

UNDERSTANDING UNSPSC

UNSPSC is the acronym for The United Nations Standard Products and Services Code. The UNSPSC was jointly developed by the United Nations Development Programme (UNDP) and Dun & Bradstreet Corporation (D & B) in 1998.

The UNSPSC is a hierarchical classification that is used to classify all products and services. It has five levels in its hierarchy; the State of Indiana only uses the first four levels. Each level of classification helps define the product or service on a more and more specific level of detail. Each level contains a two-character numerical value and a textual description as follows:

- XX **Segment**
The logical aggregation of families for analytical purposes
- XX **Family**
A commonly recognized group of inter-related commodity categories
- XX **Class**
A group of commodities sharing a common use or function
- XX **Commodity**
A group of substitutable products or services

This hierarchy allows people looking for a product or service to use the higher level terms to narrow their search to the relevant domain that will most likely lead them to the desired item. For example, the UNSPSC for wooden pencils is 44121706 which is comprised of the following categories:

- 44** Office equipment, accessories, and supplies (Segment)
 - 12** Office supplies (Family)
 - 17** Writing instruments (Class)
 - 06** Wooden pencils (Commodity)

When searching for a product or service and you can not find the commodity, class or family you are looking for you will need to fill the missing levels with 00. For example, there is no code for “assorted cut flowers”. Instead, there are categories for specific cut flowers, such as lilies: 10161702

- 10** Live plant or animal material
 - 16** Floriculture products
 - 17** Cut Flowers
 - 02** Cut lilies

Because there is no explicit code for assorted cut flowers, use the code 10121700, replacing the commodity level with a pair of zeros. This will give you all items classified as cut flowers and specific cut flowers.

By using the UNSPSC classification of products & services, the Indiana Department of Administration, Procurement Division can assist agencies and vendors with:

- Finding and Purchasing - The product and service coding convention allows an easier system for finding products or services to be purchased and vendors whom provide these products or services.
- Product discovery - The common naming convention allows a person to search for a specific category, and he or she finds precisely the things being searched for and nothing else.
- Facilitates expenditure analysis – Since every purchase transaction of the State is tagged with a common set of product identifiers, agencies are able to analyze expenditures easier.

HOW DO I FIND THE UNSPSC FOR A PRODUCT OR SERVICE?

You should normally be searching for the correct UNSPSC through the Category search on a Special Request requisition. Once you choose a code on the requisition, that number will carry through to the Request for Quote module for use as a vendor quote group.

Once you are to the point of entering your item information, click on the magnifying glass icon next to the Category field.

The screenshot shows the 'Create Requisition' web application in Microsoft Internet Explorer. The browser address bar shows the URL: https://financial.gmis.in.gov/psprd/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?PORTALPARAM_PTCNAV=EP_PV_REQ_ENTRY_GBL&EOPP_SCNode=ERP&EOPE. The application header includes the ENCOMPASS logo and navigation links: Home, Worklist, Add to Favorites, Sign out.

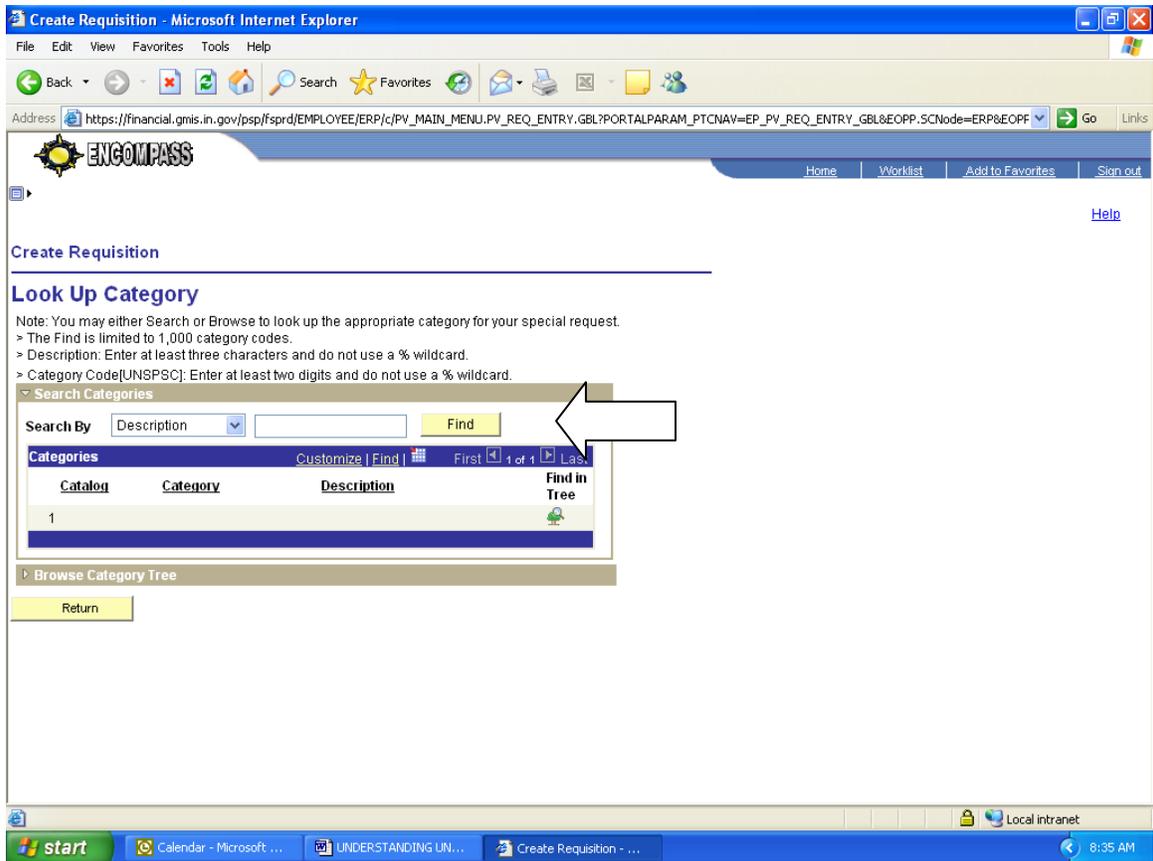
The main content area is titled '2. Add Items and Services' and contains the instruction: 'Add lines to the requisition, specifying the information necessary to procure each item or service.' Below this is a search bar with a 'Search' button. A tabbed interface shows 'Special Request' as the active tab.

The 'Special Item' form contains the following fields:

- *Item Description: [Text Field]
- *Price: [Text Field]
- *Quantity: [Text Field]
- *Category: [Text Field] with a magnifying glass icon next to it.
- Vendor ID: [Text Field] with a magnifying glass icon.
- Vendor Item ID: [Text Field]
- Mfg ID: [Text Field] with a magnifying glass icon.
- Mfg Item ID: [Text Field]
- *Currency: [Text Field] with 'USD' selected.
- *Unit of Measure: [Text Field] with a magnifying glass icon.
- Rate: [Text Field]
- Additional Information: [Text Area]
- Send to Vendor:
- Show at Receipt:
- Show at Voucher:

Buttons at the bottom of the form include 'Add Item', 'Cancel', and 'Add and Start New Type'. A white arrow points to the magnifying glass icon next to the 'Category' field.

The Windows taskbar at the bottom shows the Start button, open applications (Calendar, UNDERSTANDING UN..., Create Requisition), and the system clock (8:34 AM).



It is better to search by description rather than category. When entering a description in the search box, you should always use a partial description. Use “%” as a wild card. For example, entering “%clamp%” will return all codes containing the word “clamp”. From there you can determine which specific clamps apply to your needed item.

Create Requisition

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.
 > The Find is limited to 1,000 category codes.
 > Description: Enter at least three characters and do not use a % wildcard.
 > Category Code[UNSPSC]: Enter at least two digits and do not use a % wildcard.

Search Categories

Search By: Description | Input: clamp | Find

Catalog	Category	Description
1 ALL ITEMS UNSPSC	20122309	Slickline clamp on tool string
2 ALL ITEMS UNSPSC	20122310	Slickline clamp on wireline ce
3 ALL ITEMS UNSPSC	23231801	Knife clamp
4 ALL ITEMS UNSPSC	25172114	Wheel clamps
5 ALL ITEMS UNSPSC	27112100	Holding and clamping tools
6 ALL ITEMS UNSPSC	27112103	Hand clamps
7 ALL ITEMS UNSPSC	27112120	C clamps
8 ALL ITEMS UNSPSC	27112121	Corner clamps
9 ALL ITEMS UNSPSC	27112129	Round handle clamps
10 ALL ITEMS UNSPSC	27112130	Three jaw clamps
11 ALL ITEMS UNSPSC	27112131	Deep throat jaw opening clamps

Sometimes a commodity may not be found because:

- Different phrases are used in different regions. For example, the term “cooling exchanger” is the same commodity as a “heat exchanger”; “allen wrenches” are the same commodity as a “hex key”
- The item may be described by what it is rather than how it is used.

Here are a few more tips to help you find the right code:

- Try to avoid typing multiple words in your search – just pick the main identifying word.
- If the word you are searching for might have different endings, only type the first part of the word. For example, if you were looking for photocopiers, you might type “%photocop%”. This would pick up any code for “photocopiers”, “photocopying machines”, as well as others that might be helpful.
- Once you have a list of items, if you click on the column heading named “Category”, it will sort the list by number so that items will appear together within UNSPSC groups. If you click on the column heading named “Description”, it will sort the list in alphabetical order.
- You can also visit www.UNSPSC.org to also search the full listing of UNSPSC information.