

TOP STORIES IN THIS NEWSLETTER



Tips and tricks
 Selecting UNSPSC
 Commodity Codes



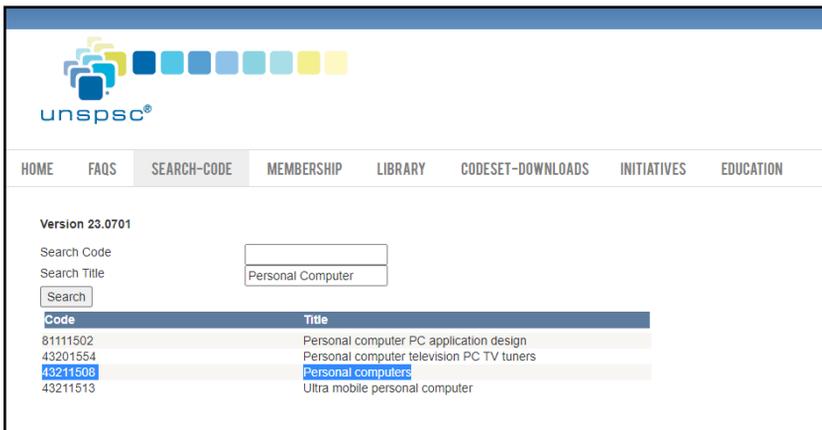
**Archive Buyer No Longer
 Sends or Receives
 Information**

TIPS AND TRICKS: FINDING COMMODITY CODES USING THE UNSPSC WEBSITE

As part of the 2020 upgrade of the NC eProcurement system, the State of North Carolina adopted UNSPSC commodity codes as the new commodity protocol. When creating an Ad Hoc requisition in Guided Buying or a Non-Catalog requisition in Expert View, users must enter a six-digit commodity code which can be found by searching through the open-source [UNSPSC website](#).

The UNSPSC website allows users to search for items by name, or by code if the first two or four digits are already known. Although UNSPSC commodity codes can be specified down to the eight-digit level, NC eProcurement requires only six digits (three levels). As an example, searching 'Personal Computer' on the UNSPSC website results in a commodity code of **43211508**, but NC eProcurement requires a user to enter only **432115**.

For more information on how to select the right commodity codes, please see the [Selecting Commodity Codes](#) web page.



ARCHIVE BUYER MOVES CLOSER TO FULL RETIREMENT

On September 30, Archive Buyer took another step towards full retirement. As of now, any order that originated in the old system (Version 9r1) will no longer be processed. In many cases, these are changes and cancellations that have been marked to not send to the vendor. If users receive a notification alerting them that the order was not sent to the vendor, and the order must go to the vendor, that action must be taken manually.

The notification itself will alert the user that the Purchase Order is associated with the "legacy Ariba 9r1 system" and provide the NC eProcurement Help Desk contact information. The system is now fully read-only and will not send or receive any information.

