



## 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.

**View Vendor Detail**

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**General Vendor Information**

**Vendor Status:** Active  
**Vendor Name:** Test Vendor  
**Dun and Bradstreet Number:**  
**Website:**  
**Individual and Business Characteristics:** Corporation  
**Description of Owner(s):**  
**Business Provides:** Both Goods and Services  
**Provides Medical Services:** No

**Contacts**

Last Name	First Name	Title	Phone	Email
Vendor	Test	Title	888-211-7440	ephelpdesk@its.nc.gov

**Locations**

Test Location	Location Status: Active
<b>Order From:</b> Orders: via EMAIL Email: ephelpdesk@its.nc.gov Fax: Contact: Test Vendor  123 Main Street Raleigh, NC 27609 Wake PCard: Not accepted	<b>Remit To:</b> Payment: via USMAIL <b>Make Checks Payable To:</b> Test Vendor Fax: Contact: Test Vendor  123 Main Street Raleigh, NC 27609 Wake

The vendor's 'Remit To' address is now visible in the Registered Vendor Search tool

**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:**

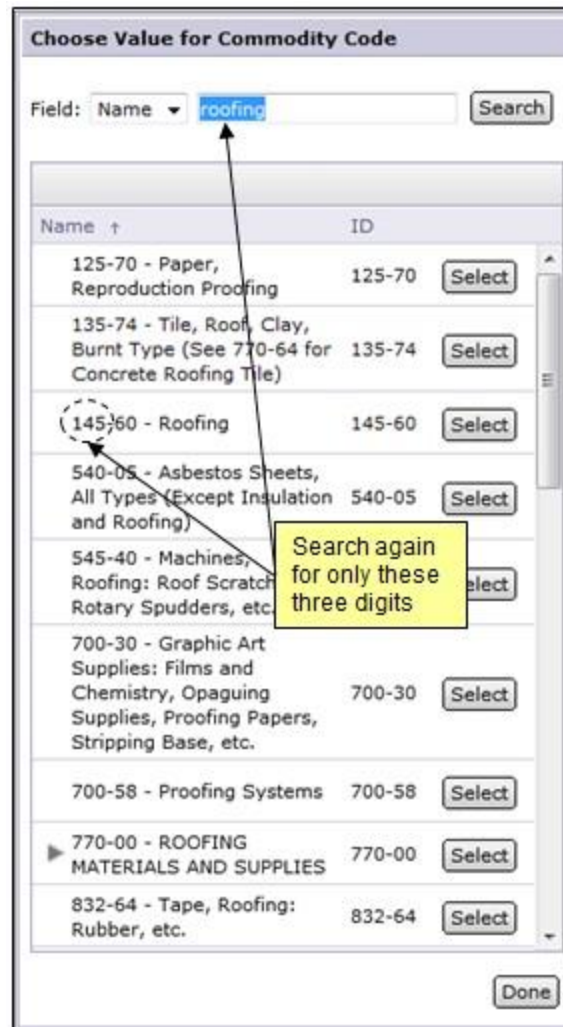
- [Commodity Code Selection & Top 5 Service Commodity Codes](#)
- [Top 50 Commodity Codes](#)

**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*.

The screenshot shows a dialog box titled "Choose Value for Commodity Code". At the top, there is a "Field:" label with a dropdown menu set to "Name" and a text input field containing "145". To the right of the input field is a "Search" button. Below the search field is a table with two columns: "Name" and "ID". The table contains one row with the following text: "145-00 BRUSHES (SEE CLASS 485 FOR JANITORIAL TYPE)". To the right of the text in the table is a "Select" button. At the bottom right of the dialog box is a "Done" button.

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!

The screenshot shows the same "Choose Value for Commodity Code" dialog box, but with the search term "roofing" in the input field. The table below the search field lists several commodity codes. Annotations are present: a yellow box with the text "Continue searching by the first three digits to confirm the correct commodity code is being selected" has arrows pointing to the first three digits of the codes "910-66" and "914-73". Another yellow box with the text "Scroll down to see more search results" has arrows pointing to the scroll bar on the right side of the table. The table rows include: "Animal Trapping, Rodent Control, Exterminating and Fumigation)", "910-66 - Roofing, Gutters, and Downspouts Maintenance and Repair", "910-78 - Weather Maintenance Services", "914-73 - Roofing and Siding", "918-91 - Roofing Consultant", "925-81 - Roofing, Engineering", "936-70 - Roofing Equipment", "961-77 - Treatment Services, Material (Anticorrosion, Fire Protection, Waterproofing, etc)", and "968-94 - Waterproofing". Each row has a "Select" button to its right. A "Done" button is at the bottom right.

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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!

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### Follow-Up

This newsletter was sent to all NCAS users.

*Questions about information covered in this Newsletter?* Send an e-mail to: [ephelpdesk@its.nc.gov](mailto:ephelpdesk@its.nc.gov)

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