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.

![Find and Replace dialog box](image)

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:

![Find and Replace dialog box with DOCUMENT](image)

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:

![Excel spreadsheet with identification documents](image)
8. With continued scanning, I found Document Destruction Services on the Commodity tab. It lists the commodity code as 80161508.

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

![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.