UNSPSC® | Quick Start Guide
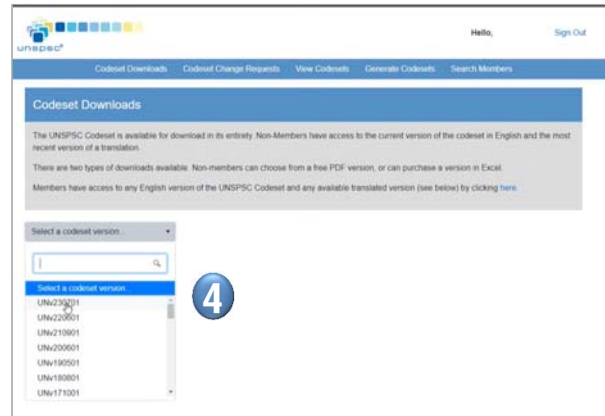# Tools for Subscribers Only

UNSPSC is a subscriber funded and supported initiative. As a General or Solution Provider subscriber, you gain access to several tools: you can download any Codeset version, add a new user, conduct advanced searches, and submit Codeset change requests to the UNSPSC Review Team. To subscribe, visit the **Subscribe** link on the UNSPSC site. After your payment is processed, you will receive an e-mail and a subscription key to register on the site. When you have registered, you can follow these instructions below to use these tools.
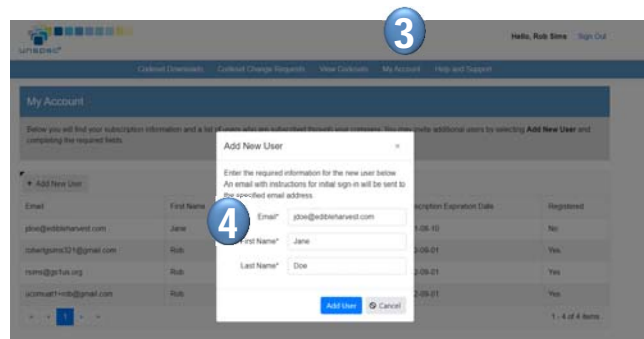
Tool #1: Download a Codeset Version

1. Visit the UNSPSC Site at https://unspsc.org.

2. Click Login and using your user name and password.

3. Click the **Codeset Downloads** link at the top of the page. Check the box for "I have read and agree to the end user agreement." Then click the **Download** button.

4. Select the Version of the Codeset you want to download (the most recent version is listed at the top of the list). The Codeset will be available in .txt files, broken into Segments, Families, Classes and Commodities. An AuditLog.txt file is also included, and lists the codes that were added, deleted or changed since the last version.
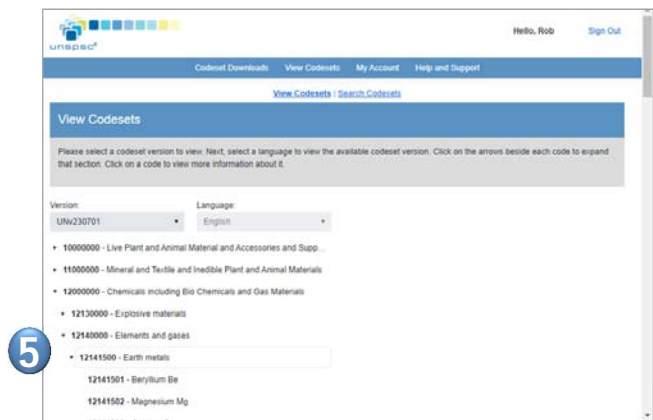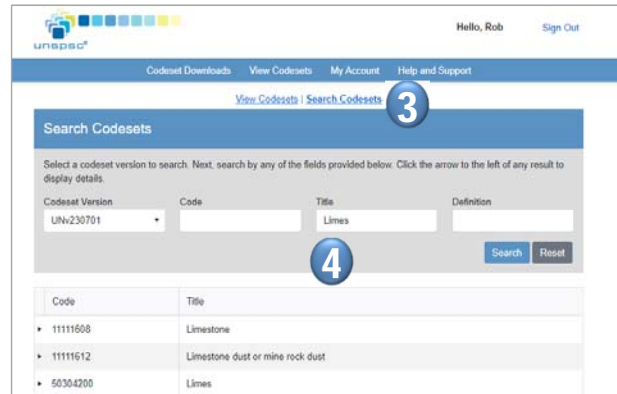
Tool #2: Add a New User

You can add an unlimited number of users that work within your organization. Follow these steps:

1. Visit the UNSPSC Site at https://unspsc.org.

2. Click Login and using your user name and password.

3. Click **My Account** link, then the **+ Add New User** button.

4. Enter the first name, last name and e-mail, then click **Add User**. An e-mail notification will be sent to this user, so the user can register on the UNSPSC site.

5. After the user registers, the user will have the ability to download any version of the Codeset, and if you are a General or Solution Provider subscriber, the user can also make Codeset change requests.
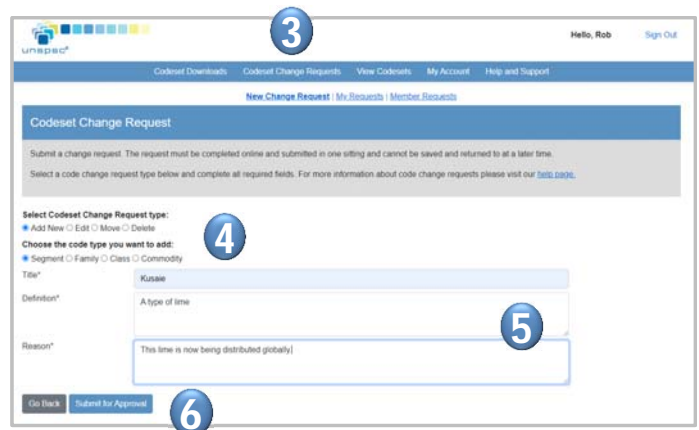
Tool #3: Conduct an Expanded Search

1. Visit the UNSPSC Site at https://unspsc.org.

2. Click Login and using your user name and password.

3. Click the **View Codeset** link from the main navigation, then the **Search Codeset** link.

4. You can search by Code, Title or Description.

5. You can also click View Codeset link to expand icon next to each code to view the tree hierarchy for a specific code, to gain an online, real-time view of the hierarchy.

Tool #4: Submit a Codeset Change Request

Note: this tool is for General and Solution Provider subscribers only.

1. Visit the UNSPSC Site at https://unspsc.org.

2. Click Login and using your user name and password.

3. To request a change to the codeset, click the **Codeset Change Requests** link.

4. The "Add New" selection is checked, but you can also update existing requests from your organization, move a code, or delete an existing request.

5. Select the current code you want to change. On the right side of the screen, indicate the change to the code.

6. Click the **Submit for Approval** button. The request will be sent to the UNSPSC review team. You will receive a notification when the request is approved via e-mail. You can review the Change Request queue (Submitted and Approved requests) by clicking the **Change Request** link.

Note: You can also view Code Change requests submitted by other subscribers, which may negate the need for you to submit a similar request.