The Source NC E-Procurement Newsletter
January 2015 Edition

New Release: Vendor 'Remit To' Addresses Viewable in Public Vendor Search The NC E-Procurement team made an update to NC E-Procurement on December 11, 2014. The **'Remit To'** addresses for vendors may now be viewed via the NC E-Procurement Registered Vendor Search. For more information on using the Registered Vendor Search tool, please review the Vendor Searches system tip on the NC E-Procurement web site.

Updated Statewide Term Contract 425A The Division of Purchase and Contract updated Statewide Term Contract 425A – Furniture, Modular Computer Workstations to reflect a name change for an awarded vendor, ABCO Office Furniture, who is now registered as JSJ Furniture Corp. The vendor can now be found in NC E-Procurement as JSJ Furniture Corp, as well. Please note, the other vendors on the contract – BARRICKS MANUFACTURING COMPANY, Corilam Fabricating Company, Delve Interiors LLC, DesignOptions Holdings, KRUEGER INTERNATIONAL, INC., Mayline Group, STEELCASE INC.-USE DISTRIBUTOR, and techline Raleigh-Durham – are still available for purchases from contract 425A.

Statewide Term Contracts for Ink Cartridges – 204D & 615A Printer ink cartridges are available with purchase of a printer on Statewide Term Contract 204D – Printers and Peripherals. Printer ink cartridges may now also be purchased individually, without the purchase of a printer, from Statewide Term Contract 615A – Office Supplies.

Resources for Selecting Commodity Codes NC E-Procurement provides a wide variety of online resources for assisting users with the selection of commodity codes. It is important to select a commodity code that best represents what is being purchased, as it helps the State in determining what commodities are being purchased and what commodities should be on Statewide Term Contract for better pricing. Please find below some helpful resources available to assist with selecting an appropriate commodity code. More resources can be found by visiting the Commodity Code Resources System Tip on the NC E-Procurement web site.

Commodity code suggestions:

- **Commodity Code Selection & Top 5 Service Commodity Codes**
- **Top 50 Commodity Codes**

How commodity code selection works in NC E-Procurement:

- **How to Select Commodity Codes while Editing Line Items** (pages 2-6)
- **Expanding the Commodity Code Search Results while Editing Line Items**

Tips & Tricks: Revising a Commodity Code Search When searching for a commodity code to select within NC E-Procurement, it may prove useful to revise the search to confirm that the correct commodity code is being selected. After a five-digit commodity code has been found, try searching by just the first three numbers to confirm the commodity code is in the appropriate category.

For example, user Jane is creating an eRequisition for roofing services. However, a search for **'roofing'** returns the commodity code **'145-60 – Roofing.'**
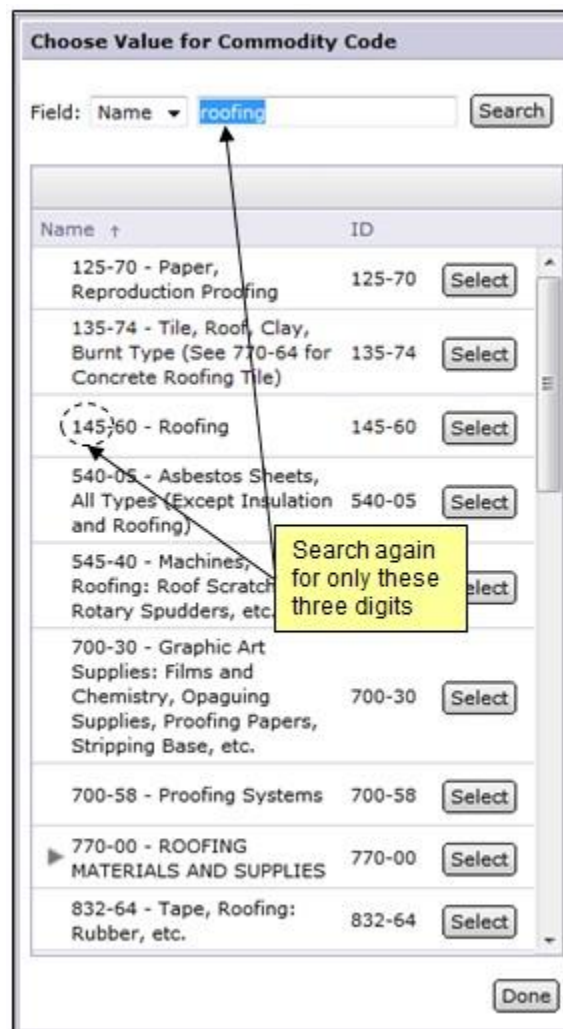
If Jane then searches for just **'145,'** she will find that this commodity code actually falls under **'145-00 – BRUSHES.'** If Jane had selected this commodity code, then the line item would indicate that roofing *brushes* are being purchased, not roofing *services*.

If Jane goes back to her original search for **'roofing'** and scrolls down, she will find more options that better match the roofing services she is purchasing, such as **'910-66 – Roofing, Gutters, and Downspouts Maintenance and Repair'** or **'914-73 – Roofing and Siding.'** Try searching for **'910'** and **'914'** within NC E-Procurement to find out which of these would work better for Jane!

Looking for more NC E-Procurement Tips and Tricks? All tips covered in this and previous issues of *The Source* may be found on the System Tips page of the NC E-Procurement web site!