



## The Source NC E-Procurement Newsletter

July 2013 Edition

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**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](mailto: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:** Non-integrated entities may not submit eRequisitions using commodity codes that end with **'-00.'**

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**Choose Value for Commodity Code**

Field: Name

Name	ID
▼ All Commodities	ALL <input type="button" value="Select"/>
▶ 005-00 - ABRASIVES	005-00 <input type="button" value="Select"/>
▶ 010-00 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	010-00 <input type="button" value="Select"/>
▼ 015-00 - ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.	015-00 <input type="button" value="Select"/>
015-06 - Addressing Machine Supplies, Metal and Plastic Plate Type	015-06 <input type="button" value="Select"/>
015-10 - Addressing Machine Supplies, Paper Plate Type	015-10 <input type="button" value="Select"/>
015-15 - Chemicals and Supplies, Dry (For Bond Paper Type Copying Machines)	015-15 <input type="button" value="Select"/>
015-16 - Chemicals and Supplies, Wet (For Bond Paper Type Copying Machines)	015-16 <input type="button" value="Select"/>
015-20 - Chemicals and Supplies (For Spirit Type Duplicating Machines)	015-20 <input type="button" value="Select"/>
015-25 - Chemicals, Inks, and Supplies (For Mimeograph Machines)	015-25 <input type="button" value="Select"/>
015-38 - Paper, Chemicals, and Supplies (For Blueline Machines)	015-38 <input type="button" value="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 <input type="button" value="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

**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

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

HUB Category

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

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

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
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### 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](mailto:ephelpdesk@its.nc.gov)