



The Source NC E-Procurement Newsletter

December 2018 Edition

Help Desk Holiday Hours

The NC E-Procurement Help Desk will be closed due to State holidays on December 24-26 and January 1, but will otherwise have normal hours. The Help Desk can be reached Monday through Friday 7:30 a.m. to 5 p.m. EST by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Tips & Tricks: Commodity Code Item Classification

The Department of Administration currently uses the National Institute of Governmental Purchasing (NIGP) standard list of commodity codes. The NIGP commodity codes, which can be [downloaded here](#) from the P&C website, are used by E-Procurement to determine whether an item is classified as a good or as a service. Codes below 900 are classified as a good, and codes over 900 are typically classified as a service.

NC E-Procurement also has an “Item Classification” field on each line that indicates whether it is a good or a service. The item classification is updated automatically depending on which commodity code is selected:

- If an item is given a commodity code classified as a good, “Good” will be displayed:

Full Description: * Material Goods

Commodity Code: * 005-05 - Abrasive Equip

Supplier: (no value)

Location: (no value)

ItemID: (none selected)

WarehouseID: (none selected)

Bid Number: (none selected)

Supplier Part Number:

Recycled Content? Yes No

Item Classification: Good

Contract Type: No

Blanket Purchase? Yes No

- If a service commodity code is selected, “Service” will be displayed:

Full Description: * Example Service

Commodity Code: * 924-78 - Teaching and I

Supplier: (No Preference)

Location: (no value)

ItemID: (none selected)

WarehouseID: (none selected)

Bid Number: (none selected)

Supplier Part Number:

Recycled Content? Yes No

Item Classification: Service

Contract Type: No

Blanket Purchase? Yes No

Using the Item Classification field allows a requisitioner to double-check that they are using the correct commodity codes.

For further assistance or questions about commodity codes, please contact the NC E-Procurement Help Desk by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Statewide Term Contract Announcements

Statewide Term Contract 060B The Division of Purchase & Contract has established a new [Statewide Term Contract 060B – Storage Batteries: Automotive, Golf & Marine](#). This is a single-vendor mandatory contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina General Statute. Non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The term of this contract is December 1, 2018 through November 30, 2021. If you have any questions related to this contract, contact Bahaa Jizi at (919) 807-4520 or bahaa.jizi@doa.nc.gov.

P&C’s Training Roundup

The Division of Purchase & Contract (P&C) offers various training courses related to procurement throughout the year. Please see the following table for a list of upcoming courses. For further course details and registration instructions, please refer to the [2018 course catalog](#). P&C’s training course schedule for 2019 will be released soon.

DATE	COURSE TITLE	LOCATION	FACILITY & ADDRESS
12/19	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
12/20	E-Quote	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road

			Room 1401
1/03	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
1/29	E-Procurement	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401
1/30	E-Quote	Raleigh	Wake Tech Public Safety Education Campus 321 Chapanoke Road Room 1401

Follow-Up

This newsletter was sent to all E-Procurement users.

Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.