

An Indiana Bidder's Guide to 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

Go to the UNSPSC Website; <https://www.ungm.org/Public/UNSPSC>.

Search by Keyword

Type one keyword in the search bar. The system will suggest some relevant UNSPSC codes based on the provided keyword. Try different keywords for the same product and service if the search returns no relevant results.

Search by Code

Type an UNSPSC Number in the search bar. The system will pull the relevant UNSPSC code and the hierarchy family it belongs.

The United Nations Standard Products and Services Code® (UNSPSC®) is a global classification system of products and services.

These codes are used to **classify products and services**: in the case of suppliers, to classify the products and services that they may offer and, in the case of UN staff members, to classify the products and services of procurement opportunities.

i For more information, we recommend checking these articles from our Help Center:

- [What are United Nations Standard Products and Services Code codes?](#)
- [How to select United Nations Standard Products and Services Code codes?](#)

Select codes for your goods and services

Type keyword to search: [Clear filter](#) [Clear selected codes](#)

- E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals
 - 42000000 - Medical Equipment and Accessories and Supplies
 - 42200000 - Medical diagnostic imaging and nuclear medicine products
 - 42203600 - Medical radiological imaging information and archiving products
 - 42203605 - Medical x ray film archiving system software
- G - Business, Communication & Technology Equipment & Supplies
 - 43000000 - Information Technology Broadcasting and Telecommunications
 - 43230000 - Software
 - 43231500 - Business function specific software
 - 43231501 - Helpdesk or call center software
 - 43231503 - Procurement software
 - 43231505 - Human resources software
 - 43231506 - Materials requirements planning logistics and supply chain software
 - 43231507 - Project management software
 - 43231508 - Inventory management software

[Contacts](#) [Save and continue](#)

An important tip.

When you enter a description in the search field, 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.

Ensure that the selected codes you decide to use correspond to the appropriate product or service categories.

- **Products** range from 10000000-60000000 and 95000000
- **Services** range from 64000000-94000000

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.

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.

Invalid UNSPSC?

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. In your request, include your name, phone number, and email address, as well as the eight-digit code and the description.