**How to determine the correct UNSPSC Code**

1. Log in to FI$Cal
2. Click “Main Menu”
3. Click “FI$Cal SCPRS”
4. Click “Run SCPRS Data Entry”



1. Click “Add a New Value”

 

1. Enter your four digit “Business Unit” and make up a “Purchase Document #”
2. Click “Add” button”
3. Enter UNSPSC code listed from the contract in the UNSPSC field. 
4. Click the “Look Up” button (small magnifying glass)
5. Description: Using drop-down arrow change “begins with” to “contains” enter name of product. 
6. If your UNSPSC code cannot be found, please contact: helpunspsc@dgs.ca.gov