CFSC03	Menu Planning	
Events, Hospitality Entertainment	EHEE01	Live Bands	Use Events/Hospitality/Entertainment when organizing conferences, reserving venues, hiring entertainers, or coordinating guest services.
	EHEE02	Performing Arts	
	EHEE03	Virtual Events	
Laundry Services	LAUS01	Laundry Services	Use Laundry Services when procuring services for dry cleaning, linen cleaning, uniform laundering, or textile care.
	LAUS02	Hospitality	
	LAUS03	Sports Team Laundry Services	
	LAUS04	Dry Cleaning Services	
Security Guard Services	SGSS01	Security Personnel	Use Security Guard Services when hiring personnel for building surveillance, event security, or asset protection.
	SGSS02	Event Security Services	
	SGSS03	Patrol Services	
	SGSS04	VIP Protection Services	
Recruitment	RRRR01	Executive Search	Use Recruitment when hiring services for job postings, candidate screening, staffing agencies, or executive search.
	RRRR02	Candidate Screening	
	RRRR03	Campus Recruitment	
	RRRR04	Customer Service Staff Recruitment	
	RRRR05	Legal Staff Recruitment Services	