The Source NC E-Procurement Newsletter

June 2015 Edition

ACCBO Conference Presentations The NC E-Procurement Team attended the Association of Community College Business Office Professionals (ACCBO) Conference and presented two sessions. The presentations can be found on the NC E-Procurement Conference Presentations page.

End of FY15 Reminder The end of FY15 is at the end of the month. Be sure to check with your purchasing leadership to determine your entity's end-of-year process. In general, all end-of-year activities should be completed by June 30, 2015.

'News' Portlet Updates The NC E-Procurement Team updates the **'News'** portlet on a regular basis with helpful tips, reminders, and important system notifications. Be sure to add the **'News'** portlet to your Dashboard so you don't miss important updates. Instructions for adding portlets to your Dashboard are included in the **'E-Procurement Overview'** job aid found on the NC E-Procurement User Training page.

Vendor Registration Review When a vendor registers with NC E-Procurement, they must accept the NC E-Procurement Terms of Use. Vendors can update their Vendor Registration profiles via the web site located at https://vendor.ncgov.com. We're reminding all vendors to use this self-service option to review their profiles and update any outdated information. In the coming weeks, the main contact for every active vendor will receive an email asking them to log into https://vendor.ncgov.com and confirm that their company's contact information and business characteristics are up-to-date. Vendors may be directed to the NC E-Procurement Help Desk at 888-211-7440, option 2, if they have any questions.

Choose Commodity Codes Carefully When buying a non-catalog item, it is important to select a commodity code that best represents what is being purchased. This helps the State in determining what commodities are being purchased and therefore should be on Statewide Term Contract for better pricing. It is also important so that vendors are not incorrectly charged the 1.75% transaction fee. If you purchase from a catalog, the commodity code is already entered, so you don't have to select one.

Please find below common items that are issued with the incorrect commodity code, as reported to the NC E-Procurement Help Desk. A potential corrected commodity code to use for such purchases has also been provided. The most common issues result when the commodity code used is classified as a good when the purchase is actually a service. All services are in the 9XX-XX set of codes. Generally, if you aren't purchasing a physical product, you have purchased a service and should use a commodity code beginning with 9. If you have questions about selecting the correct commodity code, please contact your Purchasing Office.

Resources to assist you with selecting commodity codes may be found on the NC E-Procurement Home Page here.

Type of Purchase	Commonly Used Commodity Codes	Explanation	Correct Commodity Code to Select
Software Subscriptions & License Renewals	**208-00** – Computer Software for Microcomputers (Preprogrammed) **785-00** – School Equipment, Teaching Aids, and Supplies	Software that requires regular renewal of a subscription or license is a service and should use the 920-07 commodity code. Software that is purchased on CD or downloaded, and which does not require regular renewal of a license, would use a 208 or 209 commodity code.	**920-07** - Applications Software for Microcomputer Systems: Business, Mathematical/Statistical, Medical, Scientific, etc.
Per-Copy Leases	**966-00** – Printing and Typesetting Services **966-18** - Copying Services (Reproduction) **600-72** - Multi-Function Office Machines (Combination of Fax-Copier-Scanner-Printer, etc.)	Copy machine leases, including those with a per-copy charge, should use the 985-26 commodity code that applies to that service. Printing and copying services that result in physical printed materials should use the appropriate 966 commodity code.	**985-26** - Copy Machine, Plain Paper Type (Including Cost-Per-Copy Type Leases) Rental or Lease
Tire Retreading Services	**863-65** - Recapped/Retreaded Tires	863-65 applies to purchases of tires that have been recapped/retreaded prior to their purchase. 928-82 should be used for tire retreading services.	**928-82** - Tire and Tube Mounting, Repair, Retreading, and Rotation (Including Tire Foam Filling Services)
Fuel Tax	**405-09** - Fuel Oil, Diesel (Use 405-02 for Biodiesel)	405-09 is used for purchasing fuel. Fuel taxes should be added as a separate line item with the service commodity code 963-79.	**963-79** - Surcharges and Taxes (To Include Fuel Surcharges and Taxes)
Utility Services/ Natural Gas	**405-13** - Gas, Natural (Incl. Compressed Natural Gas (CNG))	Public utilities are considered a service and should use 961-84. The direct purchase of natural gas outside of public utilities would use 405-13.	**961-84 -** Utility Services, Gas

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 all community college users.

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