Searching for a Category Code
Looking up a category code (commodity code), end users will need to the lookup table to find the new UNSPSC category codes.
In the lookup table, end users should conduct a category search by description. Use the drop down menu to select Description. Using the search by description allows end users to conduct key word searches. If end users use the search by category option, the system will require the eight digit UNSPSC code.
In the search box, list the item description. Searching will need be very general, too specific and the system will not return any results. For example, if an end user is looking for a category code for t-shirt or jackets, rather than searching by t-shirt or jacket, try clothing.
From the list, select the category code that suits or fits the type of item or service in question.
Once the category code is selected, it will apply the category code to the requisition line item.