NEW COMMODITY CODES FOR CATEGORIZING PURCHASES IN GATEWAY

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WELCOME to BFS Mini Tune-ups

OBJECTIVE:
Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:
• Sessions are conducted via Zoom and will last no longer than 30 minutes
• Participants will be muted during the session
• Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
• The Mini Tune-up website will be updated with session details and information
Gateway - Expanded Commodity Code List

• New commodity codes with detailed descriptions for categorizing purchases have been added to the Gateway commodity code list. Accurately categorizing purchases allows us insight into how we spend UC funds, and in turn we can negotiate better discounts to redirect the funds for use in education and research.

• This update to our commodity codes represents expanding from Level 1 to Level 2 UNSPSC Codes to allow for more detailed tracking. Level 1 codes remain the same.

• Commodity Codes 10000000 through 60140000 are for products
• Commodity Codes 70000000 through 95140000 are for services
Most products added to your shopping cart from punch-out and hosted catalogs include a UNSPSC code (United Nations Standard Products and Services Code) 4 level hierarchy coded as an eight-digit number used to classify all products and services. This code is translated to our Commodity Codes within Gateway.
Expanded Commodity Code List (cont.)

- Products added to your shopping cart from punch-out and hosted catalogs that include a commodity code can be changed if needed.
- Non-catalog items will show 00000000 (Spot Buy Products) and must be changed.
- Search for keywords in the description field, search by value or browse and select the best match.
Demonstration
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NEXT STEPS:

Visit the Mini Tune-ups website to:
• View our session blog updates
• Sign up for future sessions and submit questions
• Submit suggestions for future topics

www.bfs.ucsb.edu/coaching
Thank You!

WRAP UP