# 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 commodity code spreadsheet (found on the Commodity Codes web page here).

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
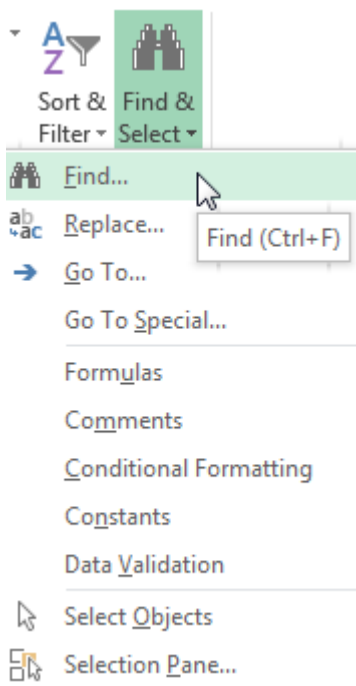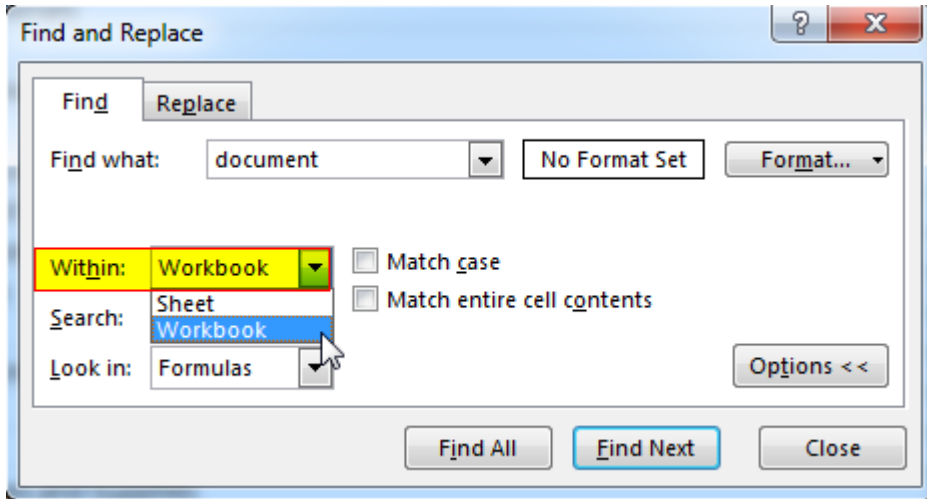

3. Click **Find & Select** on the top right section of the screen
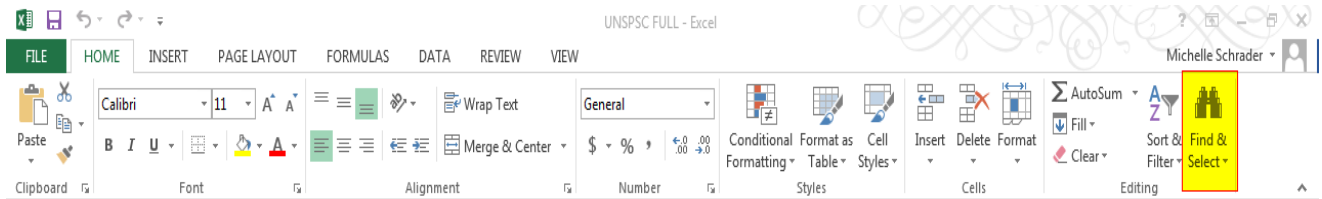
4. Click **Find**

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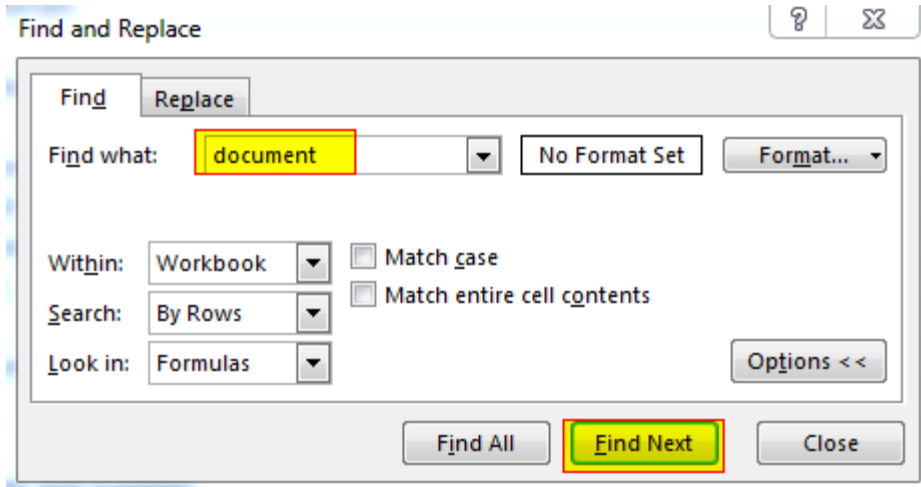
7. Excel will begin to show you results in the spreadsheet. If it is not what you are looking for, click **Find Next** to see the next result:
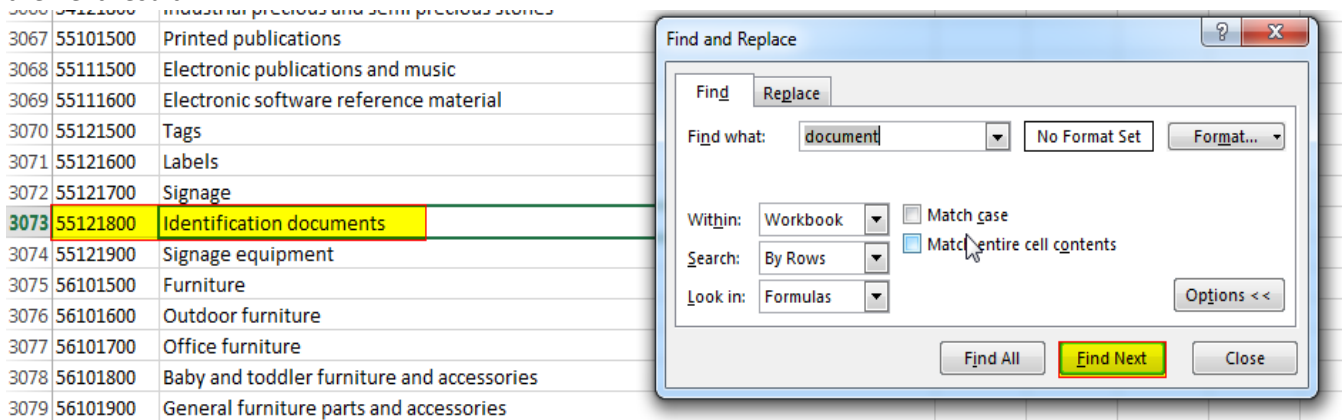
8. With continued scanning, I found Document Destruction Services on the **Commodity** tab. It lists the commodity code as **80161508**.

44698	80161501	Office administration or secretarial services
44699	80161502	Meeting planning services
44700	80161503	Keyboard entry services
44701	80161504	Clerical services
44702	80161505	Fleet management services
44703	80161506	Data archiving services
44704	80161507	Audio visual services
44705	80161508	Document destruction services
44706	80161601	Property management services
44707	80161602	Receiving or inventorying services
44708	80161603	Furniture project administration or management
44709	80161701	Byproduct disposal or sale service
44710	80161702	Capital asset disposal or sale service

Segment   Family   Class   **Commodity**   ⊕

Find and Replace

Find | Replace

Find what: document

No Format Set   Format...

Within: Workbook   ☐ Match case
Search: By Rows   ☐ Match entire cell contents
Look in: Formulas   Options <<

Find All   Find Next   Close

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

📋 Alert: Found more than 500 items. Only the first 500 items are displayed.

Field Name ▼   Search
        Name
        ID

Name	ID ↑	
Miscellaneous	0	Select
Live Plant and Animal Material and Accessories and Supplies	10000000	Select

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

Segment	**Family**	Class	Commodity

    b. **Scroll down** until you locate your commodity code number. The name to the right is your commodity code name

353	80160000	Business administration services	02-03
354	81100000	Professional engineering services	02-95
355	81110000	Computer services	02-32
356	81120000	Economics	02-95
357	81130000	Statistics	02-95
358	81140000	Manufacturing technologies	02-03
359	81150000	Earth science services	02-95
360	81160000	Information Technology Service Delivery	02-32
361	82100000	Advertising	03-21
362	82110000	Writing and translations	02-95
363	82120000	Reproduction services	03-71
364	82130000	Photographic services	02-95
365	82140000	Graphic design	02-32

◂ ▸	Segment	**Family**	Class	Commodity	⊕

    c. Select **Name** from the **Field** drop down menu, enter **Business administration services** in the **Search** box, and click **Search**

Choose Value for Commodity Code

Field: [Name ▾] [business administration] [Search]

Name	ID ↑	
Business administration services	80160000	[Select]

[Done]

    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.

352	80150000	Trade policy and services	02-95
353	80160000	Business administration services	02-03
354	81100000	Professional engineering services	02-95
355	81110000	Computer services	02-32

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.

Commodity Code: Business administration ser...

**For Commodity Code Help

Account Code: 020300 (MGMT & ORGA

Supplier Part Number: *

Manufacturer Part Number:

059900 (MISCELLANEOUS) Bien:2013
053100 (CHEMICALS & CHEM PRDCT) Bien:2013
039100 (RENTAL-CONFER FACILITY) Bien:2013
036400 (OUTSID SER,MAINT-CONTR) Bien:2013
054000 (NONCAPITALIZED EQUIP) Bien:2013
036900 (OUTSIDE SERVICES OTHER) Bien:2013
053200 (RADIOACTIVE CHEMICALS) Bien:2013
061200 (M&E COMP EQP $2K-$4999) Bien:2013
059500 (LIVE ANIMALS) Bien:2013
062000 (PURCHSOFTWAREM&E>1M) Bien:2013
035900 (O/S - PRINTING SET-UP) Bien:2013
- 020300 (MGMT & ORGANIZATIONAL) Bien:2013

Search for more...