

Selecting a Commodity Code

Introduction

In NC eProcurement, the system uses UNSPSC Commodity Codes to classify, track, and analyze state purchases. UNSPSC is an internationally accepted, open standard, public classification system that allows for business analysis of expenses and the creation of cost saving contracts. For more information regarding the UNSPSC Commodity Code classification, access the [UNSPSC website](#).



Learning Objectives

At the end of this job aid, **you will be able to:**



Understand what commodity codes are.



Understand commodity code structure.



Pick a goods versus a service commodity code.

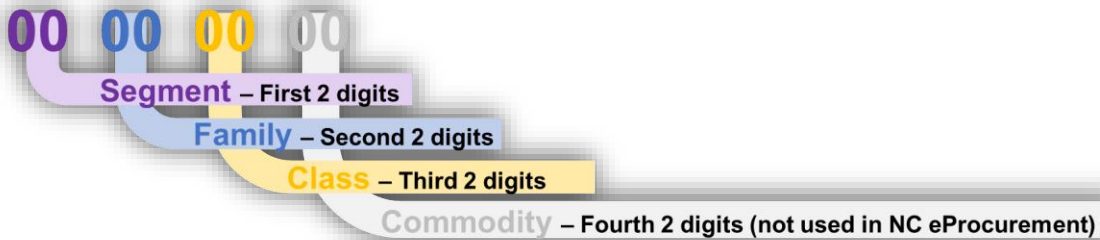
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Commodity Code Explanation

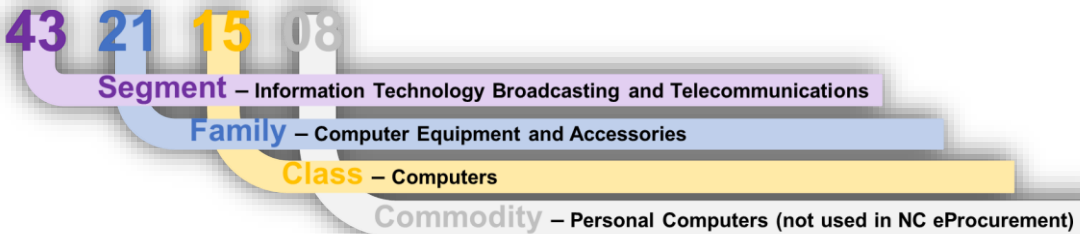
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- A commodity code is a standard system of numbers that are used to identify the goods and services that are being purchased. Using standardized codes enables the State to determine the level of spend in various categories.
- NC eProcurement uses the UNSPSC Commodity Code system, which utilizes hierarchical groupings of numbers to identify and list commodities and services by categories and classes.

UNSPSC Commodity Code Structure



Example of UNSPSC Commodity Code Structure



The UNSPSC Commodity Codes listed on the UNSPSC website are specified to the eight-digit level (XX XX XX XX). Because NC eProcurement utilizes Commodity Codes specified up to the six-digit level, users should only select the first six-digit codes of the eight-digit commodity code describing the desired good or service (e.g. 43 21 15 08).

For example, if the desired commodity is personal computers (with the commodity code 43211508) the class level code (432115) should be entered in NC eProcurement.

- UNSPSC Commodity Codes are organized by segment into a logical sequence that reflects how value is progressively added to products. These segments are divided into goods and services. Goods are made up of UNSPSC Commodity Codes in the segments ranging from **10** through **60**. Services are made up of UNSPSC Commodity Codes in the segments ranging from **70** through **94**.

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UNSPSC Segment Organization



Most Commonly Selected Commodity Codes

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While there are thousands of options for UNSPSC Commodity Codes, some are selected much more frequently than others. The Top 20 Commodities chosen may be found below, beginning with the commodity code selected most often.

Top 20 Commodities

UNSPSC Commodity Code	UNSPSC Description
601011	Electronic learning aids
811122	Software maintenance and support
851016	Healthcare provider support persons
781018	Road cargo transport (Shipping)
141115	Printing and writing paper
811116	Computer programmers
441216	Desk supplies
441031	Printer and facsimile and photocopier supplies
432116	Computer accessories
721015	Building maintenance and repair services
841015	Development assistance
601017	Teacher resource materials
471318	Cleaning and disinfecting solutions

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UNSPSC Commodity Code	UNSPSC Description
811125	Computer software licensing rental or leasing service
861322	Educational support services
432115	Computers
401615	Filters
441220	Folders and binders and indexes
261117	Batteries and cells and accessories
491017	Awards