



ACCESSING THE CODESET FOR UNSPSC MEMBERS



Availability of UNSPSC Codeset

- UNSPSC Codeset is posted online at
 - www.unspsc.org
- Downloads can be accomplished online for Members
 - In various configurations
 - Onscreen or download

Member Download

- Click the Chevron bar titled Download to expose its contents
- Click on the Request Download Option



The screenshot shows the CatMaster IV interface. On the left, a vertical menu is expanded to show the 'Download' option, which is highlighted with a yellow circle. A blue arrow points from the 'Download' option in the menu to the 'Request Download' option in the expanded list. The main content area on the right displays the UNSPSC logo and a notification: 'Codeset and Segment Announcements' with a red banner stating 'The voting period is not open at this time.' Below this, there is a section for 'My Requests Status' with a legend for APRVD, DENIED, HOLD, RETURN, and VOTE, and a table header for Request ID and Status.

Member Download (cont)

- Choose the following

- Version-

- Versions with just a number are in English

- Download type-

- Prepackaged-Complete
 - Individual Files

- Download Format-

- Preview Online
 - Text File

- Download File-

- Audit Log- Changes from one version to the next
 - Complete Library- Full UNSPSC Codeset levels
 - Segments- Segments only
 - Families- Families only
 - Classes- Classes only
 - Commodities- Commodities only
 - QA Failed Request Report- Change Requests which failed Quality Audits and not included in a release

- Segment filter-

- Only choose if download needed for a single segment is needed (re run for additional segments)

The screenshot shows a web interface for downloading UNSPSC data. It features several dropdown menus and a checkbox. Blue arrows from the text on the left point to these elements: 'Version' points to the 'UNv160901' dropdown; 'Download Type' points to the 'Individual files' dropdown; 'Download Format' points to the 'TXT - Tab Delimited File' dropdown; 'Download File' points to the 'Complete Library' dropdown; 'Segment Filter' points to the 'Segment 14 - Paper Materials and Products' dropdown; and 'Segment filter' points to the 'Segment Filter' dropdown. Below the dropdowns is a 'Download' button and a text area with instructions: 'To begin mapping of the codeset to cor'. At the bottom right, there is a checkbox labeled 'Standards Use' with the text 'I agree to the terms and conditio' and a 'Submit' button.

Member Download (cont)

- Enter a Download Purpose
- Read and Agree to the Terms of Use
- Click Submit
- Selected information will appear on screen or in a text file based on selections made.

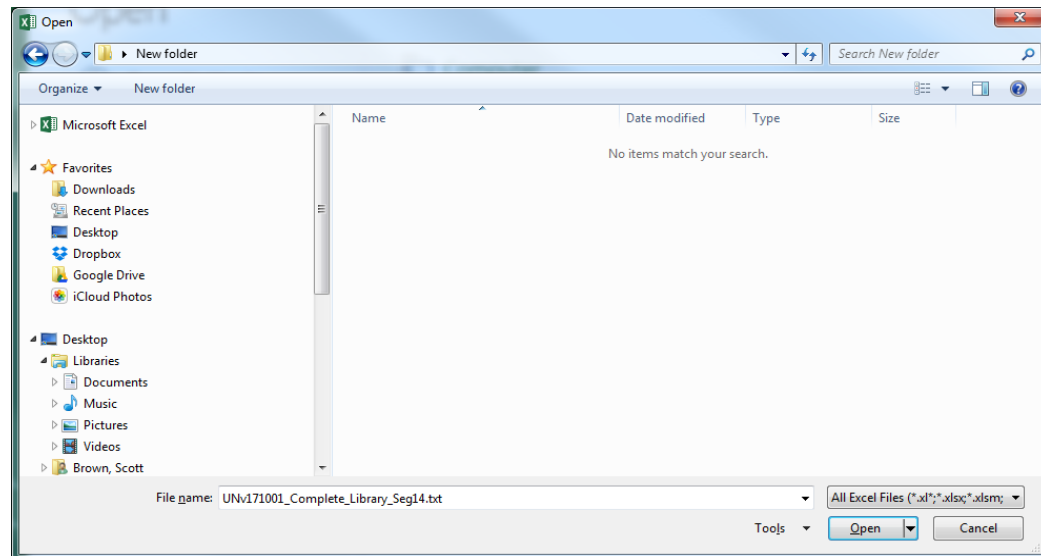
The screenshot shows a web form for downloading UNSPSC data. It includes fields for Version (UNv160901), Download Type (Hierarchies), Download Format (TXT - Tab Delimited File), Download File (Complete Library), and Segment Filter (Segment 14 - Paper Materials and Products). A 'Download Purpose' text area contains the text: 'To begin mapping of the codeset to company products.' Below this is a 'Standards Use' Agreement section with a checked checkbox and the text: 'I agree to the terms and conditions of the UNSPSC set forth below.' The agreement text includes: 'Copyright, Terms of Use and Disclaimer notices for the UNSPSC web site' and '1. Copyright notice' followed by 'Copyright (c) United Nations Development Programme, 2007 All rights reserved.' and '1. None of the materials provided at this web site may be used, reproduced or transmitted, in whole or in part, in any form or by any'. A red 'Submit' button is located at the bottom right of the form.

The screenshot shows a Notepad window titled 'UNv171001_Complete_Library_Seg14.txt - Notepad'. The window displays a table of data with the following columns: Key, Code, Title, Definition, and Synonym. The data is as follows:

Key	Code	Title	Definition	Synonym
100748	14000000		Paper Materials and Products	This segn
100749	14100000		Paper materials	
100750	14101500		Raw materials	
100751	14101501		Paper pulp	
100757	14110000		Paper products	
100758	14111500		Printing and writing paper	
100759	14111501		onion skin paper	
100760	14111502		vellum paper	
100761	14111503		Parchment paper	
100762	14111504		Tractor feed paper	
100763	14111505		Mimeograph paper	
100764	14111506		Computer printout paper	
100765	14111507		Printer or copier paper	
100766	14111508		Facsimile paper	
100767	14111509		Stationery	
100768	14111510		Plotter paper	
100769	14111511		writing paper	
100770	14111512		Graph paper	

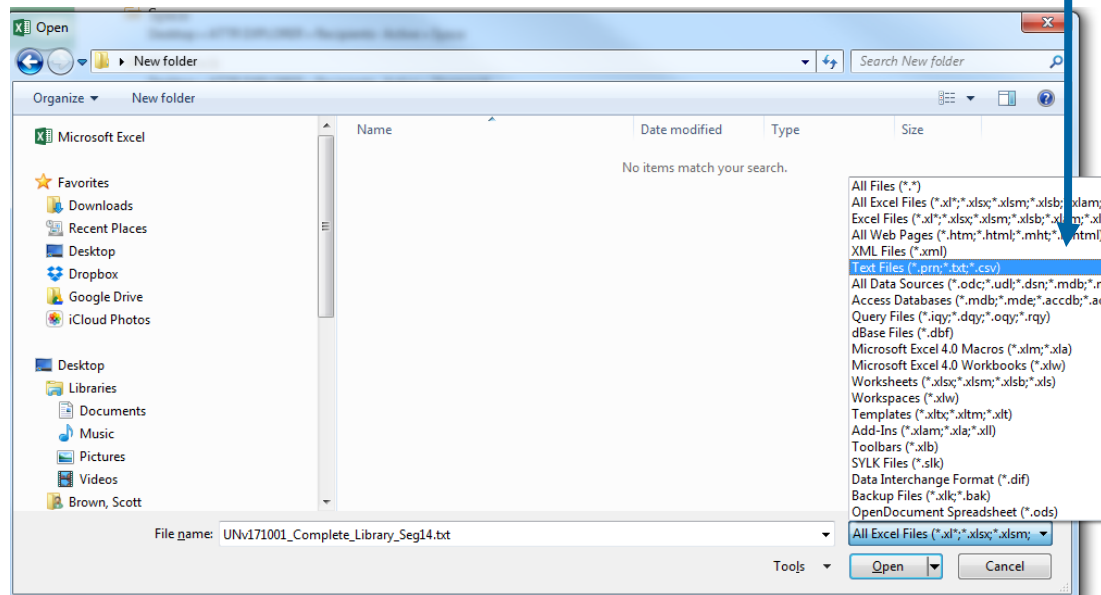
Converting Text Files to Excel

- Downloaded text files can be converted into Microsoft Excel format for more manipulation and use
 - Save the downloaded Text file to your computer or network
 - Open Excel
 - Navigate to the Excel option to Open a file
 - In the Open dialog box, choose the saved text file location (from first step above)



Converting Text Files to Excel (cont)

- At the bottom right of the open dialog box, change the files of type option to the option for Text files
- Select the Text file option
- Click Open in the bottom right
- Excel will open the file import wizard box
- Click finish and the file will appear in Excel format
- Be sure to save the file in Excel format to keep any work





- For issues or comments, please contact us at
- info@unspsc.org