

UPDATING SUPPLIER PROFILES WITH UNSPSCs

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

When updating company information, eSourcing allows users to look up UNSPSCs from a pre-defined table. Suppliers may add or delete category codes at any time. Currently, category codes in eSourcing consist of the first six digits of the UNSPSC followed by two zeros. eSourcing does not recognize the full 8-digit UNSPSC.

Begin by navigating to the **Ohio Supplier Portal Sign-On Page:**

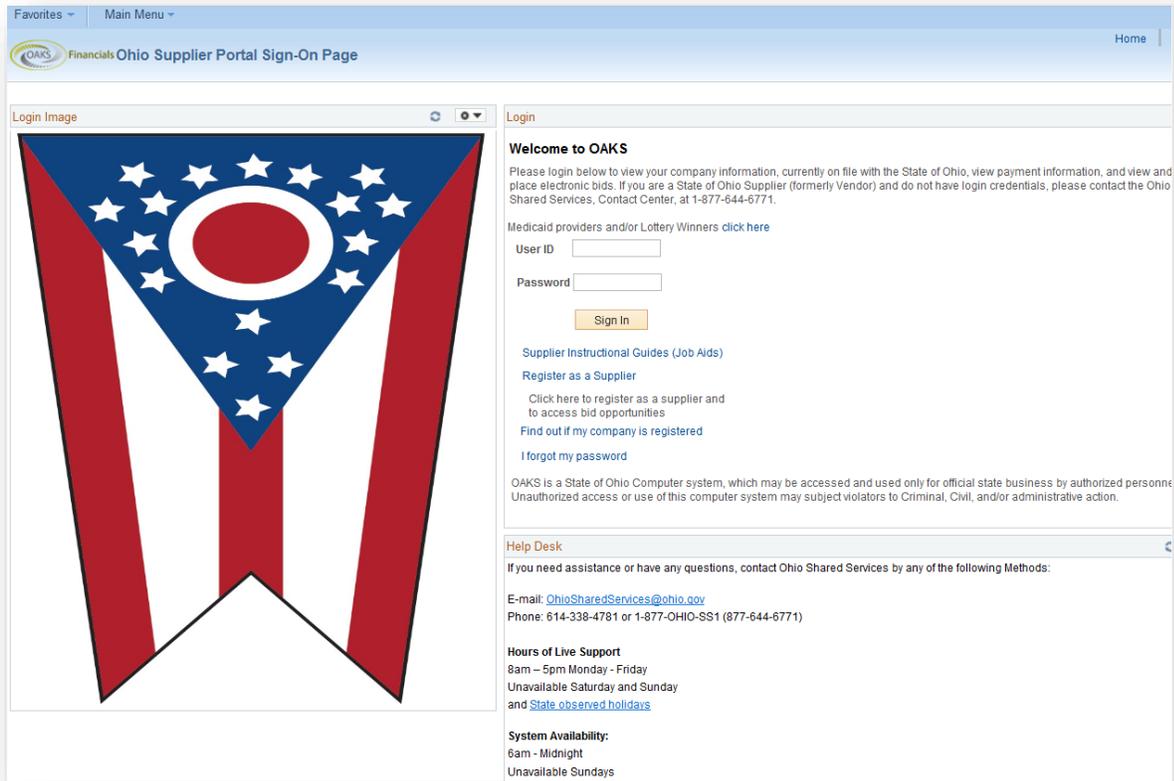
www.ohiosharedservices.ohio.gov

The screenshot shows the Ohio Shared Services website homepage. At the top, there is a navigation bar with the Ohio.gov logo, the text 'State Agencies | Online Services', and a search bar. Below the navigation bar is a main header with the 'Ohio Shared Services' logo and the tagline 'a division of the Ohio Office of Budget and Management'. A secondary navigation bar contains links for HOME, ABOUT US, OUR SERVICES, SUPPLIERS, CONTACT US, and OFFICE OF BUDGET AND MANAGEMENT. The main content area is divided into several sections: a left sidebar with buttons for 'Past Due Receivables', 'New Suppliers', 'Supplier Forms', and 'Travel and Expense'; a central text area with three paragraphs describing the organization's mission and services; a right sidebar with a video player titled 'Learn more about Ohio Shared Services', a 'Travel Announcements' section with a link to 'The FY 2015 CONUS rates for meal per diem and lodging reimbursement', and a 'Quick Links' section with a red-bordered link to 'eSupplier (Supplier Self-Service)' and other links like 'OBM Forms', 'Ohio Business Gateway', 'Supplier EFT Payment Status', and 'The Source'. The footer contains contact information for Ohio Shared Services and links for 'Home Page', 'Privacy Policy', and 'Contact OSS'.

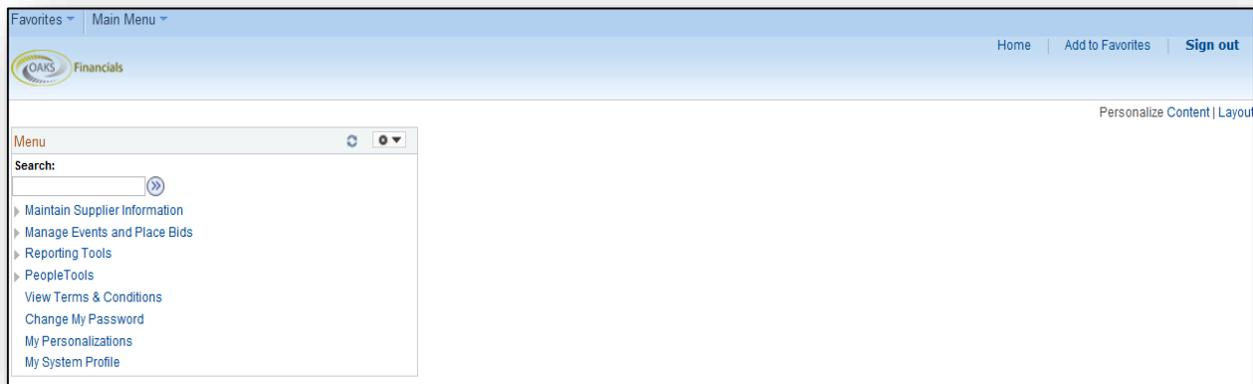
Step-by-step

1. Click the **eSupplier (Supplier Self-Service)** link:

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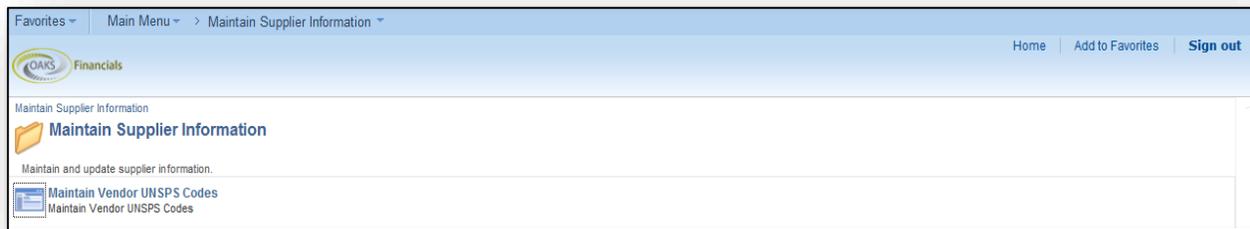


2. Enter your **User ID** and **Password**.
3. Click the **Sign In** button.

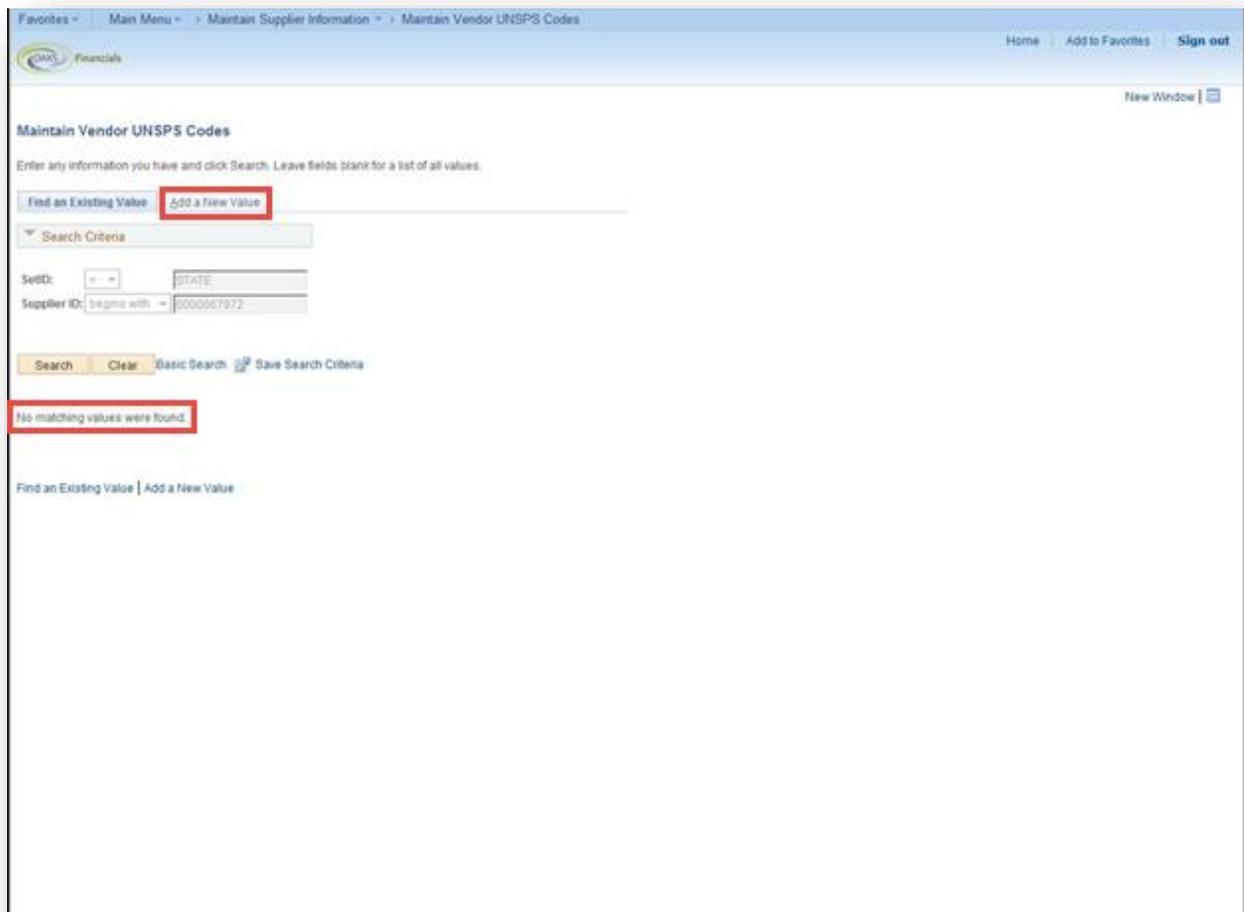


4. Click on the **Maintain Supplier Information** link.

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5. Click on the **Maintain Vendor UNSPS Codes** link.



6. Click on the **Add a New Value** tab. If you have registered codes, click on the **Find an Existing Value** tab.

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Supplier ID 0000067972 SIGNATURE_6

SIC Type	SIC Code	Parent SIC Code	Description
1 UNSPSC			

Buttons: Save, Refresh, Add, Update/Display

7. Enter the UNSPSC in the **SIC Code** field and hit **Enter** on your keyboard.

Supplier ID 0000067972 SIGNATURE_6

SIC Type	SIC Code	Parent SIC Code	Description
1 UNSPSC	72153700	72000000	Parking facility construction and equipment installation and maintenance and repair services

Buttons: Save, Refresh, Add, Update/Display



Go to www.unspsc.org to search for product or service codes.



The magnifying glass next to the **SIC Code** field can be used to search for UNSPSCs. Ensure the UNSPSC ends with "00." If the entered code does not end with "00," replace the last two numbers of the code with "00."

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To add or delete additional codes, click the **add a new row**  icon or the **delete row**  icon located to the right of the description field.

8. Click the **Save** button.

Additional Job Aids are located on the [FIN Home page](#) on myOhio.gov. Alternatively, search the [OAKS FIN Online Process Manual](#) or contact the Ohio Shared Services Service Center at 877-644-6771