



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

June 6, 2015

MEMORANDUM FOR: Department-wide Program Managers and Acquisition Staff (except PTO)  
*B. Berkowitz*

FROM: Barry Berkowitz  
Procurement Executive and  
Director, Office of Acquisition Management

SUBJECT: United Nations Standard Products and Services Codes (UNSPSC) Required Use in Acquisition Systems

### **Background**

The Department of Commerce (DOC) wants to identify trends in spending to streamline purchases and maximize economies of scale. Existing codes in our current systems, such as the Product and Service Code, Federal Supply Codes, and North American Industry Classification System, have allowed us to generalize our purchases but not readily identify them. Therefore in Fiscal Year 2014, the DOC began utilizing the United Nations Standard Products and Services Codes (UNSPSC) to classify purchases into more refined categories. This effort allows DOC to classify sourcing categories and discover more sourcing opportunities through spend analysis. Utilizing the UNSPSC the DOC will be able to identify categories of spending and number of purchases made from numerous vendors to leverage prices and volume discount opportunities. To further facilitate accurate and consistent data collection, on May 26, 2015, the Functional Change Control Data Standardization Board recommended, and the Acquisition Council approved, the mandatory use of UNSPSC in the C.Suite system.

### **UNSPSC Definition**

The UNSPSC are an open, globally used categorization that provides DOC with a predefined classification structure: A four-level hierarchy (Segment, Family, Class, and Commodity) coded as an eight-digit number.

Code	Example	Description
Segment	44-00-00-00	Office Equipment, Accessories and Supplies
Family	44-12-00-00	Office supplies
Class	44-12-19-00	Ink and lead refills
Commodity	44-12-19-04	Ink refills

### **DOC UNSPSC Lists**

DOC utilizes a subset (v13.0601) of the UNSPSCs available to the public and has mapped them to our Product and Service Code/Federal Supply Codes (F/PSC).

The full set of UNSPSC used by the DOC can be found at the following link:  
<http://www.osec.doc.gov/oam/documents/UNSPSC-FSC.xlsx>.

Note: DOC users should NOT use <http://www.unspsc.org/> to query for valid UNSPSC. This site utilizes many different UNSPSC subsets and all codes have not been mapped to our F/PSCs.

### **DOC UNSPSC Usage**

DOC requisitioners are required to identify their line item purchases using the UNSPSC available within the system. The DOC UNSPSC interface created for C.Suite automatically populates the F/PSC field so no additional data entry is required. It is important that users always select codes at the Commodity (or most detailed) level of the UNSPSC. If a Commodity code does not currently exist in C.Suite for a specific purchase, users should notify their C.Suite Service Desk, listed below, to have a new UNSPSC added.

#### **NOAA:**

- 301-444-3400 or [clientservices@noaa.gov](mailto:clientservices@noaa.gov)
- Note: If requesting a new UNSPSC or UNSPSC to F/PSC Matching, use the form: <https://sites.google.com/a/noaa.gov/acquisition-services/c-suite/unspsc-fsc-match-form>

#### **OS:**

- 202-482-5010 or [ITSD@doc.gov](mailto:ITSD@doc.gov)

**Census:**

- 301-763-1822 or [dijon.f.ferdinand@census.gov](mailto:dijon.f.ferdinand@census.gov)
- 301-763-8183 or [sharon.j.driggins@census.gov](mailto:sharon.j.driggins@census.gov)

**NIST:**

- [cic@nist.gov](mailto:cic@nist.gov)

