



# NC electronic Vendor Portal

## Selecting Commodity Codes in eVP

A commodity code is a standard system of numbers used to categorize the goods and services being purchased. NC eProcurement uses the [UNSPSC](#) Commodity Code system. Vendors can select which codes best represent the business they conduct in their North Carolina electronic Vendor Portal (NC eVP) account, both at the **company information** and **individual contact** level. Commodity codes at the **company information** level indicate to buyers that a vendor provides particular goods or services. Commodity codes at the **individual contact** level trigger emails announcing new procurement opportunities posted that day for solicitations with a matching commodity code.

This guide provides detailed steps to update the commodity codes listed at both the **company information** and **individual contact** levels within an eVP account. Additional general instruction can be found at the [Registering in eVP](#) and [Managing eVP Accounts and Contacts](#) job aids. For any other questions, please contact the NC electronic Vendor Portal Help Desk via phone at 888-211-7440, option 2, or via email at [vendor@nc.gov](mailto:vendor@nc.gov).

### I. How Selected Commodity Codes Are Used in eVP

1. Vendors can select commodity codes at the company information level and individual contact level. When a buyer or public user conducts a search for a vendor using commodity codes, the company information is what drives these results. When vendors receive notification of a solicitation, the individual contact level commodity codes are used.

**Note:** Reviewing and updating the selected commodity codes as needed to reflect goods and services provided by the vendor is advised to enable efficient buyer searches in the public portal and notifications of procurement opportunities. Choosing commodity codes that end in **'00'** will result in notifications for solicitations posted with any full 6 digit code in that family. For example, selecting the commodity code **'561000'** will cover codes **'561015'** through **'561019'**.

Location in eVP Account	Use in eVP
Company Information	Public Searches
Individual Contact	Bid Notifications

### II. Selecting Commodity Codes for Company Information in eVP Accounts

1. When setting up a new eVP account, commodity codes can be found in the **'Company Information'** section of the registration process. Buyers can search for commodity codes to identify vendors who provide the goods or services needed.

**Note:** For vendors reviewing commodity codes on an existing eVP account, the **'Company Information'** section can be found in the dropdown after logging into eVP and clicking on **'My Vendor'** at the top of the screen, or on the left side under **'Vendor Profile'**.



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2. Scroll down to the **'Commodity & Construction Codes'** section. In the **'Commodity Codes'** section, add or remove any commodity codes to best describe the goods or services offered.
3. To add a commodity code, click the **'Add Commodity Code(s)'** button.

**Commodity & Construction Codes**

Commodity Codes

Click **'Add Commodity Code(s)'**.

Search

Code (Commodity Family)      Commodity Family ↑      Code ↑      Name

4. The search bar in the upper right-hand corner of the popout screen can be used to find commodity codes. Searches can be conducted via code number or description. The **'Code'** and **'Name'** columns will display the most detailed information about each commodity code. When the search yields the desired results, check the box next to any relevant commodity codes to add to the account. Selected codes will display in the **'Commodity code(s) selected, to be added to vendor'** box at the bottom of the screen. Click the **'Add Commodity Code(s)'** button to finalize the selection(s).

### Notes:

- Commodity codes for **Goods** begin with numbers **1 – 6**, **Services** begin with numbers **7 -- 9**.
- It can be helpful to use an asterisk (\*) in the search box when searching by description to return results for all instances of that word, not just when that word is at the beginning of the description.

**Add Commodity Code(s) to vendor**

Check the box next to any code returned in the search to add it to the account. The **'Code'** and **'Name'** fields will provide the most detailed information.

\*janitor

Code (Commodity Family)	Commodity Family ↑	Code ↑	Name
<input checked="" type="checkbox"/> 7611	Cleaning and janitorial services	761100	Cleaning and janitorial services
<input checked="" type="checkbox"/> 7611	Cleaning and janitorial services	761115	General building and office cleaning and maintenance services
<input checked="" type="checkbox"/> 7611	Cleaning and janitorial services	761116	Building component cleaning services
<input checked="" type="checkbox"/> 7611	Cleaning and janitorial services	761118	Transport vehicle cleaning
<input type="checkbox"/> 4713	Cleaning and janitorial supplies	471300	Cleaning and janitorial supplies
<input type="checkbox"/> 4713	Cleaning and janitorial supplies	471315	Cleaning rags and cloths and wipes

**Commodity code(s) selected, to be added to vendor**

Cleaning and janitorial services ✕      General building and office cleaning and maintenance services ✕

To finalize selections, click the **'Add Commodity Code(s)'** button.

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5. The selected commodity codes display in the **'Commodity Codes'** section and can be removed by clicking the down arrow to their right and selecting **'Remove commodity code'**.

Commodity & Construction Codes

Commodity Codes

Selected commodity codes will display below and can be removed by clicking the down arrow to their right.

Code (Commodity Family)	Commodity Family ↑	Code ↑	Name
7611	Cleaning and janitorial services	761100	Cleaning and janitorial services
7611	Cleaning and janitorial services	761115	General building and office cleaning and maintenance services
7611	Cleaning and janitorial services	761116	Building component cleaning services
7611	Cleaning and janitorial services	761118	Transport vehicle cleaning

Remove commodity code

### III. Managing Commodity Codes for eVP Individual Contacts

Nightly procurement opportunity emails are sent to **individual contacts** in eVP with a commodity code selected that matches the code on a solicitation posted or updated that day. **Individual contact** commodity codes should be regularly reviewed so that the notifications received are relevant to the contact's scope of business.

1. To review the commodity codes for an existing **individual contact**, log into eVP, click on **'My Vendor'** at the top of the screen, and select **'Contacts'** from the dropdown, or select **'Contacts'** from the left side under **'Vendor Profile'**.

Solicitations Vendors Contract Extensions My Bids **My Vendor** Johnny Vendor

Home / My Vendor

## NC Basic Vendor

### Vendor Profile

Overview

Company Information

Awards

**Contacts**

### Overview

Select **'Contacts'** from either the **'My Vendor'** dropdown in the top right, or from the **'Vendor Profile'** options on the left.

NC Basic Vendor

Primary Contact

Vendor Status: Active

Registration Type

My Vendor

- Company Information
- Contacts**
- Addresses
- Billing
- Tier 2 Spend Data
- eProcurement Terms of Use
- eVP Terms of Use

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- The **'Contacts'** page lists all **individual contacts** associated with the vendor account. **Individual contacts** will receive notification of procurement opportunities based on the commodity code(s) associated with their contact. To review and manage the selected commodity codes, click the down arrow next to the contact and select **'Manage Commodity Code(s)'** from the dropdown.

**Contacts**

**Primary Contact \***

The Primary Contact of the account is the point of contact for any vendor Portal. Please allow up to 15 min for all changes to take effect.

Johnny Vendor

**All Contacts**

Search [ ] [Q] [Add Contacts]

Full Name	Job Title	Email	Phone ↑	Access Level	Sourcing Contact?
Johnny Vendor			9194234444	Account Owner	Yes

Click the down arrow next to a Sourcing Contact and select **'Manage Commodity Code(s)'** to review and update a contact's selected commodity codes.

Manage Contact  
Manage Commodity Code(s)

- On the subsequent **'Edit'** screen, a list of all the commodity codes attached to the contact will display.

**Note:** If more commodity codes have been selected than can be displayed on page, users must navigate through additional screens to see all selections via the page number boxes at the bottom of the screen.

**Edit**

A list of commodity codes attached to the contact will display on the **'Edit'** page.

[ ] [Q] [Add Commodity Code(s)]

Code (Commodity Family)	Commodity Family ↑	Code ↑	Name
7611	Cleaning and janitorial services	761100	Cleaning and janitorial services
7611	Cleaning and janitorial services	761115	General building and office
7611	Cleaning and janitorial services	761116	Building component cleaning services
7611	Cleaning and janitorial services	761118	Transport vehicle cleaning

Navigate through additional codes at the bottom of the page.

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- 4. To add any codes, click the **'Add Commodity Code(s)'** button to search for and add new commodity codes. See **step 4** of the **'Selecting Commodity Codes for eVP Accounts'** section for detailed instructions on this process.
- 5. To remove any non-relevant commodity codes, click the down arrow to the right of the selected code and select **'Remove commodity code'** from the dropdown and click **'Ok'** on the subsequent **'Remove Commodity Code'** popup. Repeat for as many codes need to be removed and click **'Submit'** or the **'X'** in the top right to finalize the updates.

Edit

Add Commodity Code(s)

Click the down arrow to the right of any codes that are no longer relevant and select **'Remove commodity code'** from the dropdown.

(Commodity Family)	Commodity Family ↑	Code ↑	Name	
4712	Janitorial equipment	471200	Janitorial equipment	▼
4712	Janitorial equipment	471215	Cleaning and janitorial carts and accessories	▼
4712	Janitorial equipment	471216	Floor machines and accessories	▼

Remove commodity code

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