THE SOURCE

December 2024

Tips and 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.

Statewide Term Contract Information

7612A Document Destruction Services

The North Carolina Department of Administration's Division of Purchase and Contract has established a new statewide term contract [7612A Document Destruction Services](). This is a multi-vendor, mandatory statewide term contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, may use this contract if allowed by general statute. The contract term is October 23, 2024, through October 22, 2029. If you have any questions related to this contract, email [Jonathan.Davis@doa.nc.gov]() or call 984-236-0225.

Help Desk Holiday Hours

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

- December 24, 25, and 26, 2024
- January 1 and 20, 2025

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 offer various procurement training courses throughout the year. Online classes that are available in the NC Learning Center include:

- Introduction to Procurement (ITP)
- Request for Proposals (RFP) Development and Evaluation
- Specification Writing (SW)

NC eProcurement has extensive self-learning materials available on the Training page. Remember to check out the Training Videos page too!

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