**Procurement Journey**

**Classifying a Commodity**

**Example**

**Classifying a Commodity – Example**

**Papers & envelopes : A4, A3, organisation logo paper, fax rolls, copy paper, laser paper, envelopes…**

**Office Stationery : Staplers, scissors, paper clips, labelling, dividers, files, folders, archive boxes, pens, markers, rubbers, inks, correctors, pads, desk accessories…**

**IT consumables : laser toner cartridges, ink jets, carbon ribbons, diskettes, disk storage, CDs…**

**Lease & Hire**

**Audio**

**Visual**

**Photo**

**Chairs  
Wood : desks, tables, cupboards  
Decor : paintings, pictures, display shelves…**

**Classifying a Commodity – BLANK**

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