ABOUT UNSPSC

UNSPSC (The United Nations Products and Services Code) is a hierarchical classification system the State of Indiana uses to categorize products and services we buy, and identify what bidders provide.

We use four, two-digit levels of classification that when combined, make up the eight-digit UNSPSC "code" that identifies an item. This is how it works.

SEGMENT, the first two digits, is a very broad, extremely inclusive category. As we add the other levels, **FAMILY**, then **CLASS**, the descriptions begin to narrow and become more specific. Finally, we get to the **COMMODITY**, which defines the exact item.

For example, the eight-digit UNSPSC code for Wooden Pencils is 44121706.

- **44**, the **SEGMENT**, is for Office equipment, accessories, and supplies.
- **12**, the **FAMILY**, is Office Supplies.
- **17**, the **CLASS**, is Writing instruments, and
- **06**, the **COMMODITY**, is Wooden Pencils

The tiered structure lets you search using general terms, which will then most likely lead you to the specific item you're trying to find.

USING THE BROADER CLASSIFICATIONS

So, what if you can't find the item you want? What if you can't find even the Class or the Family? Here's where the hierarchical set up is a big help.

An UNSPSC must be made up of eight digits in total. It must start with the two-digit **SEGMENT**, but the other levels may be replaced with zeros to capture anything that would be included in the broader category. Here's an example.

There's no code for "assorted cut flowers," but there are categories for specific cut flowers, like lilies. 10161702.

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

Because there is not an "assorted cut flowers" option, replace the **COMMODITY** level with two zeros and use the code **10121700**. By not identifying a specific item, all items classified as cut flowers, plus all specific cut flowers, are included.

If appropriate in your circumstances, you could go as far as using **10000000** (inserting zeros in place of the **FAMILY**, **CLASS**, and **COMMODITY**) to include *everything* that would be categorized in the **SEGMENT** classification **Live plant or animal material**. You can apply this procedure of replacing levels with zeros in all classifications.
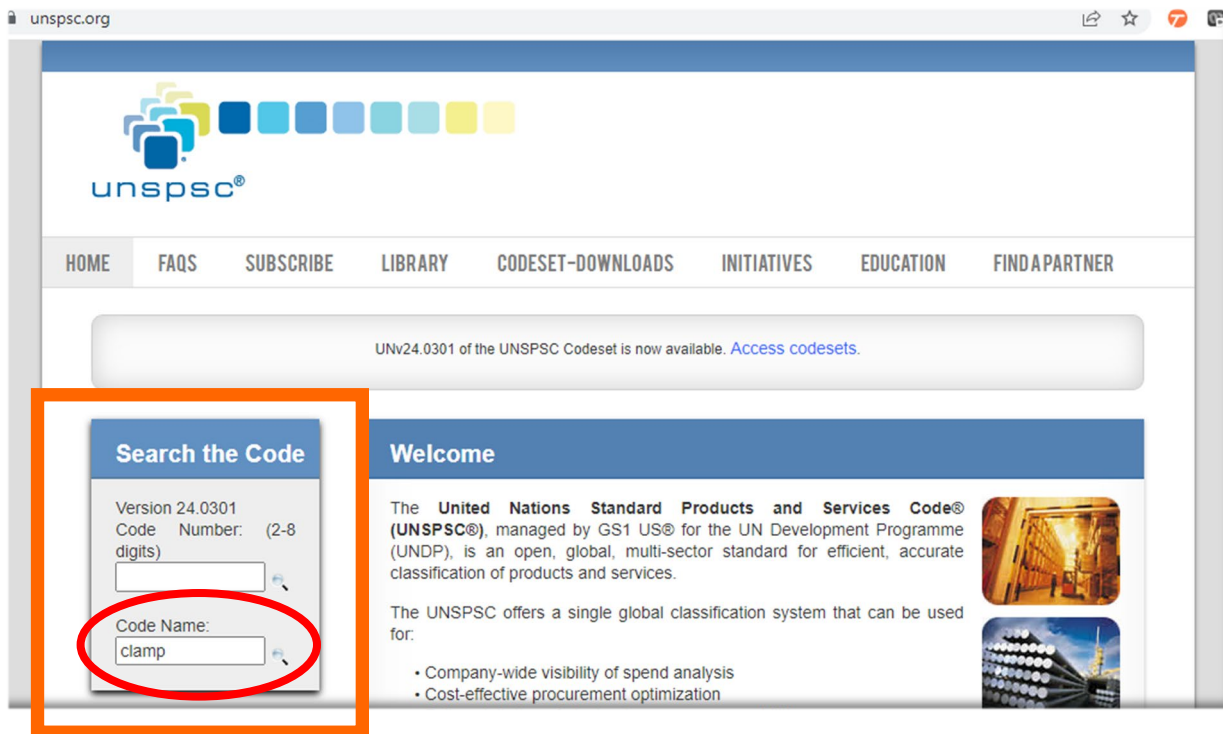
Now that you know how the UNSPSC structure works, let's talk about searching for the codes that identify the products and services you provide, and including them with your bidder registration.

SEARCHING FOR UNSPSCs

First things first. Go to the UNSPSC Website; www.UNSPSC.org.

On their Home Page, you'll notice the Search the Code section offering a couple of options.

- The **Code Number** option refers to the actual numerical code classifications we discussed earlier. You could certainly use this option, but it's most likely you won't know this information.

- The **Code Name** option allows you to search using just a description of the item or service, and it's the one we recommend.

Enter a description in the **Code Name** field.

Hit the Enter key (on your keyboard) or click the magnifying glass icon next to the field.

An important tip.

When you enter a description in the Code Name search field, always start with the most basic element that describes an item or category. For example, entering "clamp" will return a list of all codes containing the word "clamp". From there, you can determine which specific clamps apply.

The search results returned lists all UNSPSC classifications that include the word "clamp."

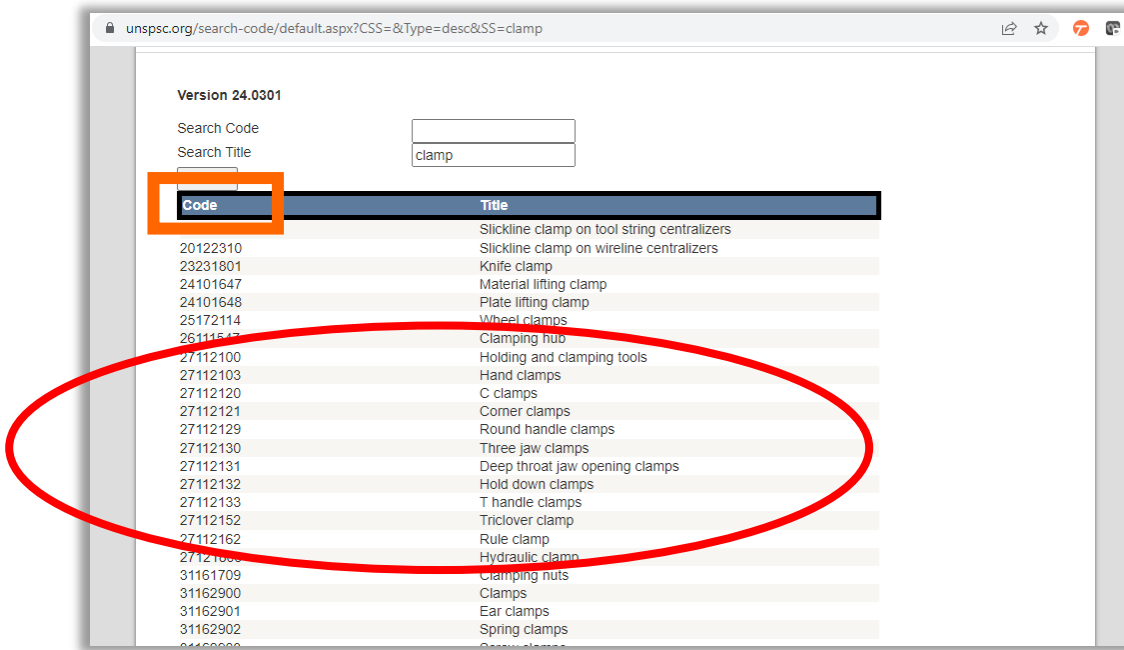You can click on the Title column heading to resort the list alphabetically which may make it easier for you to find the code you want. This is helpful if you're looking for one item only.

You can click the **Code** column heading to resort the list by the Code number so that like items will appear together within their classifications.

For example, sorting by Code here groups the codes for Holding and clamping tools that begin with **211121XX** together. This is helpful when you're looking for multiple items that would share the same level of classification.

When you find the codes that identify what you provide, use any method you choose and note the eight-digit UNSPSC code and code description. This is the information you'll need to complete you bidder registration.

There are a couple of reasons that an item (commodity) may not be found.

- 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 pointers to help you find the right code.

- Try to avoid using multiple words in your search description. Pick just one word that most closely describes what you're trying to find.

- 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.

With a list of your UNSPSC Codes in hand, you're ready for the bidder registration application!

Enter your first eight-digit code in the field under UNSPSC Code.

If you've entered a valid code, a description will appear underneath. If you have more than one code, click the Add button and repeat the process.

When all of your codes have been entered, click **Next** to move to the next page in the application.

UNSPSC Code

The United Nations Standard Products and Services Code (UNSPSC) is a classification system the State uses to categorize the goods and services we purchase. We'd like you to add the category codes that designate what you provide. The codes you identify will be used by procurement agents to select bidders for solicitations. Visit https://www.unspsc.org/ to search and identify the codes. If you are an individual or company not interested in receiving solicitations, selecting UNSPSC Codes is not required.

Please select an option and click Add to select as many codes as desired.

UNSPSC Code   ✕

27112152

Invalid UNSPSC Code. If you do not wish to enter a UNSPSC Code please click the red X to remove this section.

Description

+ Add

If you enter a code you found on the UNSPSC website but receive a message that says it's invalid, please **submit a request for assistance**. Be sure to include your name, phone number, and email address, as well as the eight-digit code and the description.