

Commodity Code Job Aid for Vendors

Last Updated: November 2017

Commodity Code Overview

MyFloridaMarketPlace (MFMP) uses an internationally accepted and standardized codeset known as the United Nations Standard Products and Services Code ([UNSPSC](#)). The 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. See the list of all the available codes in MFMP on the [Commodity Codes](#) Web page.

Commodity Code Structure

United Nations Standard Products and Services Code is an open, public standard system of numbers (with descriptions) designed to identify and list products and services by categories and classes. The codeset uses a hierarchy to make commodity codes easier to search and manage during agency procurement activities. The State of Florida uses commodity codes in [MFMP Sourcing](#) (which includes eQuotes) and the [Vendor Bid System](#) (VBS) to seek vendor participation in solicitations, and in [MFMP Buyer](#) to issue purchase orders to registered vendors.

Commodity codes in MFMP are comprised of eight digits and are broken down into four, distinct levels:

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

Example:

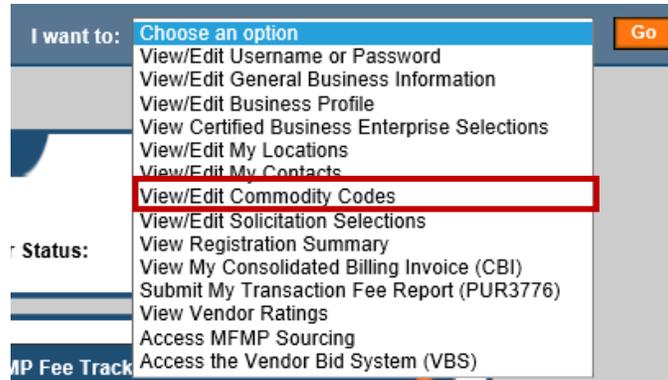
UNSPSC Structure	Sample Code	Sample Description
Two-digit (Segment) code	43000000	Information technology broadcasting and telecommunications
Four-digit (Segment-Family) code	43210000	Computer equipment and accessories
Six-digit (Segment-Family-Class) code	43211500	Computers
Eight-digit (Segment-Family–Class-Commodity) code	43211501	Computer servers
	43211502	High end computer servers
	43211503	Notebook computers

Validating and Updating Commodity Codes

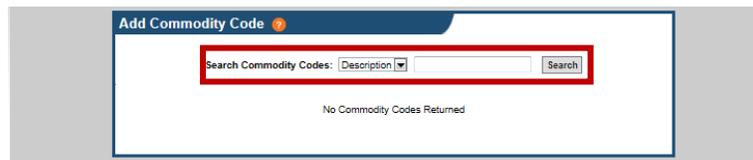
MyFloridaMarketPlace recommends that vendors regularly log into their MFMP [Vendor Information Portal](#) (VIP) account to view and verify that their selected UNSPSC codes match their company’s offered products and/or services and make updates, if necessary. Agencies often request quotes via commodity code and thus, if a vendor’s code selections do not match their company’s offered products and/or services, they may not receive a notification of an upcoming solicitation. See the [Selecting Commodity Codes](#) online training for a detailed explanation of the commodity code selection process or follow the steps below:

Step 1: Open an internet browser, navigate to [MFMP VIP](#) and log into your company’s vendor account.

Step 2: Select *View/Edit Commodity Codes* from the *I want to* drop-down box in the right-hand corner of the page.

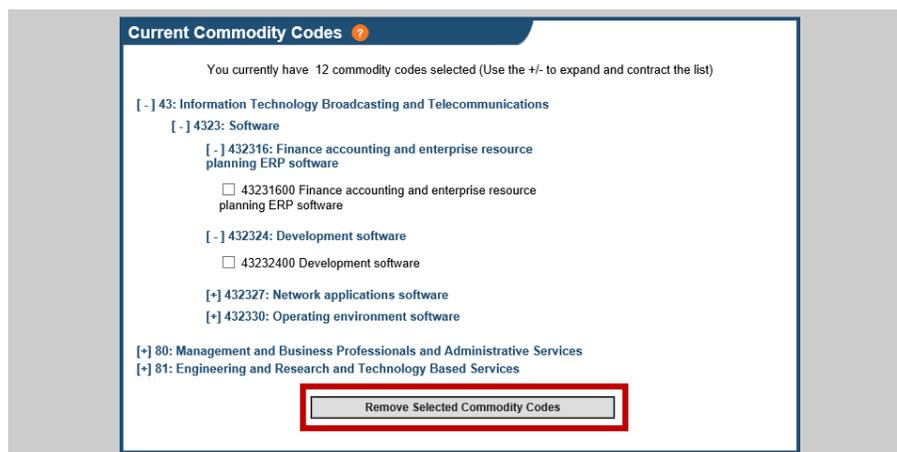


Step 3: Navigate to the **Add Commodity Code** section to add commodity codes that match your company's offered products and/or services. Search for codes by description of the products and/or services, by the eight-digit code number, or by the code's level (Segment, Family, or Class). Add codes by checking the box(es) next to the desired code(s) and clicking *Add Selected Commodity Codes*.



Tip: When possible, MFMP recommends selecting codes at the commodity level (most detailed code level); otherwise, please select codes at the class level. This allows agencies to easily identify which products and/or services a vendor provides.

Step 4: Scroll down to view the currently selected commodity codes in the **Current Commodity Codes** section to verify that they are correct. Remove any commodity codes that do not match your company's offered products and/or services by drilling down into each group and checking the box(es) next to the code(s) to be removed and clicking *Remove Selected Commodity Codes*.



Step 5 (optional): See the [Updating Your Business' Solicitation Eligibility](#) job aid for information on how to receive solicitation notifications based on the commodity codes selected in your MFMP VIP account.