



# Commodity Code Job Aid for Buyers

## Commodity Code Standardization Overview

MyFloridaMarketPlace (MFMP) recently worked on a project to convert the current Florida specific commodity codes (referred to as FLID) to an internationally accepted and standardized code set known as the [United Nations Standard Products and Services Classification](#) (UNSPSC). UNSPSC standardization allows for enhanced spend analytics and better methods to manage future code changes. The standardization also provides the ability to better target vendors to receive solicitation notifications and reduce the effort for vendors to provide catalogs to the State of Florida. The planned completion of the project was scheduled for July 1, 2014. This means that on July 1<sup>st</sup>, all of the FLID codes were transitioned to the UNSPSC codes in MFMP.

The MFMP team worked closely with both agency customers and vendors throughout the project implementation. Suggested commodity code structures were provided to agency customers for assigning the new codes to their organization's approval flow rules. MFMP also communicated with vendors to ensure they are aware of the conversion and how they could review and update their codes in the [Vendor Information Portal \(VIP\)](#). Florida uses the commodity codes in Sourcing (which includes eQuote) and the Vendor Bid System (VBS) to seek vendor participation in solicitations. Each tool requires registration and enables vendors to identify their products/services. When buyers solicit bids/quotes for products, notifications will be distributed based on the commodity code vendors have selected in their VIP account. It is possible to issue solicitations at different code levels. It is preferred that solicitations for goods to be issued at the Class or Commodity level (6 or 8-digit UNSPSC commodity code). However, solicitations for services should always be issued at the Commodity level (8-digit commodity code).

## UNSPSC Structure

United Nations Standard Products and Services Code ([UNSPSC](#)) is an open, public standard system of numbers (with descriptions) designed to identify and list commodities or services by categories and classes. UNSPSC uses a hierarchy to make codes easier to search and manage during procurement activities. The hierarchy allows spend analysis reports to summarize spend data to highest levels or allow users to drill down to the detailed spend categories. MFMP utilizes the four UNSPSC levels to organize goods and services into the following:

- Segment – First 2 digits
  - Family – Second 2 digits
    - Class – Third 2 digits
      - Commodity - Fourth 2 digits

## Example:

UNSPSC Structure	Sample Code	Sample Description
2 Digit (Segment) Code	43000000	Information Technology Broadcasting and Telecommunications
4 Digit (Segment-Family) Code	43210000	Computer Equipment and Accessories
6 Digit (Segment-Family -Class) Code	43211500	Computers
8 Digit (Segment-Family–Class-Commodity) Code	43211501	Computer Servers
	43211502	High-end Computer Servers
	43211503	Notebook Computers
	43211504	Personal Digital Assistant PDAs or Organizers
	43211505	Point of Sale (POS) Terminal

## Searching for Vendors with Specific UNSPSC Commodity Codes

Search for commodity codes using the Florida adopted UNSPSC code set or the list mapping the former FLID codes and the new UNSPSC codes; both lists are located on the [MFMP website](#) and are available for download. Once a buyer has found the desired commodity code, they can find vendors that offer products and services aligned with that specific commodity code in the Vendor Information Portal (VIP). While buyers have previously been able to perform this search in MarketView, the MarketView application is no longer available as it was [sunset](#) on July 1, 2014. A more detailed explanation of this search process, including screenshots, may be found in [Appendix A](#).

## Order Processing in MyFloridaMarketPlace

All fully approved requisitions held with a delay purchase until date of July 1, 2014 were automatically converted over to UNSPSC codes. All historical requisitions, purchase orders, and invoices processed prior to July 1, 2014 will continue to reflect the old FLID codes as they were not included for any system conversions. If an agency needs to change a historical requisition, the old FLID code will have to be updated to a new UNSPSC code at the time of the change order and the approval flow will regenerate. Invoices that have been created against historical orders with FLID codes can continue to be processed without updates on the Invoice Reconciliation.

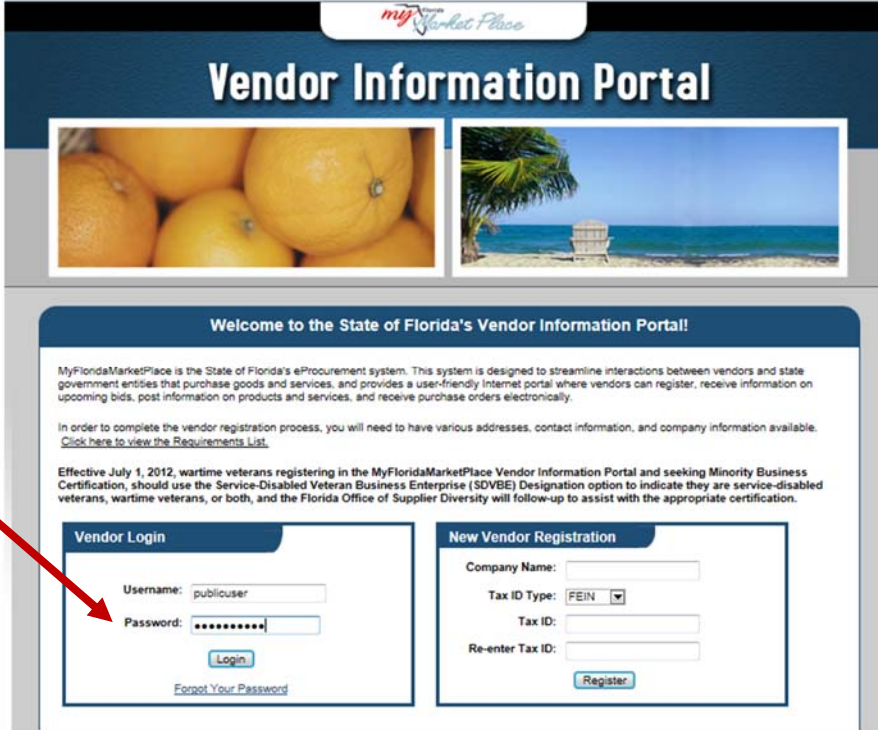
## Reporting Commodity Code Spend

It is important to note that when reporting across multiple fiscal years, buyers may have to search for both sets of codes. Thus, the [Florida Accountability Contract Tracking System](#) (FACTS), [MFMP Analysis](#), [MFMP Buyer](#), [MFMP Sourcing](#), and [Secure Reports](#) display the old FLID codes prior to July 1, 2014. This means that customers need to search with the FLID code set when searching prior to July 1, 2014 and search with the UNSPSC code set when searching after July 1, 2014. MFMP Buyer allows agencies to search for a listing of codes (that could include both FLID and UNSPSC). MFMP Analysis and MFMP Buyer designate a UNSPSC code as a good or service. A more detailed explanation of this search process, including screenshots, may be found in [Appendix B](#).

## Appendix A: Searching for Vendors Using Specific UNSPSC Commodity Codes

To find vendors associated with a specific UNSPSC commodity code, agencies can search for vendors in [MFMP VIP](#). The login information is:

- Username: publicuser
- Password: publicuser



**Vendor Login**

Username:

Password:

[Forgot Your Password](#)

**New Vendor Registration**

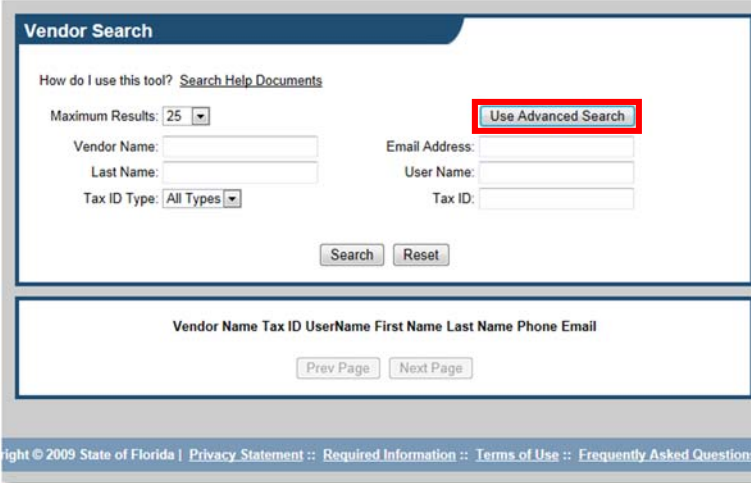
Company Name:

Tax ID Type:

Tax ID:

Re-enter Tax ID:

Select “Advanced Search”.



**Vendor Search**

How do I use this tool? [Search Help Documents](#)

Maximum Results:

Vendor Name:

Last Name:

Tax ID Type:

Email Address:

User Name:

Tax ID:

Vendor Name Tax ID UserName First Name Last Name Phone Email

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Select your desired commodity codes in the "Commodity Code" Section.

**Vendor Search**

How do I use this tool? [Search Help Documents](#)

Maximum Results: 25

Vendor Name:  Email Address:   
Last Name:  User Name:   
Tax ID Type: All Types  Tax ID:

Location Name:  Location City:   
Location County:  Accepted TOU:   
Vendor Status:  Bus Designation:   
Solicitation Status:  Doc Valid Status:   
Woman Owned:  SDVBE:   
Reg Date From:   Reg Date To:    
Cert Date From:   Cert Date To:

MBE Code:  
O - Hispanic, Non-Certified  
U - Non-Profit, Minority Community Served  
Q - Native American, Non-Certified  
I - Hispanic, Certified

**Commodity Code:**  
10101500 Livestock  
10101600 Birds and fowl  
10101700 Live fish  
10101800 Shellfish and aquatic invertebrates  
10101900 Insects  
10102000 Wild animals  
10111300 Domestic pet treatments and accessories and equipment  
10121500 Livestock feed  
10121600 Bird and fowl food  
10121700 Fish food

View the search results.

**Commodity Code:**  
71151326 General cased hole and production log processing  
71151327 Casing inspection analysis services processing  
71151400 Well service engineering  
71151401 Well cementing job design services  
71151402 Coiled tubing job design services  
71151403 Well drilling job design services  
71151404 Well fracturing job design services  
71151405 Matrix stimulation job design services  
71151406 Well sand control job design services  
71151000 Oilfield modeling services

1 result found .

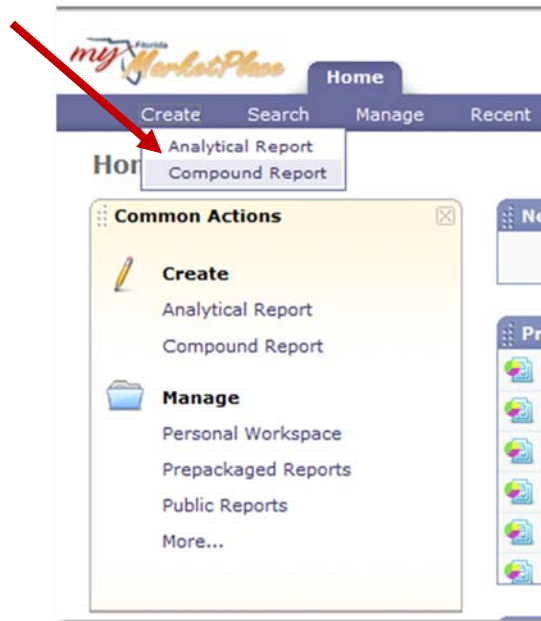
Vendor Name	First Name	Last Name	Phone	Email
<a href="#">Example 1234</a>	John	Doe	850-555-5555	<a href="mailto:John.doe@example.com">John.doe@example.com</a>

## Appendix B: Reporting in MFMP Analysis with UNSPSC Commodity Codes

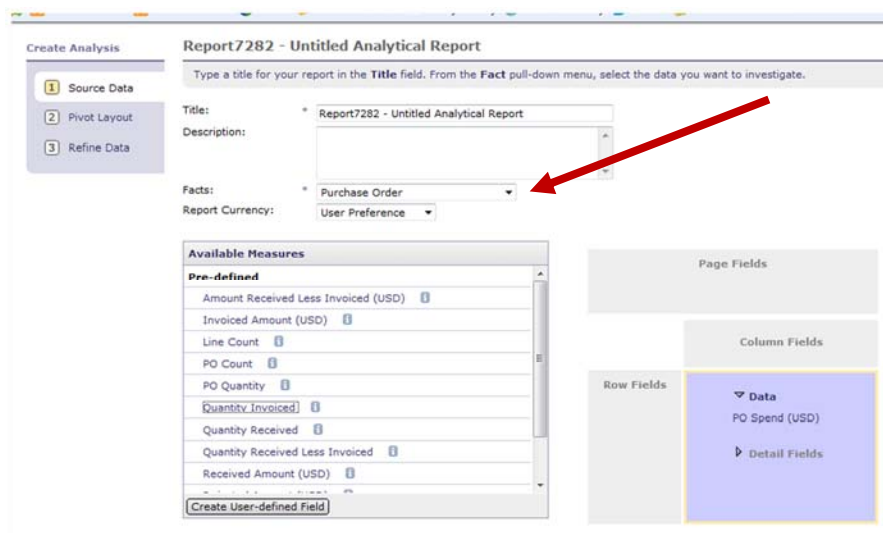
When searching in [MFMP Buyer](#) or running reports in [MFMP Analysis](#), agency customers may use FLID codes for the period of time prior to July 1, 2014 and UNSPSC codes for the period of time after July 1, 2014.

For example, when creating an analytical report in MFMP Analysis for PO Spend for a specific commodity code during the 2014 Calendar Year (January 1, 2014 – December 31, 2014), you will have to select both FLID and UNSPSC codes.

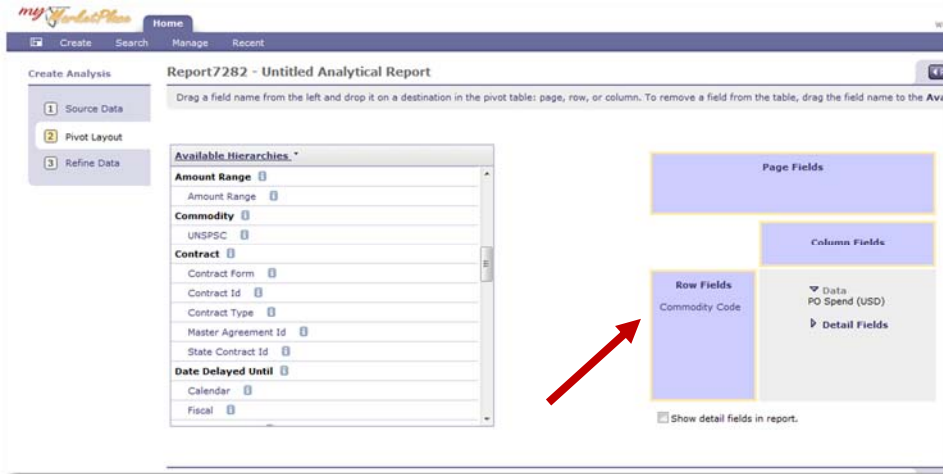
First, select “Analytical Report” from Create on the menu bar.



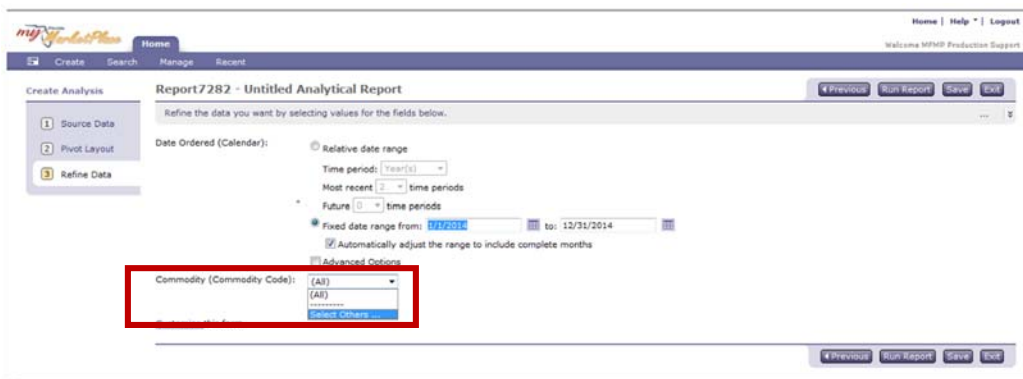
Select “Purchase Order” in the facts drop down box in the Source Data step and choose “PO Spend” from the Available Measures column.



Choose Commodity Codes from the Available Measures column and add it to the row fields.



Click “Select Others” from the Commodity Code drop down box. Please note that you may have to “customize” this form to show the Commodity Code search field.



Search for your Commodity Code.



As the search field date range covers both the historical FLID code period (prior to July 1, 2014) and the current UNSPSC code period (after July 1, 2014), you will have to select both sets of codes in your report.

Select “Run Report”.

