# Job Aid:
## Maintain UNSPSC Commodity Codes for COMMBUYS Vendor Account

**This Job Aid shows how to:**

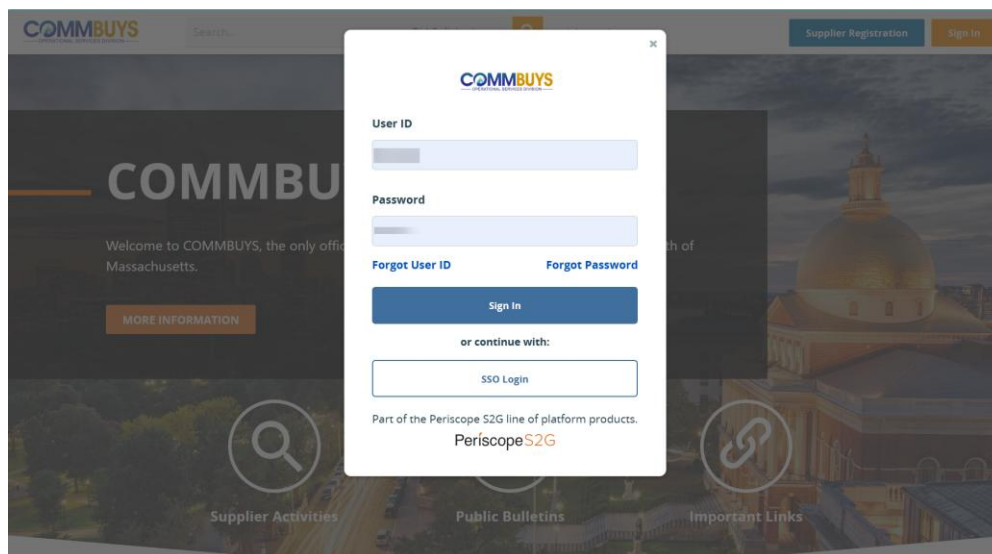- Review, add, deactivate, and reactivate UNSPSC Commodity Codes in COMMBUYS Vendor Account

**Of Special Note:**

United Nations Standard Products and Services Code ® (UNSPSC) is a hierarchical convention used to classify products and services. Learn more about UNSPSCs on the [United Nations Global Marketplace website](United Nations Global Marketplace website).

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.
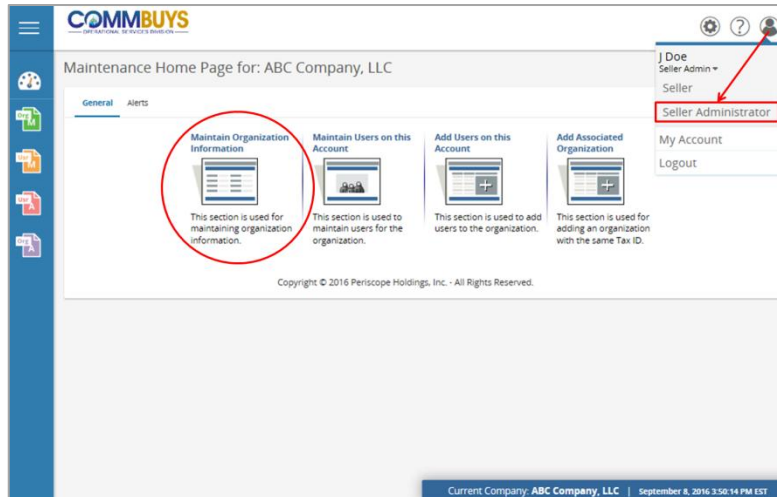
| Screenshot | Directions |
|---|---|
|  | **Step 1: Launching COMMBUYS**<br><br>1. Enter the uniform resource locator (URL) address for COMMBUYS [commbuys.com](commbuys.com) in your browser.<br><br>2. Select the **Sign In** button once the COMMBUYS landing page displays.<br><br>3. Enter your **User ID** and **Password** and select the **Sign In** button to login to COMMBUYS. |

# Job Aid:
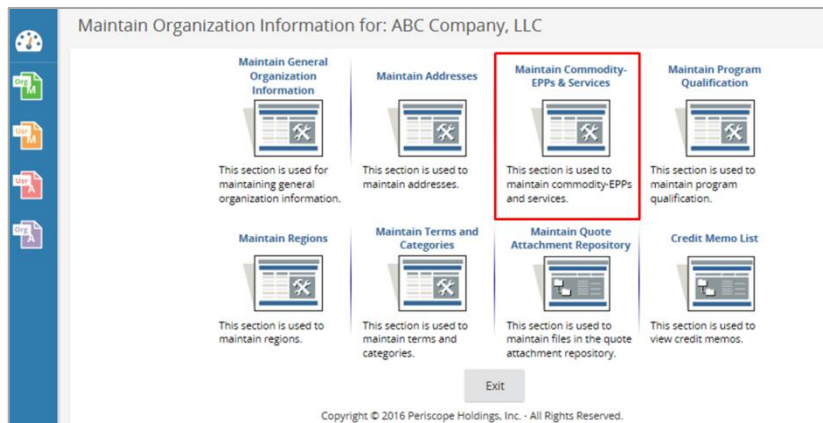## Maintain UNSPSC Commodity Codes for COMMBUYS Vendor Account

| Screenshot | Directions |
|---|---|
| | **Step 2: Accessing Maintenance Organization Tools** <br><br> 1. Select the **Account** icon to ensure you are logged in as the Seller Administrator. <br><br> 2. If not, select **Seller Administrator** from the dropdown found within the Account icon. <br><br> 3. Select the **Maintain Organization Information** icon on the Seller Administrator Homepage. |
| | **Step 3: Accessing the Commodity-EPP Maintenance Home Page** <br><br> 1. Select **Maintaining Commodity-EPPs & Services** icon on the **Maintain Organization Information** page <br><br> All vendors must have a least one UNSPSC commodity code associated with their vendor profile. <br><br> UNSPSCs determine which bid notifications you will receive; therefore, selecting all applicable codes to cast the widest net is encouraged. |

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| Commodity-EPP Maintenance Home Page for: ABC Company, LLC<br><br>**Maintain Commodity-EPPs** This section is used to add or remove commodity-EPPs.<br><br>**Display Inactive Commodity-EPP** This section is used to display inactive commodity-EPPs.<br><br>Exit<br><br>Copyright © 2016 Periscope Holdings, Inc. - All Rights Reserved. | **Step 4: Maintaining Commodity-EPPs**<br><br>1. Select the **Maintain Commodity – EPPs** icon to add or remove commodity codes from the vendor profile. |
| Commodity-EPP and Service Codes<br><br>**Current Codes - ABC Company, LLC**<br><br>| Deactivate | Code | Description | Date Added |<br>| ☐ | 14-11-15 | Printing and writing paper | 09/08/2016 |<br>| ☐ | 14-11-16 | Novelty paper | 09/08/2016 |<br><br>Deactivate Selected Items | Add Additional Codes | Cancel & Exit<br><br>Copyright © 2016 Periscope Holdings, Inc. - All Rights Reserved. | **Step 5: Adding Commodity Codes**<br><br>1. Select **Add Additional Codes** button to add more codes to the vendor profile. |
| **Commodity-EPP and Service Codes - ABC Company, LLC**<br><br>**Search**<br><br>U N S P S C Segment-Family<br>U N S P S C Class<br>U N S P S C Keyword<br>Search using: ALL of the criteria<br>Search<br><br>**U N S P S C Code Browse**<br>ⓘ Select the category that best describes the product and service you offer. Click on the question mark for more information.<br><br>00 Grants<br>10 Live Plant and Animal Material and Accessories and Supplies<br>11 Mineral and Textile and Inedible Plant and Animal Materials<br>12 Chemicals including Bio Chemicals and Gas Materials<br>13 Resin and Rosin and Rubber and Foam and Film and Elastomeric<br>14 Paper Materials and Products | **Step 6: Searching for Commodity Codes**<br><br>1. Search for codes using the **Segment-Family** and **Class** dropdown menus or by using the **Keyword** search toward the top of the page.<br><br>2. You also can browse through the hyperlinked codes listed at the bottom of the page to refine your UNSPSC selections. |

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**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.

| | Code | Description |
|---|---|---|
| ☑ | 14-12-00 | Industrial use papers |
| ☐ | 14-12-15 | Paperboard and packaging papers |
| ☑ | 14-12-16 | Tissue papers |
| ☐ | 14-12-17 | Laminated papers |
| ☑ | 14-12-18 | Coated papers |
| ☐ | 14-12-19 | Newsprint and offset papers |
| ☑ | 14-12-21 | Uncoated base papers |
| ☐ | 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 |
|---|---|---|---|
| ☐ | 14-11-15 | Printing and writing paper | 09/16/2016 |
| ☐ | 14-11-16 | Novelty paper | 09/08/2016 |
| ☐ | 14-12-00 | Industrial use papers | 09/16/2016 |
| ☐ | 14-12-16 | Tissue papers | 09/16/2016 |
| ☐ | 14-12-18 | Coated papers | 09/16/2016 |
| ☐ | 14-12-21 | Uncoated base papers | 09/16/2016 |

Deactivate Selected Items      Add Additional Codes      Cancel & Exit

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**Step 7: Selecting Commodity Codes from Search Results**

1. To add UNSPSCs to your vendor profile, select the desired code. Then check the **Code** box next to the UNSPSCs you wish to add.

2. Select the **Save and Add More** button to continue adding codes.

3. Select the **Save** button to add the selected codes to the vendor profile and return to the previous page.

4. When finished, Select **Cancel & Exit** to return to the **Commodity-EPP Maintenance Home.**

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| Screenshot | Directions |
|---|---|
| **Commodity-EPP and Service Codes**<br><br>**Current Codes -  ABC Company, LLC**<br><br>| Deactivate | Code | Description | Date Added |<br>|---|---|---|---|<br>| ☑ | 14-11-15 | Printing and writing paper | 09/16/2016 |<br>| ☑ | 14-11-16 | Novelty paper | 09/08/2016 |<br>| ☐ | 14-12-00 | Industrial use papers | 09/16/2016 |<br>| ☐ | 14-12-16 | Tissue papers | 09/16/2016 |<br>| ☐ | 14-12-18 | Coated papers | 09/16/2016 |<br>| ☐ | 14-12-21 | Uncoated base papers | 09/16/2016 |<br><br>[Deactivate Selected Items]  [Add Additional Codes]  [Cancel & Exit]<br><br>Copyright © 2016 Periscope Holdings, Inc. - All Rights Reserved. | **Step 8: Deactivating Commodity Codes**<br><br>On the **Commodity-EPP Maintenance Home Page,** click on **Maintain Commodity-EPPs**.<br><br>1. To remove UNSPSCs, check the **Deactivate** box next to the code(s) in **Current Codes** list.<br><br>2. Select the **Deactivate Selected Items** button.<br><br>3. Once the page refreshes and the selected code(s) are removed, select the **Cancel & Exit** button to return to the **Commodity-EPP Maintenance Home Page**. |
| **Commodity-EPP Maintenance Home Page for: ABC Company, LLC**<br><br>**Maintain Commodity-EPPs**<br>This section is used to add or remove commodity-EPPs.<br><br>**Display Inactive Commodity-EPP**<br>This section is used to display inactive commodity-EPPs.<br><br>[Exit]<br><br>Copyright © 2016 Periscope Holdings, Inc. - All Rights Reserved. | **Step 9: Reviewing Deactivated Commodity Codes**<br><br>1. Select the **Display Inactive Commodity-EPP** button from the **Commodity-EPP Maintenance Home Page**. |

![OSD Operational Services Division logo]

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**Screenshot:**

Commodity-EPP and Service Codes

**Inactive Codes for ABC Company, LLC**

| Activate | Code | Description | User Last Updated | Deactivated Date |
|---|---|---|---|---|
| ☑ | 14-11-16 | Novelty paper | ABCLLC123 | 09/19/2016 |
| ☑ | 14-12-00 | Industrial use papers | ABCLLC123 | 09/19/2016 |
| ☑ | 14-12-16 | Tissue papers | ABCLLC123 | 09/19/2016 |
| ☐ | 14-12-18 | Coated papers | ABCLLC123 | 09/19/2016 |
| ☐ | 14-12-21 | Uncoated base papers | ABCLLC123 | 09/19/2016 |

Save & Exit    Save & Continue    Exit

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**Directions:**

**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. Select the **Save & Exit** button to return to the **Commodity-EPP Maintenance Home Page**.

4. Select **Exit** to return to the **Maintain Organization Information** page.