

# UNSPSC Category (SIC) Codes

All events in eBid are classified using category codes from the UNSPSC (United Nations Standard Products and Services Code) codeset. Bidders and vendors are invited to view and participate in eBid events according to the UNSPSC category codes they have selected.

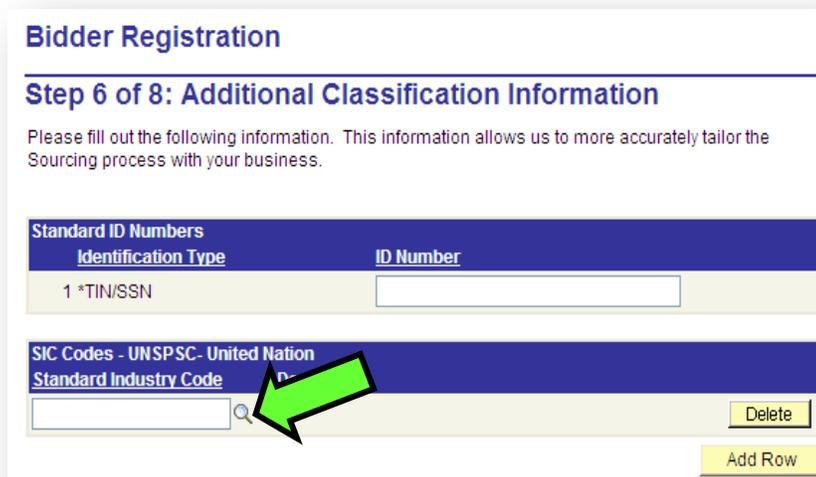
eBid allows users to look up UNSPSC category codes from a pre-defined table. A Bidder may select the UNSPSC category during registration so they may be notified of upcoming bids within that category. Bidders and vendors may add or delete UNSPSC category codes at any time

Currently, category codes in eBid consist of the first six digits of the UNSPSC followed by two zeros. eBid does not recognize the full 8-digit UNSPSC. (See Steps 16 & 17 of this job aid for more information on the 8-digit UNSPSC.)

If you are on Step 6 of your bidder registration and cannot locate the desired UNSPSC for your company, please follow the steps below.

	An arrow shows where to click.
	A box shows where to enter text.

1. Click the **Look Up** icon  next to the Standard Industry Code field.



**Bidder Registration**

**Step 6 of 8: Additional Classification Information**

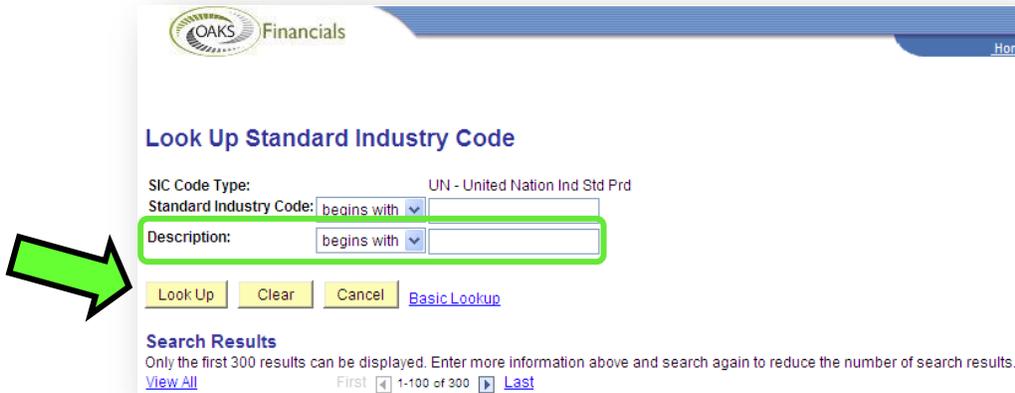
Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

Standard ID Numbers	
Identification Type	ID Number
1 *TIN/SSN	<input type="text"/>

**SIC Codes - UNSPSC - United Nation**

Standard Industry Code	
<input type="text"/>	<input type="button" value="Delete"/>
<input type="button" value="Add Row"/>	

2. Click the dropdown arrow  next to the **Description** field and select “contains”.
3. Enter the desired search keyword into the **Description** field.
4. Click the **Look Up** button.



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Home

### Look Up Standard Industry Code

SIC Code Type: UN - United Nation Ind Std Prd

Standard Industry Code: begins with

Description: begins with

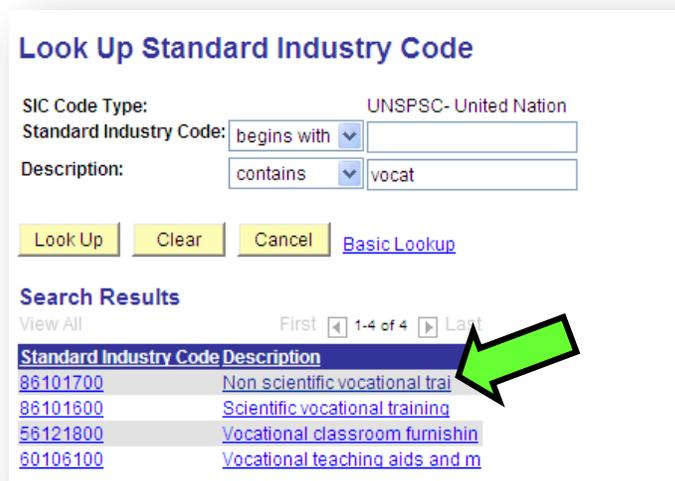
[Basic Lookup](#)

#### Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First  1-100 of 300  [Last](#)

5. Click on the category that best suits the desired commodity.
6. If none of the categories fit the commodity, or if eBid delivers no Search Results, try a different keyword and repeat the previous steps.



### Look Up Standard Industry Code

SIC Code Type: UNSPSC- United Nation

Standard Industry Code: begins with

Description: contains

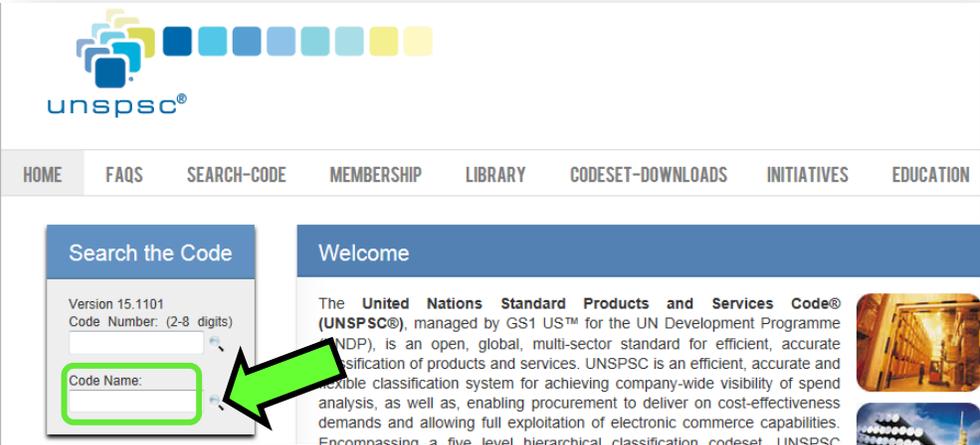
[Basic Lookup](#)

#### Search Results

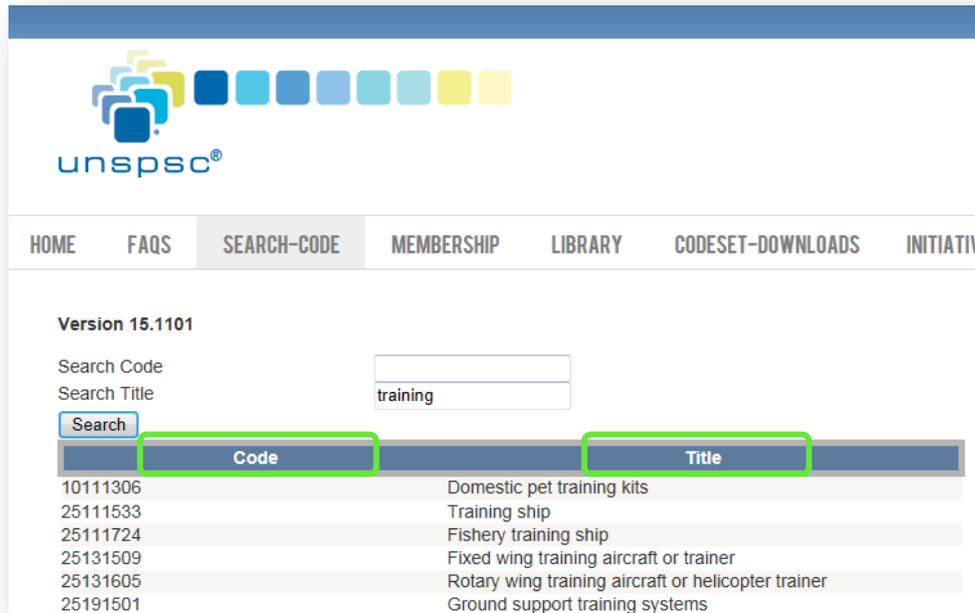
View All First  1-4 of 4  Last

Standard Industry Code	Description
<a href="#">86101700</a>	<a href="#">Non scientific vocational trai</a>
<a href="#">86101800</a>	<a href="#">Scientific vocational training</a>
<a href="#">56121800</a>	<a href="#">Vocational classroom furnishin</a>
<a href="#">60106100</a>	<a href="#">Vocational teaching aids and m</a>

- 7. If there are no acceptable results, even after searching more than one keyword, a search can be performed on the UNSPSC website.
- 8. Open a web browser.
- 9. Go to the UNSPSC website: [www.unspsc.org](http://www.unspsc.org)
- 10. Enter the desired keyword in the **Code Name** field.
- 11. Click the **Look Up** icon next to the Code Name field.



12. The search results may be sorted by Code or Title by clicking on the desired column header name.



Version 15.1101

Search Code

Search Title

Code	Title
10111306	Domestic pet training kits
25111533	Training ship
25111724	Fishery training ship
25131509	Fixed wing training aircraft or trainer
25131605	Rotary wing training aircraft or helicopter trainer
25191501	Ground support training systems

13. Review the search returns to locate the **Title** that most closely relates to the desired product or service.
14. If the search yields no acceptable results, repeat the previous steps with a different keyword. According to the UNSPSC FAQ's, the most common reasons a commodity cannot be found are:
- Different phrases are used in different regions (eg. "allen wrenches" are the same commodity as a "hex key")
  - An item may be described by what it is rather than how it is used
  - The code is only searchable in English
15. Once the Title has been located, write down the 8-digit **Code** associated with it. This is the UNSPSC category code.
16. Currently, category codes in eBid consist of the first six digits of the UNSPSC followed by two zeros. eBid does not recognize the full 8-digit UNSPSC. When using the [www.unspsc.org](http://www.unspsc.org) website to look up codes, remember to use only the first six digits followed by two zeros.

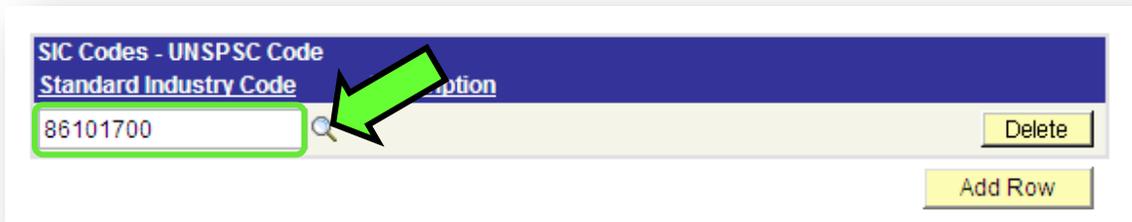
# UNSPSC Category (SIC) Codes

For example, if you locate code 86101709 for Safety Training Services on the UNSPSC website, you will need to modify it before it could be entered in eBid. To modify the code in this example, remove the last two digits (09) and replace them with two zeros. The eBid acceptable code would now be 86101700 (which will read as Non Scientific Vocational Training Services). The original 8-digit commodity code will not be accepted in eBid.



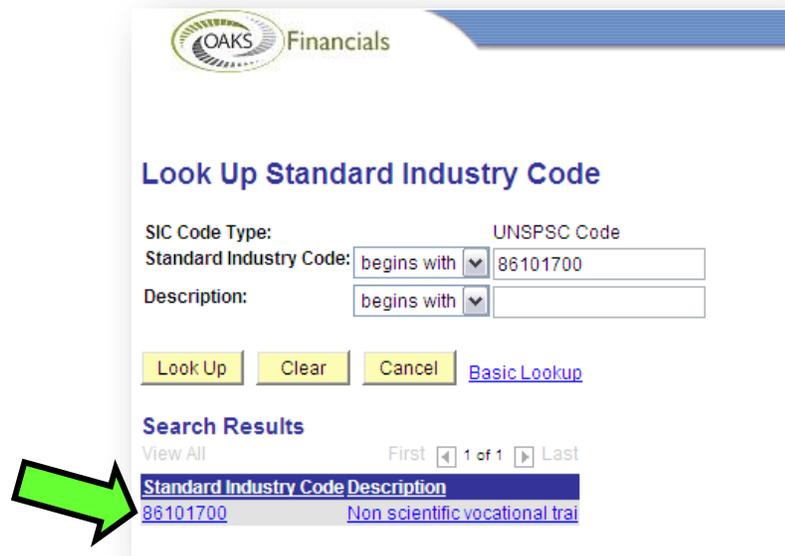
86101606	Electronics vocational training services
86101607	Telecommunications vocational training services
86101608	Hydraulics vocational training services
86101609	Industrial vocational training services
86101610	Engineering vocational training services
86101700	Non scientific vocational training services
86101701	Communications vocational training services
86101702	Tourism related training
86101703	Library or documentation training
86101704	Procurement or supply chain training
86101705	Clerical training
86101706	Health assistance vocational training services
86101707	Personal care vocational training services
86101709	Safety training services

- Return to eBid and enter the UNSPSC (6-digit plus two zeroes) into the **Standard Industry Code** field.
- Click the **Look Up** icon  next to the Standard Industry Code field.



SIC Codes - UNSPSC Code  
Standard Industry Code Description  
86101700 Delete  
Add Row

- Select the UNSPSC by clicking the number that appears in the Search Results under the header of Standard Industry Code.
- If there are no results in the Search Results field, check your entry in the **Standard Industry Code** field. Make sure that it was entered correctly and consists of six digits plus two zeros. If the entry is correct and there are still no search results, it is possible that the code does not exist in eBid.



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### Look Up Standard Industry Code

SIC Code Type: UNSPSC Code  
Standard Industry Code: begins with 86101700  
Description: begins with

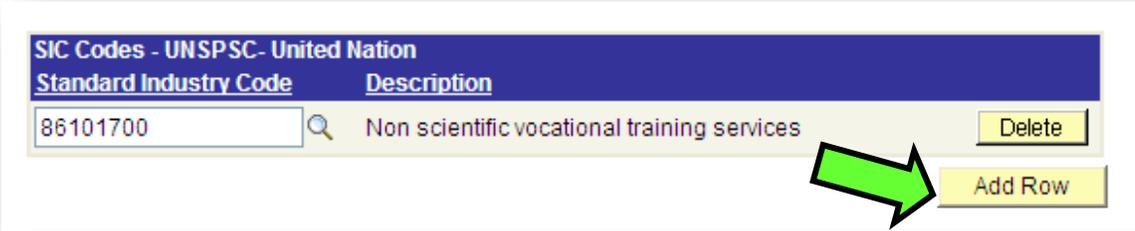
Look Up Clear Cancel Basic Lookup

#### Search Results

View All First 1 of 1 Last

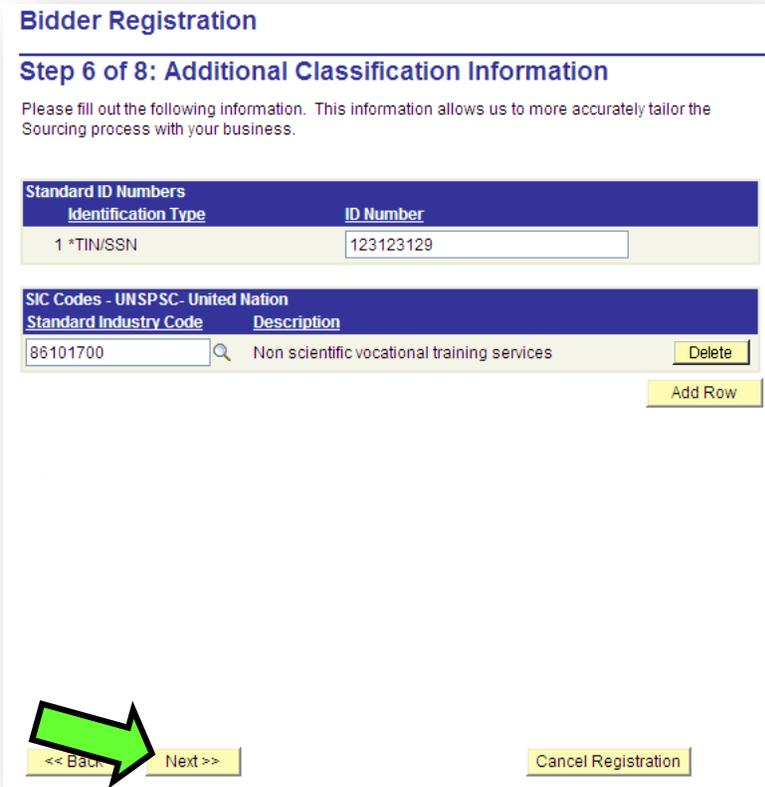
Standard Industry Code	Description
86101700	Non scientific vocational trai

21. To enter additional codes, click the **Add Row** button and repeat the previous steps.



SIC Codes - UNSPSC- United Nation		
Standard Industry Code	Description	
86101700	Non scientific vocational training services	Delete
		Add Row

22. When all desired codes have been added to your file, click the **Next** button to continue your registration.



**Bidder Registration**

**Step 6 of 8: Additional Classification Information**

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

Standard ID Numbers	
Identification Type	ID Number
1 *TIN/SSN	123123129

SIC Codes - UNSPSC- United Nation		
Standard Industry Code	Description	
86101700	Non scientific vocational training services	Delete
		Add Row

<< Back    Next >>    Cancel Registration

23. Please see below for information on obtaining eBid assistance.

### **Need more help?**

Try out the other training documents created to assist you:

<http://procure.ohio.gov/proc/help.asp>

**- OR -**

Contact the OAKS Help Desk at 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625).  
Ask for “eBid Assistance.”