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**Listing of Commodity/Service Codes
for Use with ADPICS**

Introduction

The attached is a listing of commodity/service codes to assist you when completing ADPICS documents, on-line or manually. Office of Contract Administration, Purchasing Division’s coding system uses up to 4 levels of codes to identify commodities and services. Commodities include systems, equipment, parts, accessories, materials and supplies. Services include professional, general, repair, and maintenance.

See the next page for information about the listing being on the Forms Center.

Commodity/Service Code Explanation

The 4 levels of codes used in ADPICS are: **class, sub-class, group** and **item**. The following is an example a of commodity code and how it is used to identify a specific item:

Class SubClass Group Item
9425 - 06 - 15 - 1151

Level	Code	Description

Class	9425	Furniture
Sub-Class	9425-06	Office Furniture
Group	9425-06-15	Office Furniture; File Cabinet, Steel, Vertical
Item	9425-06-15-1151	File Cabinet, Steel, Vertical, Legal Size, 5 Drawer, W/Lock

Commodities and services are coded at the appropriate level depending on how they are purchased, how often and in what quantities. In general, items and services that are on contract or commonly used are coded down to the item level. Other infrequently purchased items and services or purchased in small quantities are rolled up to the next higher level. Following the above example, if there is not a specific item code for a 5-drawer lateral filing cabinet with lock, then the group level code for Office Furniture; File Cabinet, Steel, Lateral Filing, is used instead. Departments wishing to purchase a 5-drawer lateral file with lock, should use the group level commodity code, 9425-06-17, and identify the lateral file being requested as being 5-drawer and with a lock in the specifications.

Using Commodity/Service Codes in ADPICS Documents

Until ADPICS is implemented for use citywide, many departments will have to submit manual forms until they are on-line. Once on-line, departments will have immediate and full use of the commodity code inquiry features. Until then and to expedite ADPICS document processing, the attached listing should be used to locate and identify the appropriate commodity code to use when completing any ADPICS forms requiring a commodity code.

The Listing is Now Posted on the City's Intranet Forms Center

The listing is posted on the City's internal Forms Center at:

<http://intranet>

Additional Information

For additional information regarding Commodity/Service Codes please contact Stephanie Malouf at 415.554.7799 or Henny Lee at 415.554.7036.