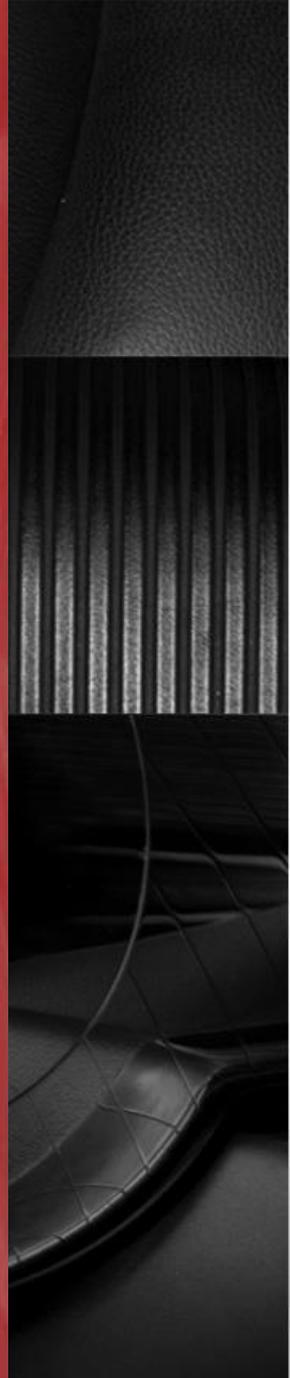


Smart Source

Commodity & Classification Codes

Procurement Services





What are Commodity and Classification Codes?

Commodity and classification codes are standardized codes given to all products and services to categorize where money is spent. Classifying spend helps identify the greatest opportunities for savings via new contracts as well as purchasing efficiencies.

Things to know about Drexel's commodity codes:

1. There are 56 commodity codes based on the United Nations Standard Products and Services Codes (UNSPSC). Commodity codes will be required during the checkout process.
2. Each commodity code is linked to specific classification codes that help further identify the type of product or service. Classification codes will not be required but should be entered for orders above \$5,000.

For example:

The commodity code for office supply related purchases is 44000000

The specific classification code for pencils is 44120000

Catalog orders placed in the system will automatically populate commodity codes for you.

Commodity and Classification at Checkout

- During the checkout process, you will find the commodity and classification codes in the **Product Description** section at the bottom of the **Summary** page.
 - Select **Edit**

Product Description	Catalog No	Unit of Measure	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
Non-Catalog Item Form more info...						<input type="checkbox"/>
Purchase Description - test			100.00	1	100.00 USD	<input type="checkbox"/>
Commodity Code Classification	<i>no value</i> <i>no value</i>	Internal Note Internal Attachments <input type="button" value="Add Attachments"/>	<i>no note</i>	External Note Attachments for supplier <input type="button" value="Add Attachments"/>		<input type="button" value="edit"/>

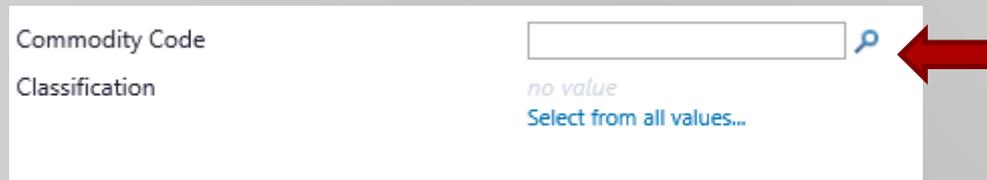


- This will open the **Edit Line** box

Edit Line		Select price or contract...			
1	Purchase Description - test	100.00	1	100.00 USD	
Commodity Code	<input type="text"/>	Internal Note	<input type="text"/>	External Note	<input type="text"/>
Classification	<i>no value</i> Select from all values...				1000 characters remaining expand clear
					1000 characters remaining expand clear
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Commodity and Classification at Checkout

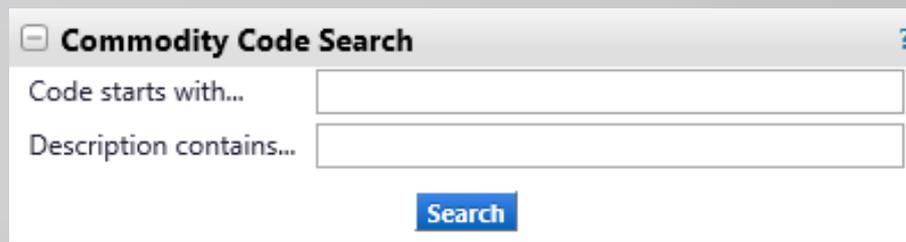
- Within the **Edit Line** box, select the magnifying glass symbol next to commodity code.



Commodity Code  

Classification *no value*
[Select from all values...](#)

- This will bring up the **Commodity Code Search** box where you can search by number value or description value.



Commodity Code Search 

Code starts with...

Description contains...

For example: You can enter part or all of a numerical value or a word as part of a description (office, service, etc.)

Commodity and Classification at Checkout

- For this example, we will enter a commodity code for professional services such as a consulting service. We will enter “service” in the “Description contains” section. A number of results appear, including “Management advisory services.”

Close
Commodity Code Search ?
Code starts with...
Description contains... 

Results Per Page **Results 7** Page 1 of 1 ?

Code	Description	
72000000	Building and facility maintenance and repair services	select
85000000	Comprehensive health services	select
76000000	Decontamination services	select
48000000	Institutional food services equipment	select
80000000	Management advisory services	select
71000000	Mining services	select
81000000	Professional engineering services	select

Results Per Page Page 1 of 1 ?

Commodity and Classification at Checkout

- Once the proper code is selected, it will populate in the commodity code field. Click **Save**.

Commodity Code	80000000
Classification	<i>no value</i>

- To select the classification code, select the **Edit** box to access the commodity and classification section. Click on “Select from all values” and then select **Search** to access the specific classification codes for the selected commodity code.

Commodity Code	<input type="text" value="80000000"/>
Classification	<i>no value</i> Select from all values...

Custom Field Search ?

Value	<input type="text"/>
Description	<input type="text"/>

Search

Commodity and Classification at Checkout

- The classification list will appear and you can then select the appropriate classification.

[Close](#)

[+ Click to filter search results ?](#)

Results Per Page	Values Found 7	Page 1 of 1 ?
Value	Description	
80100000	Management advisory services	select
80110000	Human resources services	select
80120000	Legal services	select
80130000	Real estate services	select
80140000	Marketing and distribution	select
80150000	Trade policy and services	select
80160000	Business administration services	select

Results Per Page Page 1 of 1



For Assistance

Please reach out to sourcing@drexel.edu or 215-895-2876 for additional assistance in identifying commodity codes for your specific purchases.