

Commodity Code Job Aid for Vendors

Last Updated: June 2019

Purpose: This job aid provides information about commodity codes, how they are used in MyFloridaMarketPlace (MFMP) by the State of Florida, and instructions for vendors about selecting and managing commodity codes.

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Commodity Basics

A **commodity** is a good (product) or service that can be bought or sold. A **commodity code** is a standard set of numbers used to identify the products and/or services purchased.

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. The State of Florida adopted the UNSPSC standard code set in 2014. UNSPSC codes enable State of Florida agency customers to search and use a standardized set of codes for procurement activities and identify vendors to receive solicitation notifications.

List of Commodity Codes in MFMP

See the list of all codes available in MFMP on the [Commodity Codes](#) Web page.

UNSPSC Structure

The UNSPSC commodity code is an eight-digit number, which breaks down into four levels of hierarchy. 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	XX 000000	Logical aggregation of families for analytical purposes
2	Family	XXXX 0000	Commonly recognized group of inter-related commodity categories
3	Class	XXXXXX 00	A group of commodities sharing common characteristics
4	Commodity	XXXXXXXX	A group of substitutable products or services

Example of UNSPSC Commodity Code Structure

Level Name	Example	Description
Segment	43 000000	Information and Technology Broadcasting and Telecommunications
Family	4321 0000	Computer Equipment and Accessories
Class	43211 500	Computers
Commodity	43211515	Computer workstation

Commodity Codes and MFMP

General Information

MFMP uses commodity codes to categorize products and services. While commodity codes at all levels exist in MFMP, vendors must select commodity codes at the Class or Commodity levels.

Vendors

Vendors select commodity codes at the Class or Commodity level in the [Vendor Information Portal \(VIP\)](#) during registration, and can update or change commodity codes at any time. See the [Selecting Commodity Codes](#) online training for a detailed explanation of the commodity code selection process.

State of Florida Agency Customers

State of Florida agency customers determine the commodity codes that best represent the product and/or service they are attempting to procure. This information is used to identify the vendors invited to a competitive solicitation or eQuote event, and it is included on purchase orders in MFMP.

MFMP Sourcing and Vendor Bid System (VBS) Solicitation Notifications

[VBS](#) is the application used to post competitive solicitations for the State of Florida. [MFMP Sourcing](#) is also used to post certain solicitations from the Department of Management Services. Both systems use the commodity codes selected by the State of Florida agency customer to notify vendors of solicitation opportunities. Vendors should select commodity codes that best represent the products and/or services they offer, since that is how state agencies notify vendors of a solicitation that may be relevant to their business.

Note: Firewall and email settings may prevent notifications from reaching your inbox. Search [MFMP Sourcing](#) and [VBS](#) regularly for advertisements that may be of interest to you and your business, and add the applicable commodity codes to your [VIP](#) profile. Learn more about registering to receive email solicitations by viewing the [Updating Your Business' Solicitation Eligibility Job Aid](#).

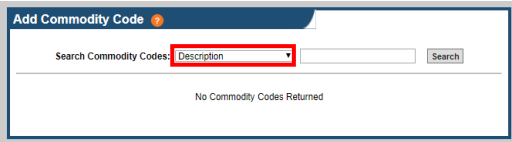
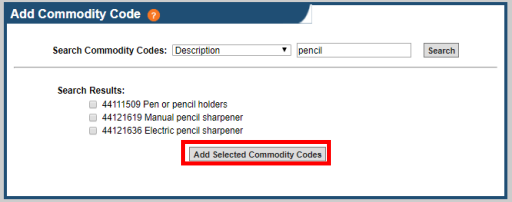
Commodity Codes in VIP

Commodity Code Updates

New commodity codes are added to MFMP annually. Codes are also added when requested by the State of Florida. MFMP recommends vendors log into [VIP](#) regularly to confirm their commodity codes accurately represent the products and/or services their business offers and update as necessary.

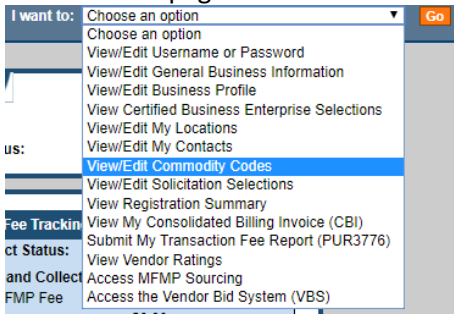
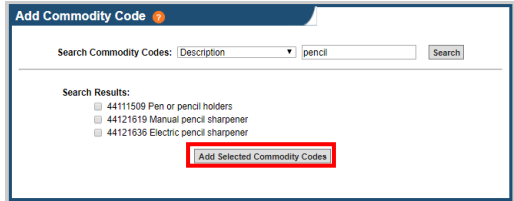
Adding Commodity Codes During Initial Registration in VIP

During the MFMP VIP registration process, you will be prompted to select commodity codes. Follow the steps below to select commodity codes when you are creating a new registration in [VIP](#):

Step	Action	Notes
1	<p>Click the dropdown next to “Search Commodity Codes”</p> 	
2	<p>Choose your preferred option to search for codes</p>	<p>Search options include:</p> <ul style="list-style-type: none"> • Description – keywords of the products and/or services; • Code – full eight-digit commodity code number; or • Segment, Family or Class – less specific two-, four-, or six-digit code number.
3	<p>Search for the commodity code(s) that best match the products and/or services your business offers based on the search option you chose in step two</p>	
4	<p>Check the box(es) next to the desired code(s)</p>	<p>MFMP requires commodity codes to be selected at the Class or Commodity levels of the hierarchy. MFMP recommends choosing codes at the Commodity level because it enables agency customers to associate your business to a specific product and/or service.</p>
5	<p>Click “Add Selected Commodity Codes”</p> 	<p>Repeat steps three through five until all desired commodity codes are added.</p>

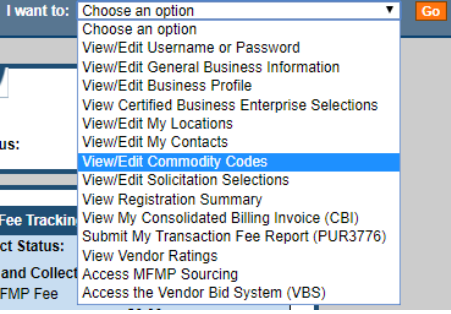
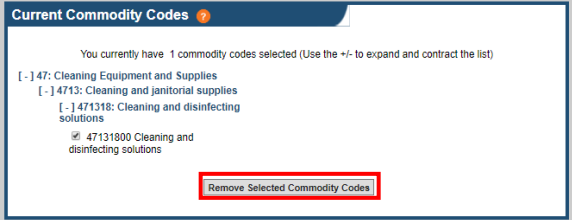
Adding Commodity Codes After Initial Registration in VIP

If your business is already registered in VIP, follow the steps below to add commodity codes to your VIP account:

Step	Action	Notes
1	Log into VIP	Link: https://Vendor.MyFloridaMarketPlace.com
2	Select "View/Edit Commodity Codes" from the "I want to" dropdown box in the upper-right corner of the page 	
3	Click "Go"	
4	Scroll to the "Add Commodity Code" section	
5	Choose your preferred option to search for codes	Search options include: <ul style="list-style-type: none"> • Description – keywords of the products and/or services; • Code – full eight-digit commodity code number; or • Segment, Family or Class – less specific two-, four-, or six-digit code number.
6	Search for the commodity code(s) that best match the products and/or services your business offers based on the search option you chose in step five	
7	Check the box(es) next to the desired code(s)	MFMP requires commodity codes to be selected at the Class or Commodity levels of the hierarchy. MFMP recommends choosing codes at the Commodity level because it enables agency customers to associate your business to a specific product and/or service.
8	Click "Add Selected Commodity Codes" 	Repeat steps seven and eight until all desired commodity codes are added.

Removing Commodity Codes in VIP

Follow the steps below to remove commodity codes from your VIP account:

Step	Action	Notes
1	Log into VIP	Link: https://Vendor.MyFloridaMarketPlace.com
2	<p>Select "View/Edit Commodity Codes" from the "I want to" dropdown box in the upper-right corner of the page</p> 	
3	Click "Go"	
4	Scroll to the "Current Commodity Codes" section	
5	Click the "[+]" button to expand each commodity code to the most specific level	
6	Review the code(s) selected to make sure they accurately describe the products and/or services your business provides	
7	Check the box next to the code you would like removed from your profile	MFMP recommends removing one code at a time.
8	<p>Click "Remove Selected Commodity Codes"</p> 	Repeat steps seven and eight until all undesired commodity codes are removed.