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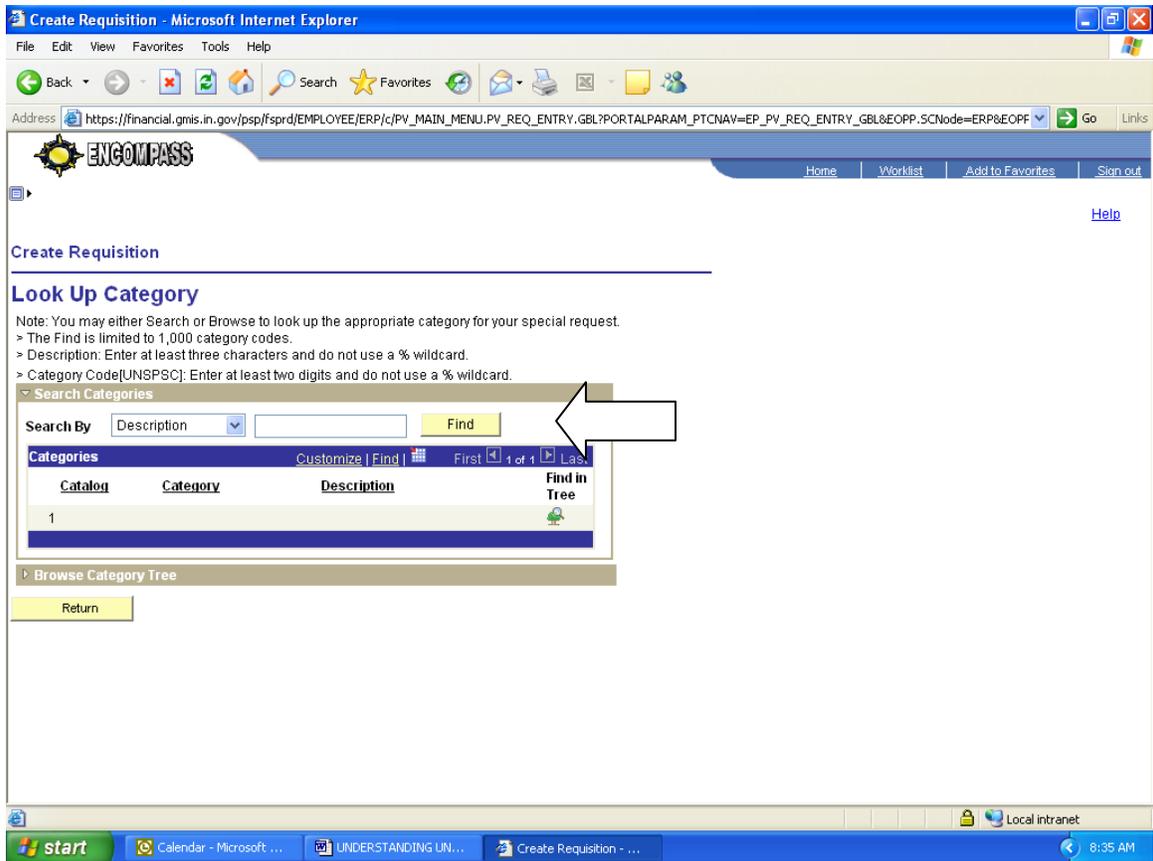
It is better to search by description rather than category. When entering a description in the search box, you should always use a partial description. Use "%" as a wild card. For example, entering "%clamp%" will return all codes containing the word "clamp". From there you can determine which specific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

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.