



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

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

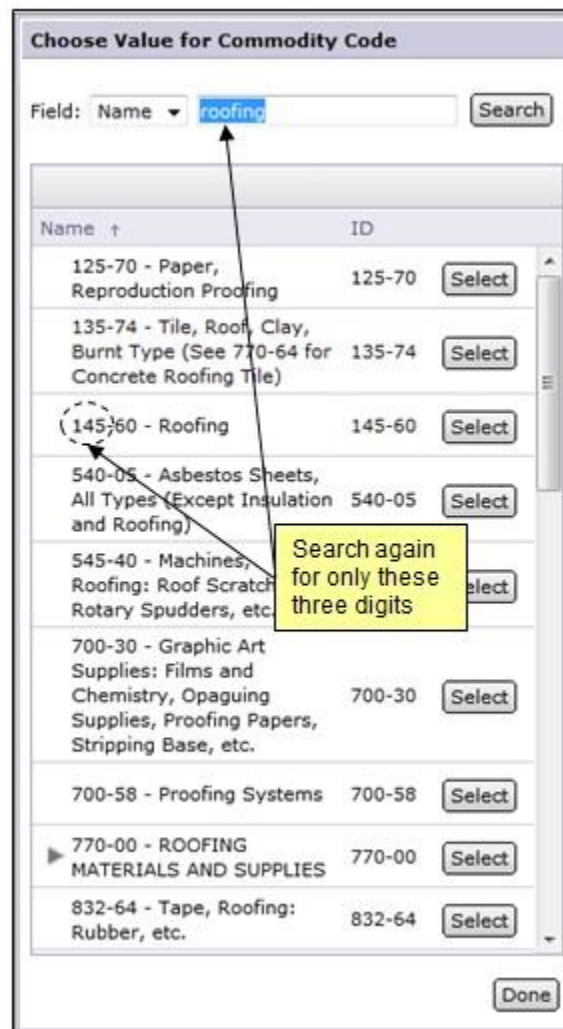
- [Commodity Code Selection & Top 5 Service Commodity Codes](#)
- [Top 50 Commodity Codes](#)

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 area 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 area lists several commodity codes. Two yellow callout boxes with arrows pointing to specific rows provide instructions:

- The first callout box points to the row for "910-66 - Roofing, Gutters, and Downspouts Maintenance and Repair" and contains the text: "Continue searching by the first three digits to confirm the correct commodity code is being selected".
- The second callout box points to the row for "914-73 - Roofing and Siding" and contains the text: "Scroll down to see more search results".

The table lists the following items:

Name	ID
Animal Trapping, Rodent Control, Exterminating and Fumigation)	
910-66 - Roofing, Gutters, and Downspouts Maintenance and Repair	910-66
910-78 - Weather Maintenance Services	
914-73 - Roofing and Siding	914-73
918-91 - Roofing Consultant	918-91
925-81 - Roofing, Engineering	925-81
936-70 - Roofing Equipment	936-70
961-77 - Treatment Services, Material (Anticorrosion, Fire Protection, Waterproofing, etc)	961-77
968-94 - Waterproofing	

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!

Follow-Up

This newsletter was sent to NC E-Procurement users from non-integrated entities.

Questions about information covered in this Newsletter? Send an e-mail to: ephelpdesk@its.nc.gov
