

# 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.

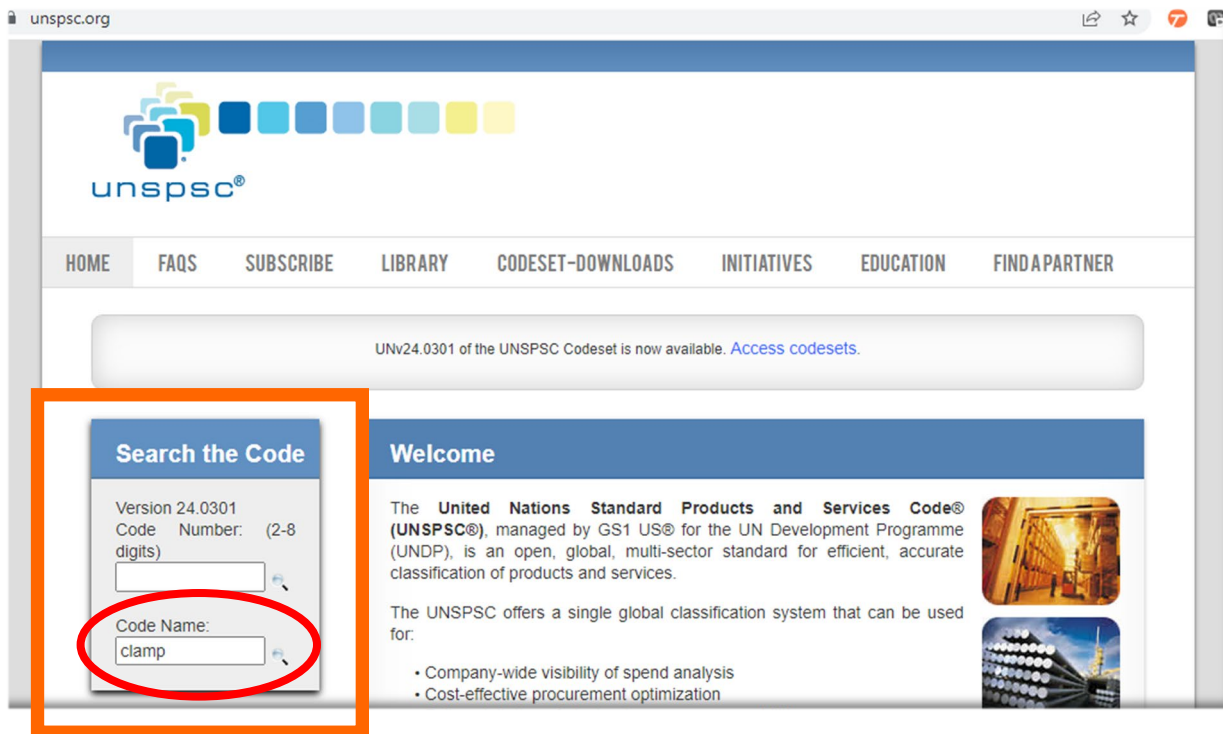
Now that you know how the UNSPSC structure works, let's talk about searching for the codes that identify the products and services you provide, and including them with your bidder registration.

## SEARCHING FOR UNSPSCs

First things first. Go to the UNSPSC Website; [www.UNSPSC.org](http://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.



The screenshot shows the UNSPSC website interface. At the top, there is a navigation menu with links: HOME, FAQs, SUBSCRIBE, LIBRARY, CODESET-DOWNLOADS, INITIATIVES, EDUCATION, and FIND A PARTNER. Below the menu, a notification states: "UNv24.0301 of the UNSPSC Codeset is now available. [Access codesets.](#)". The main content area is divided into two columns. The left column is titled "Search the Code" and contains two search fields: "Code Number: (2-8 digits)" and "Code Name:". The "Code Name:" field is currently filled with the text "clamp" and is circled in red. The right column is titled "Welcome" and contains text describing the UNSPSC as a global standard for product and service classification, managed by GS1 US for the UN Development Programme (UNDP). It also lists two benefits: "Company-wide visibility of spend analysis" and "Cost-effective procurement optimization". There are two small images on the right side of the page: one showing a warehouse interior and another showing a large industrial structure.

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.”

The screenshot shows the UNSPSC search results page. The search criteria are: Search Code (empty), Search Title (clamp), and Search button. The results table is sorted by Code. The 'Title' column heading is highlighted with a blue bar.

Code	Title
20122309	Slickline clamp on tool string centralizers
20122310	Slickline clamp on wireline centralizers
23231801	Knife clamp
24101647	Material lifting clamp
24101648	Plate lifting clamp
25172114	Wheel clamps
26111547	Clamping hub
27112100	Holding and clamping tools
27112103	Hand clamps
27112120	C clamps
27112121	Corner clamps
27112129	Round handle clamps
27112130	Three jaw clamps
27112131	Deep throat jaw opening clamps
27112132	Hold down clamps

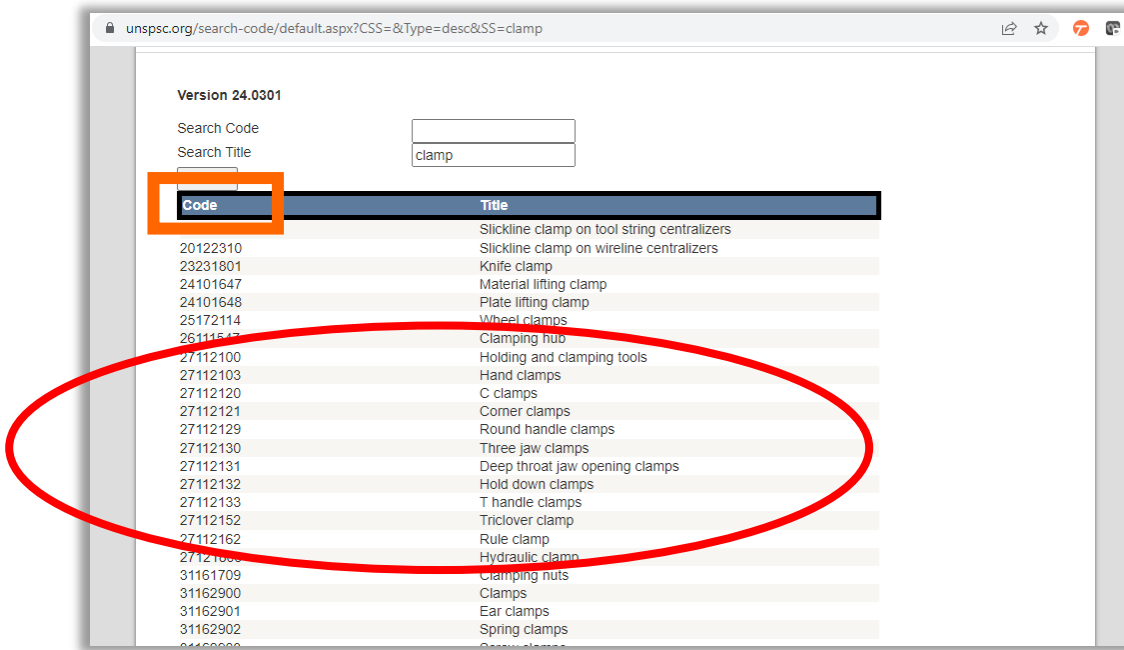
You can click on the **Title** column heading to resort the list alphabetically which may make it easier for you to find the code you want. This is helpful if you're looking for one item only.

The screenshot shows the UNSPSC search results page. The search criteria are: Search Code (empty), Search Title (clamp), and Search button. The results table is sorted by Title. The 'Title' column heading is highlighted with an orange box.

Code	Title
40173807	Cast iron pipe repair clamp
31162905	Beam clamps
31162913	Bench clamp
42222305	Blood administration or transfusion tubing clamps
27112120	C clamps
39121705	Cable clamp and staple
40173801	Cast iron pipe repair clamp
42291804	Circumcision clamps or bells
31163022	Clamp coupling
41113678	Clamp tester
31411802	Clamped diaphragm seal
26111547	Clamping hub
31161709	Clamping nuts
31162900	Clamps
47131614	Cleaning equipment clamps
82121904	Comb or clamp type binding
27112121	Corner clamps

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 your 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.

## ADDING UNSPSCs TO YOUR REGISTRATION APPLICATION

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.

**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	27112100
Description	Holding and clamping tools

+ Add

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.

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

UNSPSC Code	27112100	Description	Holding and clamping tools
UNSPSC Code	27112103	Description	Hand clamps
UNSPSC Code	27112120	Description	C clamps

+ Add

Comments

< Previous      Save and Exit      **Next >**

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

## INVALID UNSPSC?

### 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

*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.