

Job Aid:

Maintain UNSPSC Commodity Codes for COMMBUYS Vendor Account

This Job Aid shows how to:

- Review, add, deactivate, and reactivate UNSPSC Commodity Codes in COMMBUYS Vendor Account

Of Special Note:

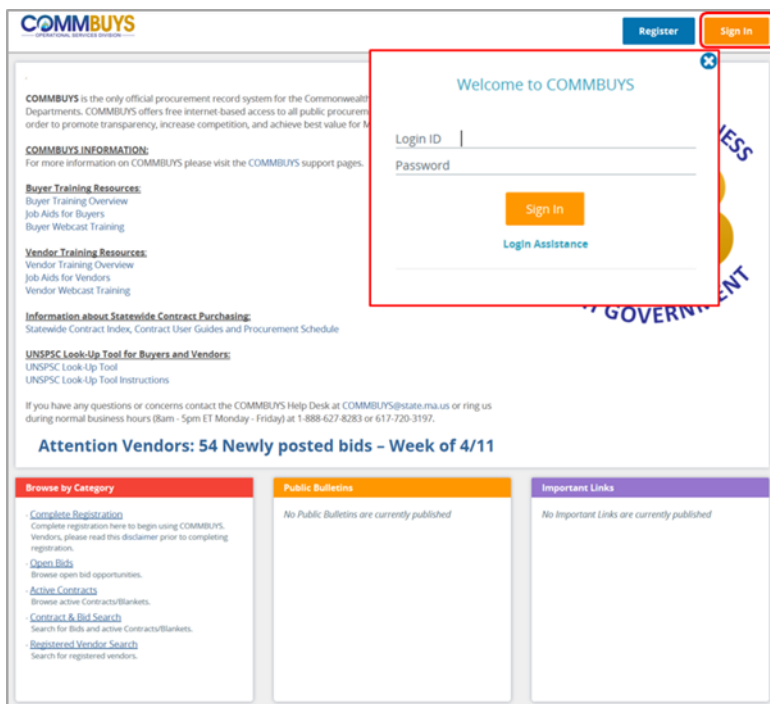
United Nations Standard Products and Services Code ® (UNSPSC) is a hierarchical convention used to classify products and services. To learn more about UNSPSCs, [visit their website www.unspsc.org](http://www.unspsc.org).

The Seller Administrator has the responsibility of initially selecting UNSPSCs that match the goods and services offered by their company/organization, as well as, periodically reviewing, adding, and deactivating codes as business needs dictate.

Only a Seller Administrator has the access to maintain company/organization information such as commodity codes. These instructions assume the logged in user has Seller Administrator credentials.

Screenshot

Directions



Step 1: Launching COMMBUYS

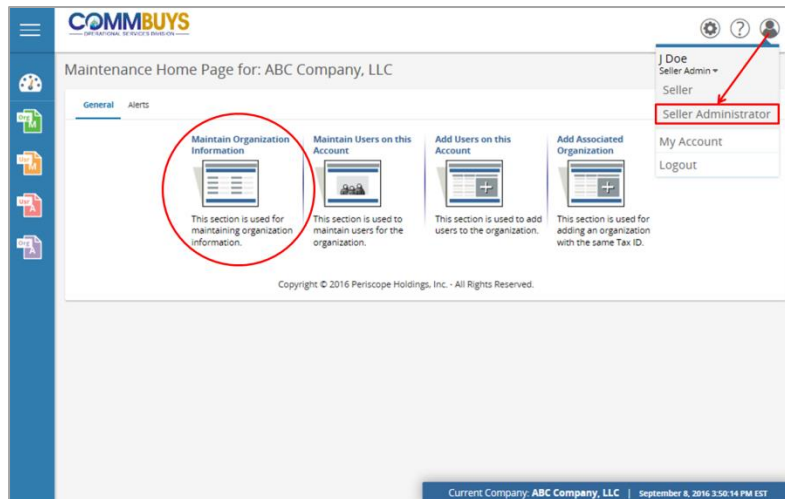
1. Enter the uniform resource locator (URL) address for COMMBUYS (<https://www.commbuys.com>) or (commbuys.com) in your browser.
2. Click on the **Sign In** button once the COMMBUYS landing page displays.
3. Enter your **Login ID** and **Password** and Sign In to COMMBUYS.

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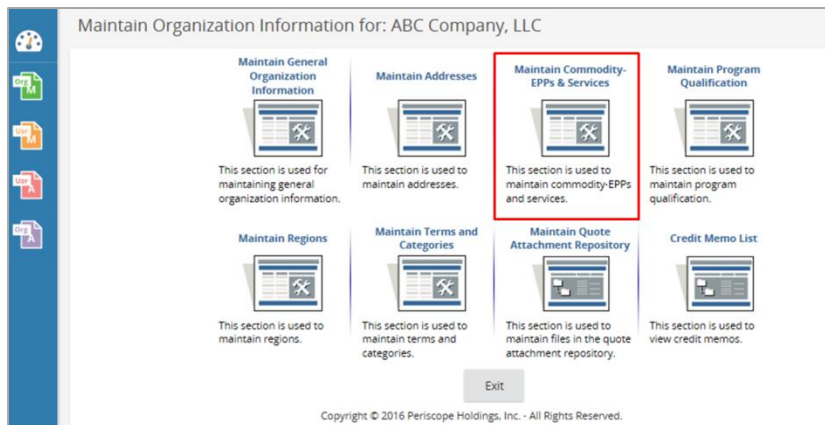
Screenshot

Directions



Step 2: Accessing Maintenance Organization Tools

1. Click on the **Account** icon to ensure you are logged in as the Seller Administrator.
2. If not, select **Seller Administrator** from the dropdown found within the Account icon.
3. Click on the **Maintain Organization Information** icon on the Seller Administrator Homepage.



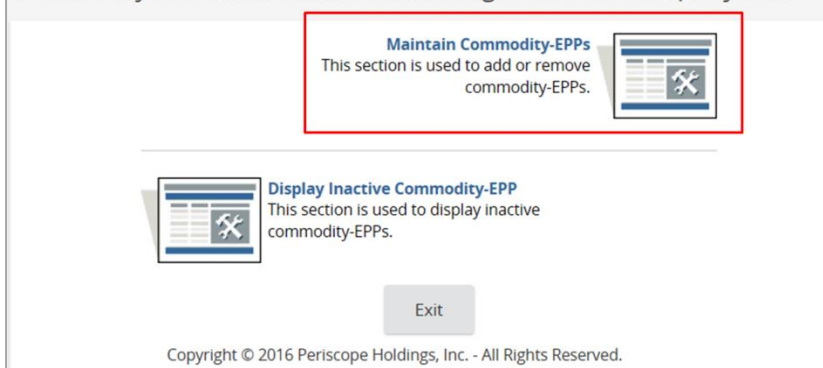
Step 3: Accessing the Commodity-EPP Maintenance Home Page

1. Click on the **Maintaining Commodity-EPPs & Services** icon on the **Maintain Organization Information** page

All vendors must have a least one UNSPSC commodity code associated with their vendor profile.

UNSPSCs determine which bid notifications you will receive; therefore, selecting all applicable codes to cast the widest net is encouraged.

Commodity-EPP Maintenance Home Page for: ABC Company, LLC



Step 4: Maintaining Commodity-EPPs

1. Click on the **Maintain Commodity – EPPs** icon to add or remove commodity codes from the vendor profile.

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Commodity-EPP and Service Codes

Current Codes - ABC Company, LLC

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	14-11-15	Printing and writing paper	09/08/2016
<input type="checkbox"/>	14-11-16	Novelty paper	09/08/2016

Deactivate Selected Items

Add Additional Codes

Cancel & Exit

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Step 5: Adding Commodity Codes

1. Click the **Add Additional Codes** button to add more codes to the vendor profile.

Commodity-EPP and Service Codes - ABC Company, LLC

Search

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using

ALL of the criteria

Search

UNSPSC Code Browse

Select the category that best describes the product and service you offer. Click on the question mark for more information.

00	Grants
10	Live Plant and Animal Material and Accessories and Supplies
11	Mineral and Textile and Inedible Plant and Animal Materials
12	Chemicals including Bio Chemicals and Gas Materials
13	Resin and Rosin and Rubber and Foam and Film and Elastomeric
14	Paper Materials and Products

Step 6: Searching for Commodity Codes

1. Search for codes using the **Segment-Family** and **Class** dropdown menus or by using the **Keyword** search toward the top of the page.
2. You also can click through the hyperlinked codes listed at the bottom of the page to refine your UNSPSC selections.

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Step 7: Selecting Commodity Codes from Search Results

1. To add UNSPSCs to your vendor profile, click on the desired code. Then check the **Code** box next to the UNSPSCs you wish to add.
2. Click the **Save and Add More** button to continue adding codes.
3. Click the **Save** button to add the selected codes to the vendor profile and return to the previous page.
4. When finished, click **Cancel & Exit** to return to the **Commodity-EPP Maintenance Home**.

Commodity-EPP and Service Codes - ABC Company, LLC

Search

UNSPSC Segment-Family: 14-12 - Industrial use papers

UNSPSC Class:

UNSPSC Keyword:

Search using: ALL of the criteria

Search

UNSPSC Code Browse Show Categories

Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	14-12-00	Industrial use papers
<input type="checkbox"/>	14-12-15	Paperboard and packaging papers
<input checked="" type="checkbox"/>	14-12-16	Tissue papers
<input type="checkbox"/>	14-12-17	Laminated papers
<input checked="" type="checkbox"/>	14-12-18	Coated papers
<input type="checkbox"/>	14-12-19	Newsprint and offset papers
<input checked="" type="checkbox"/>	14-12-21	Uncoated base papers
<input type="checkbox"/>	14-12-22	Specialty industrial use papers

Save Save and Add More

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Commodity-EPP and Service Codes

Current Codes - ABC Company, LLC

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	14-11-15	Printing and writing paper	09/16/2016
<input type="checkbox"/>	14-11-16	Novelty paper	09/08/2016
<input type="checkbox"/>	14-12-00	Industrial use papers	09/16/2016
<input type="checkbox"/>	14-12-16	Tissue papers	09/16/2016
<input type="checkbox"/>	14-12-18	Coated papers	09/16/2016
<input type="checkbox"/>	14-12-21	Uncoated base papers	09/16/2016

Deactivate Selected Items Add Additional Codes Cancel & Exit

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Commodity-EPP and Service Codes

Current Codes - ABC Company, LLC

Deactivate	Code	Description	Date Added
<input checked="" type="checkbox"/>	14-11-15	Printing and writing paper	09/16/2016
<input checked="" type="checkbox"/>	14-11-16	Novelty paper	09/08/2016
<input type="checkbox"/>	14-12-00	Industrial use papers	09/16/2016
<input type="checkbox"/>	14-12-16	Tissue papers	09/16/2016
<input type="checkbox"/>	14-12-18	Coated papers	09/16/2016
<input type="checkbox"/>	14-12-21	Uncoated base papers	09/16/2016

Deactivate Selected Items Add Additional Codes Cancel & Exit

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Step 8: Deactivating Commodity Codes

On the **Commodity-EPP Maintenance Home Page**, click on **Maintain Commodity-EPPs**.

1. To remove UNSPSCs, check the **Deactivate** box next to the code(s) in **Current Codes** list.
2. Click the **Deactivate Selected Items** button.
3. Once the page refreshes and the selected code(s) are removed, click on the **Cancel & Exit** button to return to the **Commodity-EPP Maintenance Home Page**.

Commodity-EPP Maintenance Home Page for: ABC Company, LLC

Maintain Commodity-EPPs
This section is used to add or remove commodity-EPPs.

Display Inactive Commodity-EPP
This section is used to display inactive commodity-EPPs.

Exit

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Step 9: Reviewing Deactivated Commodity Codes

1. Click on the **Display Inactive Commodity-EPP** button from the **Commodity-EPP Maintenance Home Page**.

Commodity-EPP and Service Codes

Inactive Codes for ABC Company, LLC

Activate	Code	Description	User Last Updated	Deactivated Date
<input checked="" type="checkbox"/>	14-11-16	Novelty paper	ABCLLC123	09/19/2016
<input checked="" type="checkbox"/>	14-12-00	Industrial use papers	ABCLLC123	09/19/2016
<input checked="" type="checkbox"/>	14-12-16	Tissue papers	ABCLLC123	09/19/2016
<input type="checkbox"/>	14-12-18	Coated papers	ABCLLC123	09/19/2016
<input type="checkbox"/>	14-12-21	Uncoated base papers	ABCLLC123	09/19/2016

Save & Exit Save & Continue Exit

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Step 10: Reactivating Commodity Codes

1. A list of commodity codes that were once active for the vendor profile is displayed.
2. To reactivate code(s) check the **Activate** box next to the code(s) that need to be reactivated.
3. Click on the **Save & Exit** button to return to the **Commodity-EPP Maintenance Home Page**.
4. Click **Exit** to return to the **Maintain Organization Information** page.