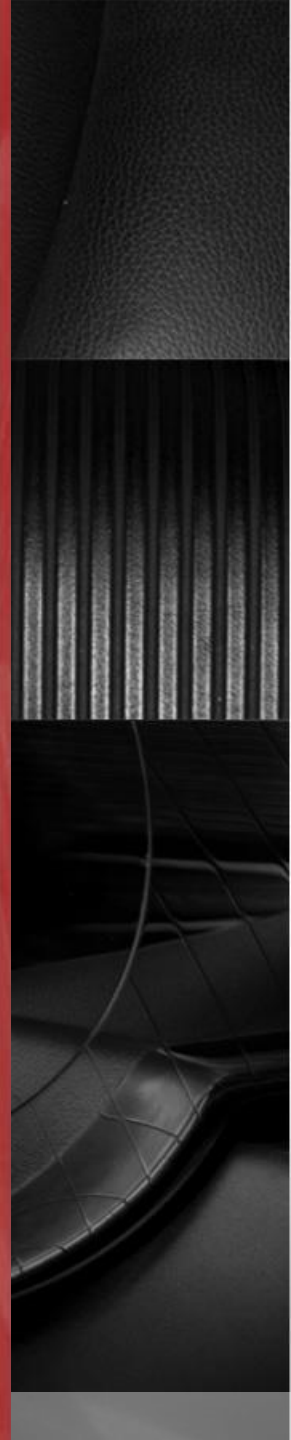
Smart Source

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:

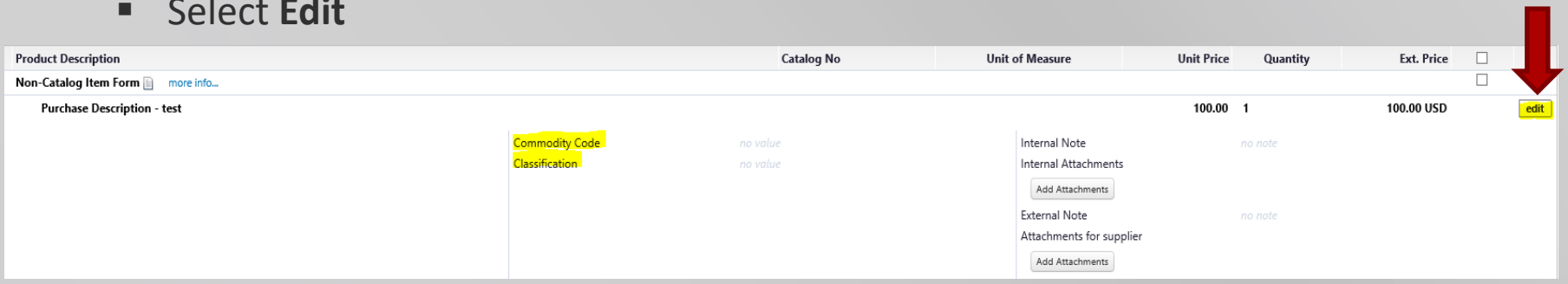
    The commodity code for office supply related purchases is 44000000

    The specific classification code for pencils is 44120000

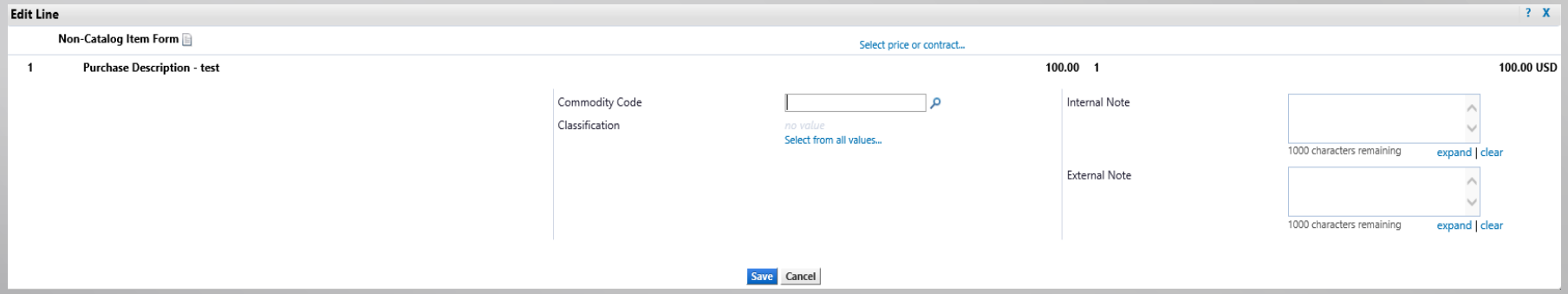
Catalog orders placed in the system will automatically populate commodity codes for you.

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**

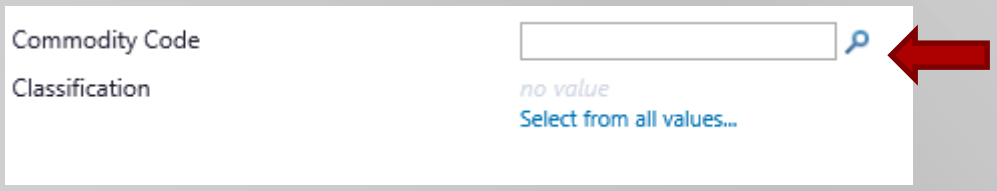


  - This will open the **Edit Line** box

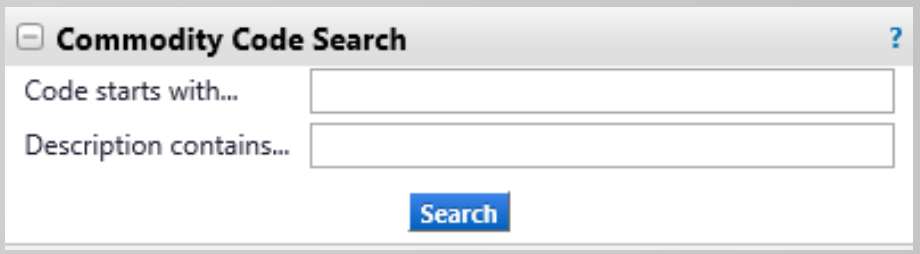


Commodity and Classification at Checkout

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



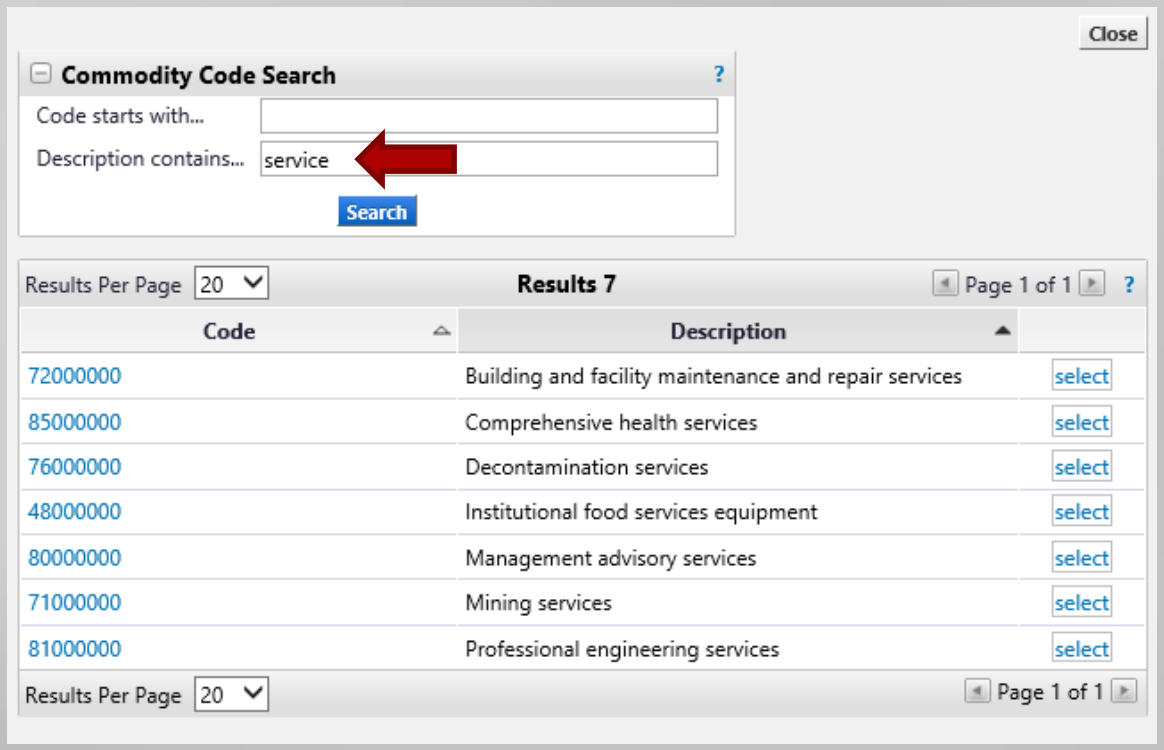
- This will bring up the **Commodity Code Search** box where you can search by number value or description value.



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

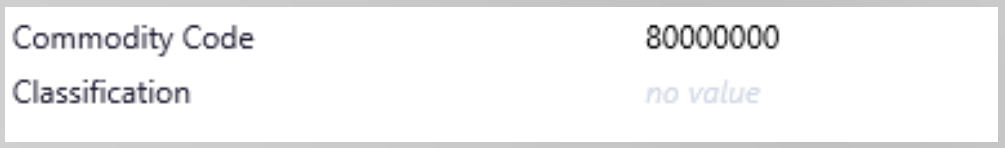
Commodity and Classification at Checkout

- 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.”

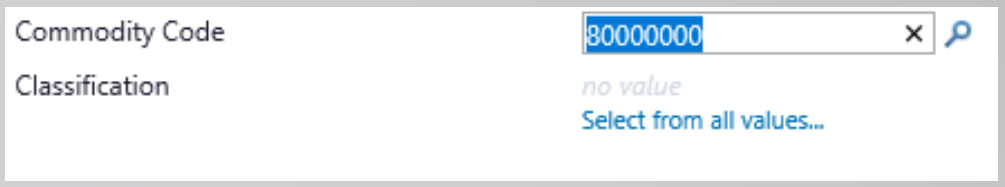


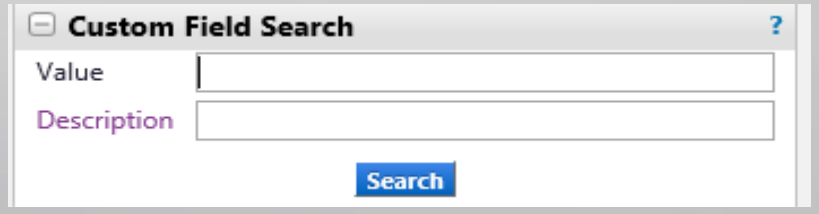
Commodity and Classification at Checkout

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



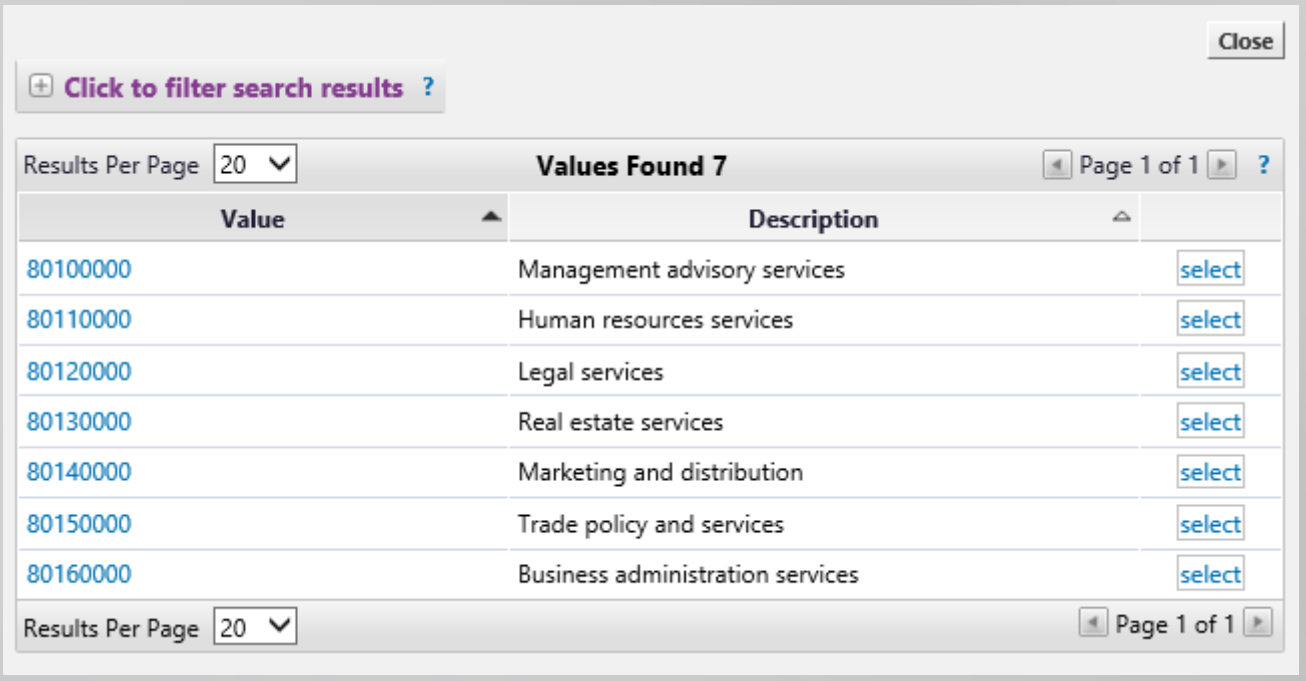
- To select the classification code, select the **Edit** box to access the commodity and classification section. Click on “Select from all values” and then select **Search** to access the specific classification codes for the selected commodity code.





Commodity and Classification at Checkout

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



For Assistance

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