



## The Source NC E-Procurement Newsletter

February 2018 Edition

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### Tips & Tricks: Selecting Commodity Codes

The Department of Administration currently uses the National Institute of Governmental Purchasing (NIGP) standard list of commodity codes. The NIGP commodity codes can be [downloaded](#) from the P&C website. When buying a non-catalog item, it is important to select a commodity code that best represents the item being purchased. Selecting the most appropriate commodity code helps the state to determine the commodities being purchased and whether the commodities should be on a Statewide Term Contract for better pricing. The commodity code also determines whether vendors are charged the 1.75% transaction fee. If you purchase from a catalog, the commodity code is already entered, so you don't have to select one. For more information on selecting commodity codes, see the following information:

- [eRequisition Selecting Commodity Codes](#) job aid
- [Choosing the Correct Commodity Code](#) online training

### Conference: Carolinas Association of Governmental Purchasing (CAGP)

NC E-Procurement representatives will be at the CAGP Conference on March 6 & 7 at the New Bern Riverfront Convention Center. NC E-Procurement will host a session from 2:35 p.m. to 3:50 p.m. on Tuesday, March 6, and will have an exhibitor booth to answer questions on Wednesday, March 7. Please see more information about the session below. If you would like to schedule a one-on-one meeting at the conference with an NC E-Procurement representative, please contact us at [EPTraining@doa.nc.gov](mailto:EPTraining@doa.nc.gov) to set up a time.

#### *NC E-Procurement & the electronic Vendor Portal (eVP)*

Join us as we demonstrate the simplicity and efficiency of using catalogs for Statewide Term Contracts in a familiar online shopping experience, explore eVP improvements, and discuss how NC E-Procurement is helping your entity save through smarter procurement!

### P&C's Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see below for a list of upcoming trainings. For further course details and registration instructions, please refer to the [2018 course catalog](#).

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
2/20	Contract Administration & Monitoring	Raleigh	Department of Administration 116 W. Jones Street P&C's Training Center, Room G111-E

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
2/28	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
3/8	Determining Cost	Raleigh	Department of Administration 116 W. Jones Street P&C's Training Center, Room G111-E
3/15	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
3/20 – 3/22	RFP Development & Evaluation	Raleigh	Department of Administration 116 W. Jones Street P&C's Training Center, Room G111-E
3/27	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401

### Follow-Up

This newsletter was sent to all community college, school system, and non-integrated entity users.

Questions about information covered in this newsletter? Send an email to [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)