Commodity Code Changes Within the Marketplace

Overview

University Purchasing has recently made some modifications to the commodity codes within the Marketplace. We have migrated from the NIGP Commodity Codes to the UNSPSC Commodity Code classification system. With over 40,000 commodity codes, you will be able to conduct a more accurate search for the specific commodity codes associated with the goods and/or services being purchased. The UNSPSC Commodity Code will make the search for commodities easier and faster. Additionally, the UNSPSC codes will help our strategic sourcing team track and report spend data at the commodity level, which in turn, will create savings opportunities for the University.

Beginning August 25, 2014, the Commodity Code will be a required field on the following MarketPlace forms:

- Non-Catalog
- Emergency Order
- PSA – Individual
- PSA – Non-Individual
- Sole Source
- Sole Source – IT
- Direct Pay (both forms)
Here are some screen shots to help explain the process:

Note: The Commodity Code is automatically inserted on all Hosted and Punch-Out orders.
Selecting the Proper Commodity Code

- A commodity code will be required for each line item on the requisition.
- Click search for the “Commodity Code Search”.

- Enter a description of the item in the “Description Contains” field.
- Click Search.
• Select the most appropriate commodity code from the search results.
• Click “select” on the appropriate commodity code.
• The commodity code will automatically be inserted in the commodity code field on the requisition.

Note, in this example there are two (2) pages of codes. Also, the Description column can be alphabetized by clicking in the Description Header area.

Example 1
• When conducting the commodity code search, be descriptive.
• For example, when searching for a pen, search for the specific type of pen. See example

Example 2
Example 3