

# Commodity Code Job Aid for Agency Customers

## Commodity Basics

### What is a commodity?

A commodity is a good (product) or service that can be bought or sold.

### What is a commodity code?

A commodity code is a standard system of numbers which are used to identify the goods and services purchased. Using standardized codes enables agency customers to determine the level of spend in various categories.

## United Nations Standard Products and Services Code (UNSPSC) Overview

[UNSPSC](#) is an internationally accepted, open, and public standard hierarchical system of numbers (with descriptions) designed to identify and list commodities by categories and classes. In 2014, the State of Florida adopted the UNSPSC standard code set that enables users to search and use for procurement activities.

## UNSPSC Structure

The UNSPSC commodity code is an eight-digit number which breaks down into four levels. The commodity code and description become more specific as the level of hierarchy increases.

### Hierarchical Breakdown of UNSPSC Commodity Code Structure

Level	Level Name	Format	Description
1	Segment	XX000000	Logical aggregation of families for analytical purposes
2	Family	XXXX0000	Commonly recognized group of inter-related commodity categories
3	Class	XXXXXX00	A group of commodities sharing common characteristics
4	Commodity	XXXXXXXX	A group of substitutable products or services

### Specific Example of UNSPSC Commodity Code Structure

Level Name	Example	Description
Segment	43000000	Information and Technology Broadcasting and Telecommunications
Family	43210000	Computer Equipment and Accessories
Class	43211500	Computers
Commodity	43211515	Computer workstation

## Commodity Codes and MyFloridaMarketPlace (MFMP)

### General Information

MFMP uses commodity codes to categorize products and services. While commodity codes at all levels exist in MFMP, agency customers must choose a commodity code at the Class or Commodity level.

### Vendors

Vendors select commodity codes at the Class and Commodity levels in the Vendor Information Portal (VIP) during registration and can update or change commodity codes at any time.

### Agency Customers

Agency customers determine the commodity codes which best represent the product or service they are attempting to procure. In the MFMP Buyer application, agency customers use the commodity code(s) to identify goods or services on a purchase requisition.

In the MFMP Sourcing application, agency customers have the option to “Invite Participants,” when requesting bids for a sourcing event via commodity code.

MFMP Application	Use of commodity code
VIP	To search for vendors with matching commodity codes
Sourcing	To invite vendors to participate in events with commodity codes that match your solicitation
Buyer	To classify goods and services for a requisition
Analysis	To analyze spend on specific commodities

Follow the steps below to search for vendors with specific commodity codes in VIP:

Step	Action	Notes
1	Go to <a href="https://Vendor.MyFloridaMarketPlace.com">VIP</a>	<a href="https://Vendor.MyFloridaMarketPlace.com">https://Vendor.MyFloridaMarketPlace.com</a>
2	Enter the username "publicuser"	
3	Enter the password "publicuser"	
4	Click Login	
5	Click "Use Advanced Search"	
6	Select all relevant commodity codes from the "Commodity Code" box by scrolling through the list of available codes	<p>Select multiple commodity codes by holding down "CTRL" and clicking the relevant commodity codes.</p> <p>Other search criteria may be entered in addition to commodity code to narrow down results further.</p> <p>Tip: Include additional parameters such as "Vendor Status: Active" so that the search returns vendors with an active VIP account.</p>
7	Click "Search"	Result: VIP generates a list of all vendors who match the commodity codes (and other criteria) selected.
8	Review and record vendor information	Use the "Vendor Name" and/or "Locations" information to update transactions in MFMP.

Follow the steps below to invite vendors with matching commodity codes in Sourcing:

Step	Action	Notes
1	Click "Invite Participants" on the Suppliers step of your event creation in Sourcing	
2	Click "Select" to the right of the Commodities Supplied line	
3	Select "Name" or "ID" from the "Field" dropdown	These options determine how you will search for the appropriate commodities.
4	Type the Name or ID of the commodity you are seeking	For best results, when searching with a keyword using the "Name" field, use broad categories and try different ways to describe the commodity you are seeking.
5	Click "Search"	
6	Click the box to the left of the commodity title to add it to your search	You can select multiple commodity codes to add to your search by selecting multiple boxes.
7	Click "Done" when all commodities have been selected	
8	Click the yellow "Search" button at the top of the page, to the right of the Search by line	
9	Click the box(es) to the left of the Supplier Name to choose the vendor(s) you wish to invite to your event	If you choose to invite all vendors with the specified commodity codes, click the box on the top left of the table, next to the picture of the lock.
10	Click the yellow "OK" button on the top right of the page to invite the participants to your event	

When the "Notify Vendors" option is set to "Yes" for a competitive solicitation in Sourcing, and "Public User" is invited as a participant, Sourcing sends an invitation notification to vendors registered with the matching commodity code(s) selected on the competitive solicitation. When "Notify Vendors" is set to "No", specific vendors may be invited to a competitive solicitation in Sourcing regardless of the commodity codes associated with the registration.

Alternatively, agency customers may identify and select specific vendors that offer the products and services aligned with a particular commodity code by searching in VIP and then invite the specific vendors to informal solicitation (eQuote) events in Sourcing.

## Reporting in MFMP with UNSPSC Commodity Codes

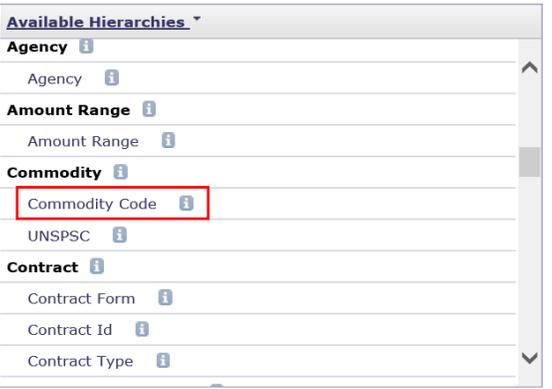
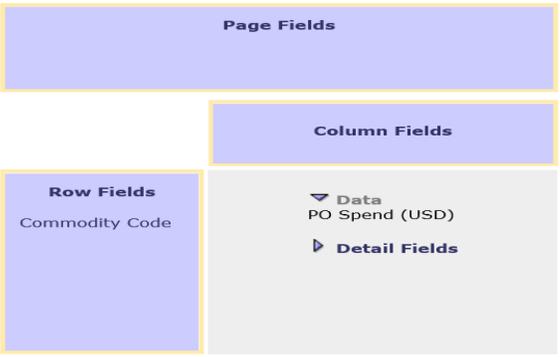
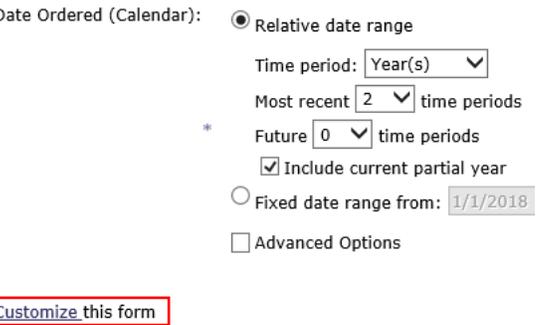
The standardized UNSPSC enables users to develop reports that summarize spend data at very broad or precise levels. Agency customers may use System Searches or Analysis to analyze spend based on commodity codes. Agency customers may also request custom reports by going to the [MFMP Forms page](#) and submitting a Report Request Form.

*Follow the steps below to perform a system search in Buyer using commodity codes as a filter:*

Step	Action	Notes
1	Go to <a href="#">Buyer</a>	<a href="https://Buyer.MyFloridaMarketplace.com">https://Buyer.MyFloridaMarketplace.com</a>
2	Enter your MFMP credentials	
3	Click "Login"	
4	Click "Search" from the blue menu bar at the top of the screen	
5	Choose the category to perform the search	The following categories include commodity code as a search filter: <ul style="list-style-type: none"> <li>• Catalogs;</li> <li>• Requisitions;</li> <li>• Contracts; and</li> <li>• Contract Requests.</li> </ul>
6	Click "select" from the "Commodity Code" field	If commodity code is not a standard field, click "Search Options" in the filter screen and select commodity code to add it to your filter options.
7	Enter any other relevant criteria	
8	Click "Search"	

*Follow the steps below to use Analysis to develop a report using commodity codes as a filter:*

Step	Action	Notes
1	Go to <a href="#">Analysis</a>	<a href="https://Analysis.MyFloridaMarketplace.com">https://Analysis.MyFloridaMarketplace.com</a>
2	Enter your MFMP credentials	You must have the Analysis and Query permissions to access Analysis. Consult your Agency System Administrator to request this access.
3	Click "Login"	
4	Choose "Analytical Report" from the Create menu bar at the top of the screen	You could also click "Analytical Report" from the Common Actions area of your dashboard.
5	Choose "Purchase Order" from the Facts dropdown menu	This is done in the Source Data step.
6	Choose "PO Spend" from the Available Measures window	Drag and drop this field to the Data Field of the report or left-click and select "Add to Report."

		
7	Click the yellow “Next” button	This advances you to the Pivot Layout step.
8	<p>Select “Commodity Code” from the Available Hierarchies window</p> 	<p>Drag and drop this field to the Row Fields section of the report or simply left-click and select “Row Field.” At this point, you may also decide to add other criteria from the Available Hierarchies window.</p> 
9	Click the yellow “Next” button	This advances you to the Refine Data step.
10	<p>Click “Customize” this form</p> 	Click “Customize” to add other parameters to the report.
11	Click the “Show” button to the far right of “Commodity Code”	
12	Click “Done”	
13	Choose “Select Others...” from the Commodity (Commodity Code) dropdown	

	Date Ordered (Calendar): <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Relative date range             <ul style="list-style-type: none"> <li>Time period: Year(s) ▾</li> <li>Most recent 2 ▾ time periods</li> <li>Future 0 ▾ time periods</li> <li><input checked="" type="checkbox"/> Include current partial year</li> <li>Fixed date range from: 1/1/2018 <input type="text"/></li> <li><input type="checkbox"/> Advanced Options</li> </ul> </li> </ul> Commodity (Commodity Code): <ul style="list-style-type: none"> <li><span style="border: 1px solid blue; padding: 2px;">(All)</span></li> <li><span style="border: 1px solid red; padding: 2px;">Select Others ...</span></li> </ul> <p><a href="#">Customize this form</a></p>	
14	Enter the relevant commodity code in the search field	
15	Click "Search"	
16	Click the box next to the relevant commodity code	Repeat steps 14 - 16 until all commodity codes are selected.
17	Click the yellow "OK" button	
18	Enter any additional information required for the report	
19	Click "Run Report"	Users can save this report for future use by clicking "Save" before clicking "Run Report."

Below is a sample of the report outlined above using the "43211500: Computers" commodity code.

Pivot table		Chart	Dashboard
<b>Applied Filters</b> <ul style="list-style-type: none"> <li>Date Ordered Spanning: most recent 2 Year(s)</li> <li>Commodity Code 43211500: Computers</li> </ul>			
Aggregate View: PO Spend (USD) ▾			
Commodity Code ▾	Total PO Spend (USD) ↓		
<b>Total</b>			<b>7,096,921.77</b>
43211500: Computers			<b>7,096,921.77</b>

### Access a prepackaged report in Analysis:

A commodity code prepackaged report is displayed in Analysis on your dashboard. "FL Purchase Orders by Commodity Code (1-2 years)" displays Purchase Order (PO) count and PO spend by commodity code for the last two years. Click anywhere in the report to view more details.

FL Purchase Orders by Commodity Code (1-2 years)		
	PO Count	PO Spend (USD)
<b>Total</b>	<b>185,870</b>	<b>\$3,673,807,716.64</b>
51284800: Combination antibacterials	2	\$335,000,000.00
77111600: Environmental rehabilitation	5,115	\$289,799,099.87
80101507: Information technology consultation services	1,322	\$285,800,029.19
94131502: Emergency relief non governmental services	146	\$259,637,850.55
51343800: Combination antivirals	16	\$118,913,785.15
84111600: Audit services	45	\$93,808,341.60
80151605: Customs consulting service	25	\$62,683,577.31
51102800: Combination anti-infectives	13	\$60,988,339.56
76121600: Nonhazardous waste disposal	29	\$59,053,106.24
81161700: Telecommunication Services	196	\$56,046,730.25
Others (5024)	178,961	\$2,052,076,856.92