

## About Commodity UNSPSC Codes in Requisitions

UNSPSC codes are 8 digit Standard Products and Services codes that are used internationally to categorize items and services. The commodity code and dollar amount determine which UCI Buyer the KFS system will route the Requisition to.

When doing a KFS Requisition a code at least down to the Family level (first 4 digits) needs to be selected in the commodity field. Each level is coded in two decimal digits, with “00” treated specifically to give Segment, Family, Class, and Commodity codes.

For example search on 4412\* to see all the Class and Commodity codes in the Family of “Office supplies”.

Code	Example	Description
Segment	44000000	Office Equipment, Accessories and Supplies
Family	44120000	Office supplies
Class	44121900	Ink and lead refills
Commodity	44121902	Lead refills

When items are pulled into the KFS Requisition thru UCIBuy, the commodity code automatically pulls in with the description.

For more information email [procurement@uci.edu](mailto:procurement@uci.edu) or call 949.824.4040 x3 for a Buyer.