Market Place

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 (<u>UNSPSC</u>). 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 <u>Commodity Codes</u> 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 <u>MFMP Sourcing</u> (which includes eQuotes) and the <u>Vendor Bid System</u> (VBS) to seek vendor participation in solicitations, and in <u>MFMP Buyer</u> 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-	43211501	Computer servers
Commodity) code	43211502	High end computer servers
	43211503	Notebook computers

Validating and Updating Commodity Codes

MyFloridaMarketPlace recommends that vendors regularly log into their MFMP <u>Vendor Information Portal</u> (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 <u>Selecting Commodity Codes</u> 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 <u>MFMP VIP</u> 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.

I want to:	Choose an option	Go
	View/Edit Username or Password	
	View/Edit General Business Information	
	View/Edit Business Profile	
	View Certified Business Enterprise Selections	
	View/Edit My Locations	
	View/Edit My Contacts	
	View/Edit Commodity Codes	
	View/Edit Solicitation Selections	
Status:	View Registration Summary	
Status.	View My Consolidated Billing Invoice (CBI)	
	Submit My Transaction Fee Report (PUR3776)	
	View Vendor Ratings	
	Access MFMP Sourcing	
	Assess the Mandan Bid Overlage (MDO)	
/IP Fee Trac	Access the vehicut bid System (VDS)	

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*.

Add Commodity Code 👩	
Search Commodity Codes: Description	Search
No Commodity Codes Returned	

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*.

Cur	rent Commodity Codes 🔞
	You currently have 12 commodity codes selected (Use the +/- to expand and contract the list)
[-]	43: Information Technology Broadcasting and Telecommunications
	[-] 4323: Software
	[-] 432316: Finance accounting and enterprise resource planning ERP software
	☐ 43231600 Finance accounting and enterprise resource planning ERP software
	[-] 432324: Development software
	□ 43232400 Development software
	[+] 432327: Network applications software
	[+] 432330: Operating environment software
[+] 8	30: Management and Business Professionals and Administrative Services
[+] 8	31: Engineering and Research and Technology Based Services
	Remove Selected Commodity Codes

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

