

Use Category Codes Search Tool

Category codes group similar purchases together for analysis. SWIFT uses Category Codes based on the United Nations Standard Products and Services Code (UNSPSC). It is a taxonomy of products and services for use in procurement. The Category Code field in SWIFT is required on all purchasing documents. It must accurately represent the type of purchase. SWIFT has an easy-to-use search tool to help agency staff locate the correct Category Code for a purchase.

This guide provides an overview of how SWIFT uses Category Codes. It describes how to access and use the Category Code search tool. It also lists the Category Codes used in Professional/Technical services.

Overview of Category Codes in SWIFT

1. In general, Category Codes that begin with 1-6 represent a physical good, something tangible. Category Codes beginning with 7, 8 and 9 generally represent a service type of procurement.
2. In a few cases, there is not a UNSCSC Category Code to describe a particular kind of purchase. For those purchases, there are specific SWIFT Category Code to use.
 - Administrative hearings or judges, use 92101800
 - All Grants, regardless of purpose, use 84101501
 - Data sharing agreements, use 93151500
 - Direct or Indirect costs, use 93151600
 - PCard and Fleet Cards, use 84141700
3. You can run query M_CG_GBL_UNSPSC_TAX_STATUS to see the complete list of active Category Codes.

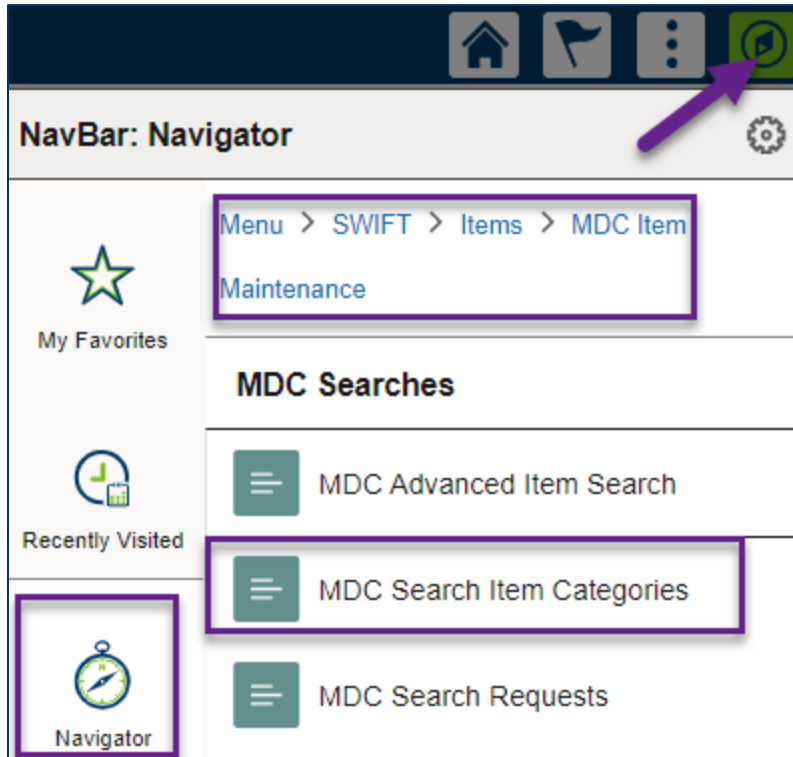
Steps to use the Category Codes search tool

The Category Search tool for agency staff is located in the NavBar collections on the top, right side of the screen.

Step 1: Access the Category Codes search tool.

1. Access the Category Codes search tool from the NavBar.

Navigation Option	Navigation Path
NavBar	Navigator, SWIFT, Items, MDC Item Maintenance, MDC Searches, MDC Search Item Categories defaults.



2. SWIFT displays the MCD Item Categories search tool.

Step 2: Enter a search value in one or more of the Flex Fields

Each of the three Flex Fields can be populated with a search value. Common search values are Keyword and/or Long Description. Keywords were added to SWIFT's Category Codes to make it easier to locate the correct code. Results are more accurate using the Long Description field.

We will use the example of looking up "fish nets."

1. Enter search values.
 - a. Users can search by just one criteria or up to three. Use a "contains" search when prompted for best results.
 - b. Press the **Search** button.

2. SWIFT displays the search results.
 - a. The search displays 100 rows at a time.
 - b. Look at the top menu bar to see if there are more rows to view. You may need to view all to get the correct UNSCSC code.

Search Results

SetID	Market Code	Category Cd	Category ID	Eff Date	Long Description	Keyword
SHARE	UN/SPSC	10101700	00769	03/01/2018	Live fish > Live animals > Live Plant and Animal Material and Accessories and Supplies	LIVE FISH SALMON TROUT TILAPIA CARP EELS FINGERLINGS WALLEYE MUSKIE MUSKELLUNGE BLUEGILL
SHARE	UN/SPSC	10101800	00770	03/01/2018	Shellfish and aquatic invertebrates > Live animals > Live Plant and Animal Material and Accessories and Supplies	LIVE SHELLFISH SHRIMP LEECHES CLAMS MUSSELS OYSTERS CRABS ABALONE OCTOPI SQUID
SHARE	UN/SPSC	10121700	00776	03/01/2018	Fish food > Animal feed > Live Plant and Animal Material and Accessories and Supplies	FISH FOOD PELLETS FLAKES FRESH OR FROZEN BRINE
SHARE	UN/SPSC	10171500	00845	03/01/2018	Organic fertilizers and plant nutrients > Fertilizers and plant nutrients and herbicides > Live Plant and Animal Material and Accessories and Supplies	ORGANIC FERTILIZERS AND PLANT NUTRIENTS MANURE GUANO PLANT HORMONES FISH MEAL COMPOST
SHARE	UN/SPSC	21111500	00240	03/01/2018	Commercial fishing equipment > Fishing and aquaculture equipment > Farming and Fishing and Forestry and Wildlife Machinery and Accessories	COMMERCIAL FISHING EQUIPMENT FISH HOOKS REELS LINE TACKLE NETS FLOATS SINKERS WEIGHTS NET HAULERS
SHARE	UN/SPSC	70100000	00759	03/01/2018	Fisheries and aquaculture > Farming and Fishing and Forestry and Wildlife Contracting Services	SERVICES FISHING FISHERY FISHERIES HATCHERIES HATCHERY NETTING TRAWLING RESEARCH RESOURCES STORAGE SONAR POND FARMING STOCKING WALLEYE MUSKELLUNGE

Step 3: Use the results of the search

1. Select the Category Cd link to see if it describes the purchase.
2. SWIFT displays Category Definition and Account Restriction tabs for that record.

Category Definition tab

You see view the Long Description, Keyword and one Account.

Category Definition | Category Definition 2 | Account Restrictions

SetID SHARE Category ID 00240 Code 21111500

Header

*Market Code UN/SPSC Effective Date 03/01/2018 Status Active

Long Description Commercial fishing equipment > Fishing and aquaculture equipment > Farming and Fishing and Forestry and Wildlife Machinery and Accessories

*Short Desc Commercial

*Description Commercial fishing equipment >

Usage Code

Primary Buyer 01192716 Xiong, Kia

*Physical Nature Physical Goods

Lead Time Days 0

*Currency USD Dollar

VAT Default

*Account 471606

VAT Service Treatment Setup

Asset Profile ID NCP_EQP10 Description Non-Capital Equipment - 10 Yrs

Keyword COMMERCIAL FISHING EQUIPMENT FISH HOOKS REELS LINE TACKLE NETS FLOATS SINKERS WEIGHTS NET HAULERS

Account Restrictions tab

You can view all of the Accounts attached to the Category Code.

Category Definition | Category Definition 2 | **Account Restrictions**

SetID SHARE Category ID 00240 Code 21111500

Account Restrictions

Grid Action Menu

	Description		
1	470606	Equipment-Capital	+ -
2	471606	Equipment-Non Capital	+ -

Grid Action menu

On the Account Restrictions tab, you can press the **Grid Action Menu** icon to download the results in an Excel spreadsheet.

Category Codes for Professional/Technical Services

Category Code	Description	Use For
84101501	Financial assistance > Development assistance > Development finance > Financial and Insurance Services	All Grants, regardless of purpose
Codes beginning with 7011	Horticulture > Farming and Fishing and Forestry and Wildlife Contracting Services	Parks management or maintenance; horticultural counseling services; arborist services
Codes beginning with 7012	Livestock services > Farming and Fishing and Forestry and Wildlife Contracting Services	Livestock management; pets industry; animal health; veterinarian and veterinary lab services
Codes beginning with 7013	Land and soil preparation and management and protection > Farming and Fishing and Forestry and Wildlife Contracting Services	Soil conservation; land use planning, evaluation and reclamation; watershed management
Codes beginning with 7015	Forestry > Farming and Fishing and Forestry and Wildlife Contracting Services	Forest resources management services; forest administration services; forestry monitoring; forestry conservation services
Codes beginning with 72	Building and Facility Construction and Maintenance Services	
Codes beginning with 761016	Hazardous material decontamination > Decontamination services > Industrial Cleaning Services	Asbestos removal or encapsulation
Codes beginning with 7612	Refuse disposal and treatment > Industrial Cleaning Services	Landfill operations; waste disposal, recycling services
Codes beginning with 77	Environmental Services	Environment assessments, planning and advisory services; pollution tracking, monitoring and investigation services; environmental rehabilitation
Codes beginning with 78	Transportation and Storage and Mail Services	Passenger and cargo transport; vehicle and forklift rental and leasing; storage services; vehicle inspection and repair; parking fees
80101500	Business and corporate management consultation services > Management advisory services > Management and Business Professionals and Administrative Services	Business consulting services
Codes beginning with 8011	Human resources services > Management and Business Professionals and Administrative Services	Personnel recruitment; temporary personnel services
Codes beginning with 8012	Legal services > Management and Business Professionals and Administrative Services	Legal services; legal research services; jury member service; witness and expert witness service

Category Code	Description	Use For
Codes beginning with 8013	Real estate services > Management and Business Professionals and Administrative Services	Property and land rental and leases; escrow, title and appraisal services
Codes beginning with 8016	Business administration services > Management and Business Professionals and Administrative Services	Clerical services; fleet management services; audio visual services; data archiving services; furniture project administration; office equipment rental or leasing services
Codes beginning with 8110	Professional engineering services > Engineering and Research and Technology Based Services	Civil, mechanical, electrical, chemical and traffic engineering; mechanical drawing; machine tool design; lab and office equipment maintenance; sampling services
Codes beginning with 8111	Computer services > Engineering and Research and Technology Based Services	Systems design and development; programming; systems support and security; help desk services; disaster recovery services; internet services; software maintenance or support fees; computer and printer maintenance, rental or leasing services
81130000	Statistics > Engineering and Research and Technology Based Services	Statistical research and analysis
Codes beginning with 811418	Facilities management > Manufacturing technologies > Engineering and Research and Technology Based Services	Building, power, plumbing and equipment inspection service; safety or risk analysis
Codes beginning with 8115	Earth science services > Engineering and Research and Technology Based Services	Climatology; meteorological service; mapping and map production; land and geological surveying; archaeological services
Codes beginning with 8211	Writing and translations > Editorial and Design and Graphic and Fine Art Services	Technical and non-technical writing; court reporting service; transcribing service; editing service; fact checking service; written translation services; in person language interpretation service
Codes beginning with 8212	Reproduction services > Editorial and Design and Graphic and Fine Art Services	Printing service; photocopying service; engraving service
Codes beginning with 83	Public Utilities and Public Sector Related Services	Payments to utilities; telephone, cell phone and pager service; TV and radio service; internet related services
Codes beginning with 8410 EXCEPT 84101501	Development finance > Financial and Insurance Services	Debt services (negotiation, reorganization, collection), repossession services, co-financing; governmental or non-governmental aid (loans)
Codes beginning with 8411	Accounting and bookkeeping services > Financial and Insurance Services	Notary service; actuary service; financial audit service; financial consultant services; accounting services
Codes beginning with 8413	Insurance and retirement services > Financial and Insurance Services	Insurance payments; pension and retirement payments

Category Code	Description	Use For
84141700	Business credit agencies > Credit agencies > Financial and Insurance Services	Pcard and fleet cards
Codes beginning with 85	Healthcare Services	Healthcare providers and administrative services; rehabilitation services; disease prevention/control programs; lab services; drug/alcohol testing services; health screening/assessment services; nutrition issues/programs
Codes beginning with 86	Education and Training Services	Education; training; testing services; seminars; workshops
Codes beginning with 9010	Restaurants and catering > Travel and Food and Lodging and Entertainment Services	Catering; cafeteria services; takeout
Codes beginning with 9011	Hotels and lodging and meeting facilities > Travel and Food and Lodging and Entertainment Services	Hotels; motels; meeting rooms
92101700	Jail and prison system > Public order and safety > National Defense and Public Order and Security and Safety Services	Offender costs; work release; probation services
92101800	Court system > Public order and safety > National Defense and Public Order and Security and Safety Services	Administrative hearings; judges
93141500	Social development and services > Community and social services > Politics and Civic Affairs Services	Social services
93151500	Public administration > Public administration and finance services > Politics and Civic Affairs Services	Data sharing agreements
93151600	Public finance > Public administration and finance services > Politics and Civic Affairs Services	Expense reimbursements; indirect and direct costs
94100000	Work related organizations > Organizations and Clubs	Professional memberships
Codes beginning with 95	Land and Buildings and Structures and Thoroughfares	Purchase of property; easements and right of way