How to Use the UNSPSC Spreadsheet

Following are instructions on how to find and use a specific commodity code in the Ariba system. In this example, I want to find the commodity code for **Document Destruction Services**.

1. **Open** the [full list of Commodity Codes](#) spreadsheet found under Quick Links on the Commodity Code webpage.

2. Note that the spreadsheet has 4 tabs at the bottom. This is the hierarchy that commodity codes are categorized by:
   a. Segment
   b. Family
   c. Class
   d. Commodity

   ![Segment, Family, Class, Commodity tabs](image)

3. **Click** Find & Select on the top right section of the screen.

4. **Click** Find.
5. Change the **Within** drop down box to Workbook. This will search for your criteria in all of the tabs, not just the first page.

6. Enter your search criteria in **Find what**, then click **Find Next**. I am looking for Document Destruction Services, so I am going to use the simple keyword **DOCUMENT** to see if I can locate the correct commodity code:

7. Excel will begin to show you results in the spreadsheet. If it is not what you are looking for, click **Find Next** to see the next result:
8. With continued scanning, I found Document Destruction Services on the **Commodity** tab. It lists the commodity code as **80161508**.

![Commodity tab in Ariba](image)

9. Because there are over 60,000 different commodity codes, Ariba lists just the codes found on the **Segment** and **Family** tabs of this spreadsheet. So how do I use the commodity code that I found in Ariba? Simple!
   a. Identify the **full commodity code** (example: 80161508)
   b. Use the **first four digits** (example 8016)
   c. **Add four zeroes** to the end (example 80160000)
   d. Enter a commodity code in Ariba as **80160000**

10. There are two ways you can enter a commodity code in Ariba.
   a. Search by **Name** (example: Business Administration Services)
   b. Search by **ID** (example: 80160000)
      i. In the **Field** drop down box, choose one or the other
      ii. Enter the appropriate commodity code in the **Search box**
      iii. Click **Search**

![Choose Value for Commodity Code](image)
11. I’ve shown you how to find the Commodity ID number to use. Once you’ve located this number, it is easiest just to change the **Field to ID**. But what if you want to enter the commodity code name? How do you determine what the name is?
   a. Once you’ve decided which code you will use (example: 80160000), click on the **Family** tab at the bottom of the spreadsheet
   b. **Scroll down** until you locate your commodity code number. The name to the right is your commodity code name
   c. Select **Name** from the **Field** drop down menu, enter **Business administration services** in the **Search** box, and click **Search**
   d. Doing either of these will give you the Business administration services commodity code of **80160000**. Click **Select**.

12. Also note that the commodity code on the **Family** tab lists an account code in the right most column.
13. This account code will automatically enter in the **Account Code** section in Ariba. If you would prefer a different account code, just select a new code. You are not required to use the default account code associated with the commodity.

<table>
<thead>
<tr>
<th>Commodity Code:</th>
<th>Business administration services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Code:</td>
<td>020300 (Mgmt &amp; Organizational)</td>
</tr>
<tr>
<td>Supplier Part Number:</td>
<td></td>
</tr>
<tr>
<td>Manufacturer Part Number:</td>
<td></td>
</tr>
</tbody>
</table>