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Brisbane City Council

UNSPSC – Commodity Code Guide

What is the UNSPSC and why is it important?

When you register your interest in trading with Council, it is critical that we know the types of goods and services that your business provides. The United Nations Standard Products and Services Code (UNSPSC) or commodity code is a universally accepted coding system that classifies over 21,718 products and services across various suppliers and industries.

Council uses these commodity codes to search for potential suppliers to invite to tender. Without nominating a (or registering against a) commodity code that relates directly to the products and services you provide, we will not know what products and services you can supply to Council. It is mandatory to nominate at least one UNSPSC commodity code.

Selecting the correct code for Council procurement opportunities

To ensure we understand what goods and services your business provides; existing and new suppliers will be required to add at least one commodity code when completing Council's Supplier Registration Questionnaire.

Once a commodity code is added, it will flag your business to receive notifications of upcoming sourcing opportunities.

Commodity codes work in a hierarchy, grouping comparable products and services together. It's important to note that the top layer may not represent what you supply, and you may need to choose a different layer.

For example, if you supply traffic signals, then selecting commodity code 46000000 would be acceptable but 46161500 is closer and 46161504 is specific.

In many instances it may be better to choose the Level 2 or Level 3 commodity code because you may in fact supply many items that relate to this class of products.

The UNSPSC Product and Services Categories classification system includes four levels:

- Level 1 – Segment
- Level 2 – Family
- Level 3 – Class
- Level 4 – Commodity

Following is an example of these levels highlighting the hierarchy within the category number:
- Level 1 Segment, category number 46000000 – Law Enforcement and National Security and Security and Safety Equipment and Supplies
  - Level 2 Family Category number 46160000 - Public safety and control
    - Level 3 Class, category number 46161500 - Traffic control
      - Level 4 Commodity, category number 46161504 - Traffic signals

Therefore, we recommend that you select a commodity code that is the best fit for what your company supplies:

- Choose a commodity code at the Level that best explains the goods or service that you can provide – note: by choosing Level 4 you will only receive tender notification for that Commodity; when choosing Level 1 you will receive notification for all public tenders under the segment.

- Choose as many codes as needed to accurately represent your company's goods and services

- Use general terms. Unless you supply a specific item or service, choosing a specific commodity may restrict how Council understands what other or similar goods or services you can supply

- Select the code one level higher if you cannot find the exact code. For example, if a product is not in the list, select the class to which the product most likely belongs

- Segments are the highest level, so if you supply all the products or services in a segment, select only that segment