How to Search & Assign Product Categories

Sourcing & Procurement
Product Categories

Product Categories play a critical role in determining shopping cart approvals and G/L codes.

- * Click search window button to search product category
- Product Categories can be assigned at the ‘Line-item’ level

* The process for searching and assigning product categories is the same for all Non-Catalog (i.e., Free Description, Limit Item) shopping carts.
Product Categories play a critical role in determining shopping cart approvals and G/L codes.

- Enter search term in ‘Description’ box using *asterisks* around the term‡.
- Click ‘Start Search’

* The process for searching and assigning product categories is the same for all Non-Terrier Marketplace shopping carts.
‡ If unsure what to look for, leave the search boxes blank and click start search to search all product categories available.
Product Categories play a critical role in determining shopping cart approvals and G/L codes.

- Click ‘Start Search’
- Click grey ‘Description’ box and select ‘Sort in Ascending Order’ to organize the product categories in alphabetical order
- Scroll through categories
- Select the product category that best fits the purchase
- Click ‘OK’
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- Confirm ‘Product Category’ has populated in the Product Category box.
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Additional Resources

Ordering Information
Sourcing & Procurement:

Website: www.bu.edu/sourcing
Email: sourcing@bu.edu

Invoice Payment Information
Accounts Payable:

Website: www.bu.edu/ap/resources
Email: invoices@bu.edu