# The Source  NC E-Procurement Newsletter
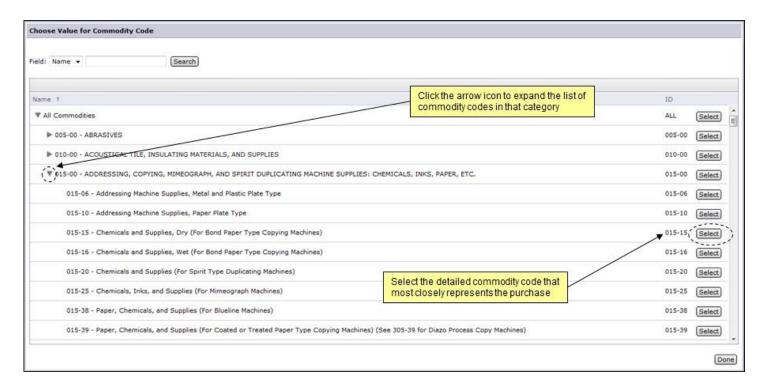*July 2013 Edition*

**Top 50 Commodity Codes**   The NC E-Procurement team has published on the NC E-Procurement Home Page a list of the Top 50 Commodity Codes selected by users when creating eRequisitions. The top 10 of those commodity codes have been provided below. Selecting the appropriate commodity code when adding a line item in NC E-Procurement helps the State in determining what commodities are being purchased and what commodities should be on state contract for better pricing. Commodity Codes can also be found on the Division of Purchase & Contract's webpage. If you would like help in determining the correct commodity code, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or at ephelpdesk@its.nc.gov.

- **207-72:** Printer Accessories and Supplies: Chemicals, Forms Tractors, Inks and Cartridges, Paper, Label Sheets, Sheet Feeders, Toner Cartridges, Wheels, etc.

- **080-65:** Service Awards, Specialty Type

- **962-86:** Transportation of Goods and Other Freight Services

- **800-08:** Boots, Leather

- **060-42:** Filters: Air, Fuel, Oil, Power Steering, Transmission and Water, and PCV Valves

- **620-80:** Pens (General Writing Types): Ball Point, Nylon Tip, Plastic Tip, Roller Ball, etc.

- **204-68:** Peripherals, Miscellaneous: Joy Sticks, Graphic Digitizers, Light Pens, Mice, Pen Pads, Trackballs, Secure I.D. Access Cards, Headsets and Microphones, etc.

- **801-83:** Signs, Metal (Not Blanks)

- **615-09:** Binders: Chain, Post, Prong, Ring, etc.

- **620-90:** Pens, Marker Type (Including Highlighter Types)

**Expanding Commodity Codes**  While creating an eRequisition, select **'Search for more…'** to search for commodity codes. When the **'Choose Value for Commodity Code'** pop-up window appears, notice that the commodity codes are listed with **'-00'** on the end. These are the high-level commodity codes. To see more descriptive commodity codes, click the arrow ( ▶ ) icon next to the commodity code to expand the list and view more specific commodity codes.

**Note:** NCAS entities may not submit eRequisitions using commodity codes that end with **'-00.'**

**Choose Value for Commodity Code**

Field: Name ▾ [          ] [Search]

| Name ↑ | ID | |
|---|---|---|
| ▼ All Commodities | ALL | [Select] |
| ▶ 005-00 - ABRASIVES | 005-00 | [Select] |
| ▶ 010-00 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES | 010-00 | [Select] |
| ▼ 015-00 - ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC. | 015-00 | [Select] |
| 015-06 - Addressing Machine Supplies, Metal and Plastic Plate Type | 015-06 | [Select] |
| 015-10 - Addressing Machine Supplies, Paper Plate Type | 015-10 | [Select] |
| 015-15 - Chemicals and Supplies, Dry (For Bond Paper Type Copying Machines) | 015-15 | [Select] |
| 015-16 - Chemicals and Supplies, Wet (For Bond Paper Type Copying Machines) | 015-16 | [Select] |
| 015-20 - Chemicals and Supplies (For Spirit Type Duplicating Machines) | 015-20 | [Select] |
| 015-25 - Chemicals, Inks, and Supplies (For Mimeograph Machines) | 015-25 | [Select] |
| 015-38 - Paper, Chemicals, and Supplies (For Blueline Machines) | 015-38 | [Select] |
| 015-39 - Paper, Chemicals, and Supplies (For Coated or Treated Paper Type Copying Machines) (See 305-39 for Diazo Process Copy Machines) | 015-39 | [Select] |

*Click the arrow icon to expand the list of commodity codes in that category*

*Select the detailed commodity code that most closely represents the purchase*

[Done]

**Vendor Searches by Commodity Code**   There are several  filters available by which vendors may be searched on the NC E-Procurement Registered Vendor Search page. If a user wishes to search for registered vendors that may provide the goods or services they wish to purchase, the **'Commodity Code'** field may be used to search for vendors that have designated they provide those goods or services. Likewise, the **'Construction Code'** field may also be used for vendors that provide goods or services that relate to construction. Users may also hold down the **'CTRL'** key on their keyboard and click on multiple commodity codes in order to select two or more commodity codes by which to search.

**Vendor Search**

How do I use this tool? Search Help Document

Vendor Name [        ]  Tax ID [        ]

Last Name [        ]  eQuote Vendor [Select eQuote Status ▼]

Email [        ]

Location Name [        ]  Location City [        ]  Location County [        ]

Individual Characteristics (includes ethnicity, gender, disabled status)
[Select Characteristic ▼]

Hold down the 'CTRL' key on the keyboard to select multiple commodity codes

Commodity Code
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies
019 Agricultural Crops and Grains Including Fruits, Melons, Etc.
020 Agricultural Equipment, Implements, and Accessories
022 Agricultural Implements and Accessory Parts

Construction Code
02600 Drainage and Containment
02700 Bases, Ballasts, Pavements, and Appurtenances
02800 Site Improvements and Amenities
02900 Planting

The 'Construction Code' field may also be used to search for vendors that provide goods and/or services related to construction

HUB Category [Select HUB Category ▼]

[Search] [Reset]

| Vendor Name | First Name | Last Name | Phone | Email | Debarred | HUB | eQuote |
|---|---|---|---|---|---|---|---|

## 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