
Tips & Tricks: Selecting Commodity Codes

NC eProcurement users must select a six-digit commodity code when creating a non-catalog line item. Every commodity code has an item classification of goods (typically beginning with the digits 1, 2, 3, 4, 5, or 6) or services (usually starting with 7, 8, or 9). It is important to select a commodity code with the correct item classification.

When purchasing a software subscription or license with an end date (available to an entity for a period of time), use commodity code 811620. If the entity is purchasing a license to the software that is owned by the entity indefinitely, use a commodity code that starts with 1, 2, 3, 4, 5, or 6. Here are additional common service codes with examples to help clarify when to use them:

- 721029 – Facility maintenance and repair services (e.g., asbestos treatment, floor cleaning)
- 781018 – Road cargo transport (e.g., shipping and transportation of goods)
- 801315 – Lease and rental of property or building (e.g., modular units for schools)
- 801618 – Office equipment rental or leasing services (e.g., copier leases)
- 811620 – Cloud-based software as a service (e.g., software subscriptions)
- 911018 – Clothing rental (e.g., uniform rentals)

Additionally, adding a separate line item to a non-catalog order for goods may be necessary to cover the cost of shipping and handling. For additional information and resources on how to select the correct commodity codes, visit the [Selecting Commodity Codes](#) page.

Multi-Year Purchases

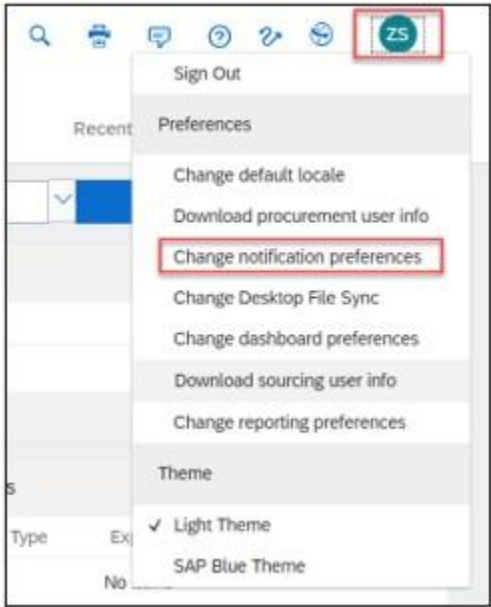
When using the Multi Year Indicator field while creating requisitions or adding lines on change orders, please be sure to select **unspecified** or a **future fiscal year**. If a previous fiscal year value is selected, the purchase order will fail in the North Carolina Financial System.

Guided Sourcing Training Resources

NC eProcurement Guided Sourcing training resources are now available on the NC eProcurement website. Guided Sourcing job aids can be found on the [NCEP Sourcing Training](#) page, and a new Guided Sourcing training video is available on the [Training Videos](#) page!

Sourcing Email Notifications

Sourcing users will receive notifications about Sourcing projects and tasks based on their notification preferences. It is important to review NC eProcurement Sourcing notifications. Sourcing users can update their notification preferences by clicking the initials in the upper right corner of the screen, selecting **Change Notification Preferences**, updating the preferences, and clicking the **Ok** button.



eVP Department Contacts

Vendors can now view a list of eVP department contacts after logging into eVP. It is important that eVP entities keep their department contacts up to date. eVP Agency Application users can see their entity’s current eVP department contacts in the system. To view eVP department contacts, Agency Application users can follow the steps below:

1. From the dashboard of the **Agency Application**, click the **Departments option** in the navigation panel.
2. Scroll down until you see your entity’s name or use the keyword search to find your entity.
3. Click on the entity’s name to view the department record. The department record will display an entity’s purchasing support and purchasing officer contacts.

If necessary, updates to an eVP department contact can be requested by submitting an [eVP Department Maintenance Form](#).

Statewide Term Contracts

5313A Personal Hygiene, Grooming Equipment and Supplies

The North Carolina Department of Administration’s Division of Purchase and Contract has established a new statewide term contract [5313A Personal Hygiene, Grooming Equipment and Supplies](#). This is a convenience statewide term contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities, including school systems and local government. The contract term is July 9, 2025, through July 8, 2030. If you have any questions related to this contract, email jonathan.davis@doa.nc.gov or call 984-236-0225.

4110B Basic Laboratory Supplies & Equipment

The NC eProcurement team is excited to announce that a Punchout catalog has been connected for statewide term contract 4110B Basic Laboratory Supplies & Equipment. The Punchout catalog has been added in Guided Buying under the Medical, Laboratory Supplies and Equipment tile, and can be accessed in Expert view by searching for “Colonial Scientific, Inc” on the catalog tab.

7811A Passenger Vehicle and Box Truck Rental

The North Carolina Department of Administration’s Division of Purchase and Contract has established a new statewide term contract [7811A Passenger Vehicle and Box Truck Rental](#). This is a convenience statewide term contract for state agencies, departments, institutions, universities, community colleges, and non-mandatory entities, including school systems

and local government. The contract term is September 12, 2025, through August 1, 2026. If you have any questions related to this contract, email jonathan.davis@doa.nc.gov or call 984-236-0225.

Holiday Hours

The NC eProcurement Help Desk will be closed in observance of state holidays on the following dates:

- November 11, 27, and 28
- December 24, 25, and 26
- January 1 and 19

The Help Desk will otherwise retain normal operating hours Monday through Friday from 7:30 a.m. to 5:00 p.m. EST. The Help Desk is available by phone at 888-211-7440, option 1, or by email at ephelpdesk@its.nc.gov.

Training Roundup

The Division of Purchase and Contract and NC eProcurement provide a full range of training and professional development offerings throughout the year.

Offerings available include North Carolina procurement and contract management certifications, stand-alone courses, job aids, and on-demand trainings.

More information about offerings through the North Carolina Procurement Academy (NCPA), visit the [Procurement Information Portal \(PIP\)](#). To request access, please submit a [Procurement Information Portal Access Request](#).

The following NC eProcurement classes require registration in the NC Learning Center. For help with registration, see the [NCPA Help Center](#) (PIP access required).

Date	Training Class
October 9	NC eProcurement Sourcing Training
October 15	NC eProcurement NCFS Basic Requester
November 12	NC eProcurement NCFS Basic Requester
November 12	NC eProcurement Advanced Buyer
November 20	NC eProcurement Sourcing Training
November 20	NC eProcurement Contracts Training

Be sure to check the [course list](#) periodically for additional training classes. If courses are unavailable or don't suit your schedule, you can find extensive self-learning materials on our [Training](#) page. Remember to check out the [Training Videos](#) page too!

We look forward to (virtually) seeing you!

This newsletter is sent to North Carolina Financial System users and is produced bimonthly by NC eProcurement to provide valuable information to procurement professionals working within state government.

Questions about information covered in this newsletter? Send an email to ephelpdesk@its.nc.gov.