Use this query to generate a list of vendors for a specific commodity code

First, you will need to locate the specific commodity code by visiting our web site at [www.uri.edu/purchasing](http://www.uri.edu/purchasing) click on the Commodity Code Listing. The commodities are in alphabetical order by commodity code title. For example, if you are looking for a laser printer, scroll down to the commodity code title of Computer Hardware and Peripherals for Microcomputers and locate the specific commodity code for Printers, Laser. Please make a note of the commodity code, i.e.: 204-77. This code is required to generate the query in PeopleSoft.

1. In PeopleSoft go to Reporting Tools> Query> Query Viewer.

In the search field “begins with” type **U_FPO_VNDR REFEREERENCE_LIST**

Search Results screen opens:

Click the HTML link
2. In the ‘SIC Code 1:’ type the commodity code and click **View Results**. Example: 204-77. Departments may choose three or more vendors from this list to solicit quotes. However, whenever possible one of the three quotes must be obtained from a certified Minority or Woman-Owned Business Enterprise (MBE/WBE) if one is available.

Both MBE and WBE firms are identified on the above query with the code “MNR” under the column entitled ‘Type’.

3. Additional MBE/WBE’s can be found at the RI Minority Enterprise website at [www.mbe.ri.gov](http://www.mbe.ri.gov), click directory search to search by company name or product/service. Please note that these queries should be generated as needed because vendors are added, deleted and changed as required.